

1. What is the estimated time period for the videos to be produced?

Ideally each story needs to be completed within 3-4 days. 1 day of pre-shoot work, 2 days of shooting on site, interviews of key persons and 1 day for voice-over and editing.

The duration of stories can be from 2 minutes to 4 minutes. If it's just an interview of some key personalities then it may be of 5-7minutes.

2. How many stories are to be made in the trial period?

We are looking for 4-6 separate video stories each of duration 2-3 min in the trial period.

3. Do I get any assistance or resources from your organization at field visit during shoot?

We will connect you with the key person from the field organization as well as a senior member of their team. We will also let you know the exact project site, tentative shooting dates etc to make this more convenient for you. Our team will always be in touch with you and field organization to coordinate this.

4. When do you expect me to start the shoot?

We can begin from the second week of August.

5. What is the maximum distance I will have to travel from my location?

As of now we are covering stories within 60km distance form Delhi/Gurgaon, Mumbai, Bengaluru and other operational bases of the freelancers.

6. What is your vision for the videos?

The videos are the priority step in building the brand identity of CSRBOX to bring out impactful CSR projects implemented by companies and non-profits together. Each video will encapsulate a success story. The video will start with CSRBOX logo coming in with its Tagline. The logo will be visible on each frame. Likewise the subtitles/end-credits will be according to our guidelines.

7. How do you envision the end to end process to work?

Once we know of your availability, we'll coordinate with NGOs to check their availability. We'll introduce you to the nodal point on their side for further communication. We will try to make the most of your time in field by connecting you to multiple NGOs in same geography. We'll also connect you to head offices of NGOs(In Delhi/Mumbai) for better understanding of project.

8. When will I receive the payment?

You will have to raise an invoice/bill at the end of the month and your payment will be processed within 5 days.

9. Any Do's and Dont's for the video

Make sure that the shots do not offend the individuals, religious and cultural sentiments of any person.

10. What will be guidelines for covering the interviews?

Only interviewee will be in the frame. This will be in Q& A format where interviewee will reply to the questions. Post editing question will appear as text on the screen and the interviewee's frame will appear. We may include a few images of their projects. (These can to be obtained from their office).