

## **INITIATE THE REQUEST** - A MINIMUM OF 5 BUSINESS DAYS NOTICE IS REQUESTED

1. Scan the big QR code on the wall by Bryan's desk (near the marketing office)

The code directs you to a request form. Please complete the form and Bryan will be in touch with you to take the necessary steps to get your request scheduled. It is at Bryan's discretion (and Marketing) to decline a request that is not on-brand or appropriate for our business. PLEASE understand that if Bryan is at his desk he is likely editing someone's video content so please do not attempt to verbally provide your initial request. All requests need to be in writing on the form as requested.

2. Don't want to or aren't able to scan the code: visit <https://www.jimallen.com/jag-vr/> to complete the request form for videography services

If you are unable to complete an online form we can make a printed version of the request form available to you for manual input; however, you must complete an official request to be considered.

## **ONCE YOUR REQUEST IS APPROVED**

Once your request has been approved, Bryan will generate a Google Calendar event and add you to the event (via your jimallen.com email).

The time blocked for your approved request should include the following. If your shoot requires multiple dates, the same still applies for each date scheduled:

- Bryan's travel time (both ways from the office)
- The time needed to set up and shoot the material requested
- The time Bryan needs to edit the video

If the block of time has not been scheduled properly there is a chance your request may not be fulfilled so be sure to review the time allotted and connect with Bryan with any concerns.

Your request has not been scheduled if the event has not been added by Bryan to the videos@jimallen.com calendar. Please do not send Bryan meeting invites for your videography requests - he needs to schedule them as the organizer of the event.

## **SCHEDULING CONFLICTS**

If there is a scheduling conflict between you and another member of our team you may be asked to assist in resolving the conflict. Requests are to be managed on a first come first served basis; however, a special event or request by management may prevail.

## **MISSED APPOINTMENT OR REQUEST TO RESCHEDULE**

If you need to reschedule your approved videography time block, please email Bryan, with as much notice as possible, at videos@jimallen.com to work out a new time for your request. If Bryan needs to reschedule for any reason he will be in touch, with as much notice as possible, to reschedule.

If you miss your scheduled appointment without notice PRIOR to the start of the event, Bryan will email you to reschedule. If you miss more than three scheduled appointments, your access to videography services may be suspended.

## **FINAL PRODUCT**

Videos featuring a member of JAG will be JAG and Coldwell Banker branded, unless approved in writing by Beth Green. The CB brand selected is at Marketing's discretion and based on product price point or target audience identified. A video may be cobranded at the discretion of marketing. Each video will be uploaded prior to JAG YouTube and Vimeo channels prior to delivery. The video file will be delivered via the requestor(s) JAG Canva account.