

Multimedia Production Section

Film Production Procedures :

Meeting before production→Film production→Post-production→Submit for review→Revise and complete the work→Close Case

Explanation :

一、 Meeting before production (One month prior to production)

- *Discuss the direction and content of the film with the commissioning unit
- *Propose the requirements and budget for film production
- *Create the production schedule

二、 Film production (20 working days prior to submitting for review)

- *Decide on the venue and characters for the film
- *Prepare lights and props
- *Film the footage and record on-site sound

三、 Post-production (10 working days)

- *Film editing
- *Soundtrack (voice and music)
- *Special effects and subtitles
- *Complete rough-cut master

四、 Submission for review (5 working days)

- *Revise the film in accordance with input from the commissioning unit
- *Revise the film, film pickup shots and revise master

五、 Complete production

- *Complete the production, submit the film and close the case.