



OPI Digital Communications

Production Manager/Director — Rob Hoffman

rhoffman2@mt.gov

Director of Photography (DP) — Steve Meredith

smeredith@mt.gov

OPI Digital Communications Team Services

Government Headshots*—The DCT provides professional government headshots. We need at least 24 hours notice to schedule and coordinate.

Event Photography*— The DCT provides event photography support. We need at least 24 hours notice to schedule and coordinate.

Teleprompter Supported Videos*—The DCT support teleprompter address videos. We need at least 72 hours* notice to schedule and coordinate. Transcript for the teleprompter needs to be submitted 24 hours before filming.**

Instructional Videos*— The DCT supports the production of instructional videos***. A proposal for production should be submitted to the DCT via email outlining the purpose of the video, a brief synopsis including how the material is to be presented (presenter, graphics, demonstration etc.) and any deadlines. We need at least one week notice to schedule and coordinate.**

Interview Videos*—The DCT supports the production of standalone interview videos. A proposal for production should be submitted to the DCT via email outlining the interviewee(s), the interview subject, a brief synopsis of what the interview(s) hopes to accomplish, expected locations, and any related deadlines. We need at least 48 hours notice to schedule and coordinate.**

Docushort*—The DCT produces docushorts (3 to 10 minute length) in support of OPI and Education related programs and issues***. A proposal for production should be submitted to the DCT via email outlining the feature subject, a brief synopsis of what the docushort hopes to accomplish, expected locations, and any related deadlines. We need at least two weeks notice to schedule and coordinate.**

Full Feature Documentary*—The DCT Produces documentaries (30-60 minutes) in support of OPI and Education related programs and issues***. A proposal for production should be submitted to the DCT via email outlining the feature subject, a brief synopsis of what the documentary hopes to accomplish, expected locations, and any related deadlines. We need at least one month notice to schedule and coordinate.**

Drone Support Footage*—The DCT has a commercially licensed drone program to support aerial video production.**

**All productions/projects are subject to team approval, the current filming schedule, the availability of staff and priority filming projects.*

***Approved projects will result in follow up planning meetings via Zoom.*

****Larger or complex projects may require requesting agency staff help for production completion.*



OPI Digital Communications Production FAQs

Do you film talking heads, conferences or PowerPoint Presentations?

Generally, we do not film "talking heads" or static content. Attention spans are shorter when it comes to digital media, so we work to share your content in the most dynamic format possible. Displaying content in this way means that we have a production team and lots of equipment (lights, cameras, sound equipment, etc.), which can also be pretty disruptive in a lecture or conference format. Watch a video or two from our [Home page](#) to see exactly what we mean by "dynamic content".

What does the filming process look like?

We will work with you to coordinate and schedule the project. The production manager will work closely with you to identify key people, aspects, and locations to be featured. From this, a plan will be drafted with dates and times planned for filming. Because there are many moving parts to filming, occasionally we will need to reschedule or move planned filming events to accommodate last minute changes. We will try and make this as infrequent as possible and communicate as soon as possible if this happens.

And here's a look at the official filming process:

- Step 1: Exploration Phase

The production manager will set up an initial meeting to determine the purpose and scope of the project.

- Step 2: Pre-Production Phase

The production team will come up with a plan and may schedule a follow up meeting to discuss the production as a whole. The initial format, key aspects, and logistics are determined during this time.

- Step 3: Production Phase

The production team completes the actual filming of the project on location or in studio.

- Step 4: Post-Production Phase

This phase involves the editing and manipulation of the footage for a final product.

- Step 5: Showing/Review Phase

This final phase is the review and approval time just prior to release. Before screening, the production manager will make sure all releases and paperwork are gathered.

What happens on the day of filming?

On the day of filming, the team needs at least 45 minutes to setup and 45 minutes to breakdown. Each interview should be scheduled 30-45 minutes per individual interviewed, but can last longer depending on the subject and any specialty equipment we need to use. It's important to know that filming can be disruptive. There are several cameras, lots of lights, sound equipment, and the filming crew itself. We do our best to minimize the disruption, and we will also ask you to help us keep the area quiet and still during active filming. We also encourage other vested individuals to be part of the filming process, so we may sometimes give instructions. This is just to ensure we're all on the same page and can work together to create the best finished product.

Do we have any input into the process?

Yes, we welcome your input. We encourage you to be involved in both filming and providing feedback throughout the pre-production and production process.

Do we need to sign releases?

Yes, [releases](#) are needed from all individuals appearing on camera (video and/or photography). A parent or guardian signature is necessary for any minor being filmed.