



## **Office of Paula S. O'Neil Ph.D., Clerk & Comptroller, Pasco County**

### **Juror Orientation Video Milestones & Deliverables**

### **2017 - 2019**

#### **MILESTONE: October 26, 2017:**

Rich has a video development meeting with Paula O'Neil and her team. She asks that Rich and Tom collaborate on the Juror Orientation Video.

**November 2, 2017:** Video Development Meeting: Rich and Tom at the WPJC Leadership Room.

**November 7, 2017:** Juror Orientation Video Project – Proposal Presented

**November 21, 2017:** Revised Juror Orientation Video Estimate. Overall Budget Reduced by 15%.

**December 11, 2017:** Juror Orientation Video Concept Meeting at Digital Lightbridge: Rich, Justin Andrews & Tom Jackson.

#### **DELIVERABLE: December 14, 2017:**

Reports Provided by Digital Lightbridge to the Pasco Clerk Team:

- Clerk of the Circuit Court - Pasco County, Juror Video Production Timeline
- Video Outline to build-out concept & scenes
- A full transcript of the Oregon Circuit Court video "Justice for All".

**January 22, 2018:** Follow-up email on Reports Provided by Digital Lightbridge to the Pasco Clerk Team.

**February 12, 2018:** Follow-up email on Reports from Digital Lightbridge to the Pasco Clerk Team.

**February 1, 2018:** First project invoice presented to the Pasco Clerk for the Juror Orientation Video.

**February 19, 2018:** Call with Tom regarding reports with Rich and Renee

**March 5, 2018:** Follow up email with Justin regarding reports.

**March 13, 2018:** Follow up email with Justin regarding reports.

**March 27, 2018:** Reply from Tom to continue with project.

**MILESTONE:** April 3, 2018: Tom supplied an outline of the existing Pasco Clerk Video outline.

April 4, 2018: **Call to review and discuss** the next steps for the new Juror Video Orientation project.

**DELIVERABLE:** April 11, 2018: Digital Lightbridge Team developed and provided a revised juror outline document for feedback- **Juror Orientation Video Outline - V2**. This new document contains elements of the **Pasco Clerk's Existing Juror Orientation Video Outline** merged with the ideas and concepts supplied in the **Original Juror Video Outline** to create a new comprehensive flow of scenes, transitions, and imagery, as well as, suggestions for script topics and live acting scenarios.

April 25, 2018: **Follow up** on the progress of the final script submission for the Juror Orientation Video from the Clerk's Office.

May 22, 2018: **Provided a Copywriting Estimate** to Tom for the Juror Orientation Video Script.

June 4, 2018: **Follow up** on supplied Pasco Clerk Script Copywriting Estimate.

June 14, 2018: **Email follow up** on the progress of the script.

**MILESTONE -** July 20, 2018: Pasco Clerk says as long as the history is correct she approves the script. Approval for Digital Lightbridge to begin Storyboard.

**MILESTONE-** July 23, 2018: Emailed inquiry about Digital Lightbridge sourcing voice over talent for the Pasco Clerk team.

July 30, 2018: Tom selected Harold Sample for voice over talent.

**MILESTONE-** August 9, 2018: Tom to begin selecting Jurors to speak.

**MILESTONE-** August 15, 2018: Pasco Clerk Juror Video Storyboard Version 1 Proof emailed to the Pasco Clerk's office for approval.

August 22, 2018: **Follow up** on supplied Pasco Clerk Juror Video Storyboard Proof.

August 23, 2018: **Storyboard Proof submitted to Paula O'Neil** by her team.

September 4, 2018: **Paula O'Neil still reviewing Juror Video Storyboard Proof**. Tom inquired about how soon we can begin shooting.

September 20, 2018: **Email follow up** Paula O'Neil had a chance to review the Juror Video Storyboard Proof yet.

October 4, 2018: **Email follow up** if Paula O'Neil had a chance to review the Juror Video Storyboard Proof yet.

October 22, 2018: **Rich presents the Juror Video Storyboard Proof** to the Pasco Clerk Leadership as per their request.

**MILESTONE- October 24, 2018:** Pasco Clerk Juror Orientation Video Version 2 sent to Pasco Clerk team by Rich.

**November 6, 2018:** Follow up email on Rich's presentation of the Juror Video Storyboard Proof to the Pasco Clerk Leadership.

**November 6, 2018:** In-house advisors and Tom reviewed the Juror Video Storyboard Proof. There is a good deal of updating to be completed.

**November 26, 2018:** Follow up email on revisions to the Pasco Clerk Juror Video Storyboard Proof

**November 30, 2018:** Pasco Clerk team had a meeting before Thanksgiving. Revisions to the storyboard will be provided. Sending new copy to DLB.

**December 11, 2018:** Follow up email on the Juror Orientation Video Script. Tom out of the office until December 18.

**Digital Lightbridge closed for the holidays:** Saturday, December 22 – Sunday, December 30.

**January 7, 2019:** Tom / Heather Eggers / Heather Grimes request a meeting at DLB to review.

**MILESTONE- January 15, 2019:** Tom / Heather Eggers / Heather Grimes Pasco Clerk Meeting at Digital Lightbridge – Renee & Chris.

**MILESTONE- January 17, 2019:** **Emailed revised shot list summary per January 15 meeting.**

To assist in completing the final Pasco Clerk Juror Video script and organize the flow and make lists of what is needed.

**February 5, 2019:** Tom is working on a revised, final Pasco Clerk Juror Video script. Heather and Heather will be reviewing while Tom in training.

**MILESTONE – February 12, 2019:** Received a “working script”. DLB looks forward to receiving the final script to begin production.

**February 25, 2019:** Pasco Clerk requesting a list of three to five videographers/studios with contact information and websites.

**March 11, 2019:** Rich requests to schedule a call with Pasco Clerk's office regarding request.

**DELIVERABLE – March 12, 2019:** Received a revised script from Pasco Clerks. Still need information before it can be “final” with another storyboard.

**DELIVERABLES – March 14, 2018:** Digital Lightbridge is providing two additional documents in addition to Deliverables and Milestones to assist the Pasco Clerk's Team with the next steps to success:

- **Juror Orientation Video Final Script Outline\_14-MAR-19.docx** - script flows and requirements “at a glance.”
- **Juror Orientation Video Shot List\_14-MAR-19** - specifics needed to organize the various shots and utilize the videographer's time on the day of the shoot.