



A project can be briefed in to Team ICG in 3 different ways:

PROJECT BRIEF A

PROJECT BRIEF B

WWW.TEAMICG.COM
AND CLICK SUBMIT BRIEF

STAGE 01

brief is received

A. Brief is received from the client.

B. Brief deliverables discussed with the team.

C. Job is added to streamtime and a quote/estimated delivery date is created and sent to the client.

STAGE 02

project commence's

A. CD assigns tasks to the team and initial creative concepts are discussed.

B. Team presents initial concepts to CD and any alterations are made.

STAGE 03

CD presents

A. Team presents secondary concepts to CD.

B. CD liases with client and presents Project.

STAGE 04

awaiting feedback

A. Awaiting feedback from the client.

B. Once feedback has been given CD discusses project with the team and any alts are made.

please note: a maximum of 5 alts are to be made (any more than 5 alts, the project is deemed to be flawed and a new brief is submitted).

STAGE 05

project complete

A. Final outcome is to be sent to the client, via FTP or mail.

B. Final discussions are held with the team, regarding the final outcome.

C. Project is Invoiced & then backed up.

CLIENT NAME

COMPANY

EMAIL

PHONE

SUGGESTED COMPLETION DATE

PROJECT BUDGET

PROJECT TITLE

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GRAPHIC DESIGN

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3D VISUALISATION

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PHOTOGRAPHY

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VIDEO PRODUCTION

BRIEF DESCRIPTION