

MULTIVU & CHORUS CALL PRE-RECORD GUIDELINES



OPERATOR ASSISTED PRE-RECORD

\$660.00. Up to 3 hours including scheduling, set up, recording, & editing time.
After 3 hours, \$120.00/hour additional (invoiced in 15 minute increments).

- Prepared remarks (even a working draft is fine!) must be provided one hour prior to the pre-record session. The operator will follow the script and make notes to help expedite the editing process.
- If you think you may need to re-record any portion, please let us know ASAP in order for operator schedules to be reviewed to accommodate your needs.
- If you would like us to process any editing, please forward your recording, script, and clearly-written edits along with the corresponding time stamps to webcast@multivu.com

Cancellation Fee: \$270.00 if canceled within 24 hours of scheduled start time.



INDEPENDENT PRE-RECORD

\$330.00. Up to 1.5 hours recording & editing time. No scheduling or set up required. There is no operator on independent pre-records. Edits are limited. After 1.5 hours, \$150.00/hour additional (invoiced in 15 minute increments).

- Edits are limited to trimming off the automated start and finish and combining multiple files if needed.

Cancellation Fee: No cancellation fees.



CLIENT PROVIDED PRE-RECORD

\$150.00

- Simply upload your recorded, edited file to our team.

Cancellation Fee: No cancellation fees.

For all pre-recordings:

If the live event is scheduled before 12 noon ET, the file must be approved by 6pm ET the evening before. Otherwise, the file must be approved at least 3 hours prior to the start of the event. Missing these guidelines may result in the customer having to do their presentation live.

Additional Notes

- Pre-recordings should be scheduled on the quarter hour, best time of day is between 12:15 and 3:15PM ET. We recommend scheduling at least 24 hours prior to live call to allow time for any edits or re-recordings necessary.
- During peak times, schedules may be limited. We will do our best to accommodate all requests.
- All speakers do not need to be in one place. However, we do suggest you use the same room or phone setup as you'll use on the live call, when possible.