Bottleneck
DISTANT ASSISTANTS

Integrated Checklist

Bottleneck is excited to be working on the ISP tasks the Client has in store. And in order for the ISP Team to proceed smoothly with the task, the Team must receive all the necessary information and materials from the Client.

In order to submit an ISP Task, you must first undergo these four integral steps:

1

Identify which of the three services you would like to make use of, namely:

A. AUDIO AND VIDEO EDITING
B. GRAPHIC DESIGN
C. WORDPRESS WEBSITE MANAGEMENT

2

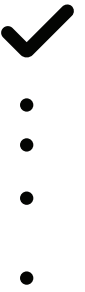Ensure that the instructions that will be relayed to the ISP team are clear

3

Set a deadline for when you need the finished output.

4

Review and make sure the checklist of materials needed for each task is complete.

With that, it is important to review this ISP Checklist so as to identify whether everything is ready before submitting an ISP Task.
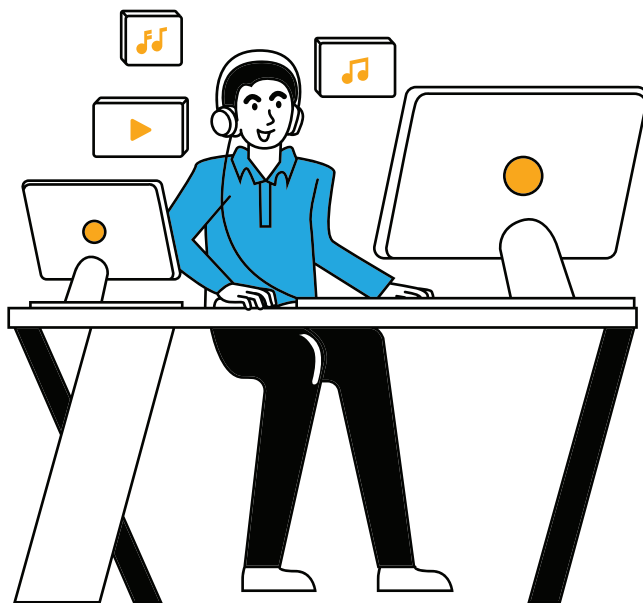
Audio and Video Editing Checklist

Audio Editing Checklist

1. Expected Deadline
2. Raw Audio
3. Editor notes (time stamps w/ start/end phrase time stamps)
4. Metadata/ID3 Tags
5. Audio inspiration (YouTube, Vimeo, Facebook, etc.

Video Editing Checklist

1. Expected Deadline
2. Raw video
3. Editor notes (time stamps w/ start/end phrase time stamps)
4. Graphics, artwork, pictures, etc.
5. Logo
6. Company Branding Guidelines or Color Pallet
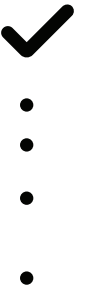7. Video inspiration (YouTube, Vimeo, Facebook, etc.)
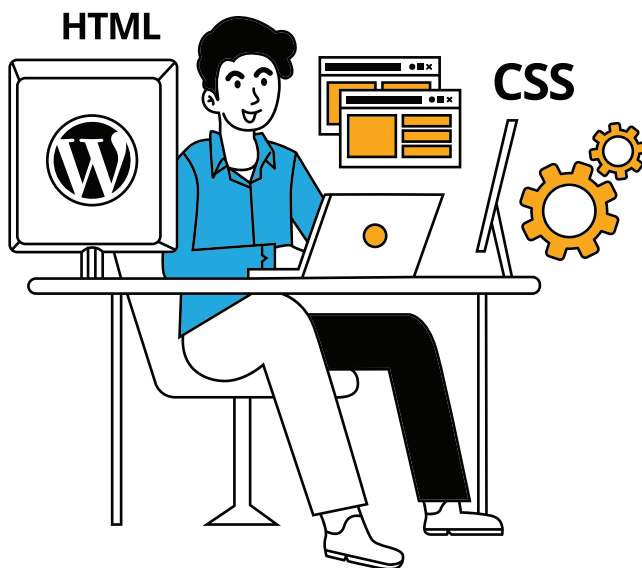
Graphic Design Checklist

1. Expected Deadline
2. What will it be used for?
3. Where are you going to post it?
4. What will be the file size or dimensions?
5. What file format do you need?
6. Do you have the company's branding guidelines?
7. If YES, please provide a Google Drive/Dropbox link to your company's brand guidelines.
8. Provide a Google/Dropbox Link to the content and materials that you want to add to the design.
9. Sample or reference design for the ISP Team to visualize what you want them to create.
10. Who is the target audience?
11. When do you expect the design?
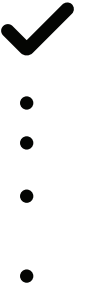12. Additional Notes to the designer.

WordPress Website Management Checklist

1. Expected Deadline
2. Link for contents and images (google drive, drive, dropbox, etc...)
3. Current WordPress Login URL
4. Current WordPress Username
5. Current WordPress Password
6. Where did you purchase your domain name from?
7. Registrar Username
8. Registrar Password
9. Host Login URL
10. Host Username
11. Host Password
12. Link for your Video Instruction

HTML

CSS

Once these necessary steps and details have been reviewed well, you can now prepare to submit your ISP Task.