



BRYAN MONG

623 Wood Lot Trail Road
Annapolis, MD 21401
410-224-0204

BOOKING PROTOCOL

Local Coverage

World Class Video provides professional television crews to meet the production needs of clients from around the world. World Class Crews work as “locals” in Washington, DC, Baltimore, MD, and Northern Virginia. Based in Annapolis, MD, World Class Video has easy access to the eastern coast of New Jersey, Delaware, Maryland, and Virginia. We are a one-hour drive from the Pennsylvania border and two hours from Philadelphia. Richmond, VA is two and a half hours away.

Booking

The Production Coordinator at World Class Video can assist you with location logistics and crew availability when you call to book a crew. A “hard” booking reserves the date and the crew, and mobilizes the Production Coordinator to expedite all production requirements. A “soft” booking simply pencils in the date and signals the client that we will call first before we accept another booking for the same date. Soft goes hard when the client receives the first call, otherwise the crew is released.

Work Day

World Class Crews normally work an 8-hour day on location. Requests for a 10 hour day are “portal to portal” and should factor in the 45 minute average commute time for the Washington-Baltimore Metro Area, where 500,000 people commute to every workday. Any location outside the Washington or Baltimore Beltway is “portal to portal.” Half-day rates are for a 4-hour day and are available to established clients. Call time, location address, contact numbers, and production equipment requirements must be submitted via email or fax no less than 24 hours prior to the scheduled call time

Cancellations

Cancellations within 24 hours or due to weather conditions are billed at a full day rate. Prior cancellations are billed at a full day rate if other bookings are turned down for the confirmed date. In the event that Bryan Mong becomes unavailable on the confirmed shoot date, Bryan Mong will provide a replacement and equipment package of equal caliber and quality.

Gear

All camera packages come with a customized light kit and location audio package. The light kit provides all the essential instruments and grip hardware to do a formal sit-down interview and provide fill lighting in dark rooms. The audio package includes a mixer with connectivity to the camera, lav mics, shotgun mic, accessories, and a boom pole. Included with the camera package is a well-equipped van that safely accommodates the client. The van is equipped with additional production accessories such as HMI's, fluorescences, reflectors, grip hardware, tape stock, and wireless mics that are available and billed as used. Mileage and tolls are also billed as used.

Tape stock

We use only virgin tape stock that has been carefully selected, evaluated, stored, and labeled. We are happy to shoot with tape stock provided by the client, but we do not exchange tape stock. The client is entrusted with the safekeeping of all shot tape stock.

Invoice

We promptly send out invoices via email and expect payment within 30 days. Bryan Mong retains all rights to recorded material until full payment is made. The client agrees to pay all travel-related expenses. All itemized expenses including expendables, additional rentals, parking, tickets, etc. are billed as used. Crew overtime is billed at time and a half. The daily crew rate includes minimum half-hour meal breaks and skipped meal breaks are added on as overtime.

International Clients

World Class Video caters to overseas operations wanting to schedule productions in the USA. To guarantee the crew for the international producer we send out invoices in advance to expedite a wire transfer to a World Class Video bank account. Any additional expenses are billed separately and due upon receipt. This policy applies to new, out-of-state, clients as well.

Location Logistics

World Class Video can help you navigate the proper bureaucratic, logistic and security channels when shooting in the Nation's Capitol. Heightened security in Washington, DC has complicated access to buildings and parking. Proper Capitol Hill crew credentials and a simplified equipment package facilitate transit through an otherwise cumbersome security process. Exteriors on Capitol grounds and the National Park Service often require permits submitted weeks in advance.

Travel

World Class Video has 25 years of international production experience. World Class Crews work on a fixed daily rate, which also applies to travel days. International assignments require one day for preparing the equipment to travel, to pack, and to secure US customs clearance. There are no equipment charges for travel days to and from the principal destination, provided there is no scheduled filming. Travel days around the principal destination are billed at a full day rate. Visa fees, photos, vaccinations, travel insurance, transport to and from the airport, excess baggage, airport fees, tips, etc., are billed as used.

Credits

World Class Video has built its reputation on the credits it has earned from working on socially conscious documentaries, corporate sales videos, disaster relief films, cultural and educational shows, children's programming, and magazine features. Client agrees to make available a digital copy of the final master edit and to give mention of Bryan Mong as Director of Photography, or as second unit photographer in the closing credits, as the case may apply.