Approval rounds without chaos: feedback form

One form for each round of notes on a video. Every note gets a timecode, a type and an owner.

How to use this form

1. Send the cut with a version name and a date, for example "Film v2". The version name is what everyone approves.
2. Put every note into this form, whoever sends it. Notes in email, messages or on the phone get added by the producer.
3. Sort the notes before anyone replies. Must fix goes into the edit, suggestions go to the decision-maker, and new requests go to a quote.
4. Get written approval of the version before the next round starts.

1. Project and round

Project name	*[e.g. spring brand film]*
Round number	*[1, 2 or 3, as agreed in the brief]*
Version name sent	*[e.g. Film v2. This is the name everyone approves]*
Date version sent	*[dd/mm/yyyy]*
Notes due back by	*[date and time, as agreed in the brief]*
Producer collecting notes	*[name]*
Final decision-maker	*[one named person]*

2. Rules agreed before the first cut

[Copy these from the brief or quote. If they are not written down, write them here now.]

Rounds included in the price	*[number]*
What one round includes	*[e.g. one set of notes on one version, with a fixed reply date]*
Cost and turnaround for a new request	*[from the quote]*
Does silence count as approval?	*[Yes or No. The default is a written yes, unless the brief says otherwise]*

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3. Notes for this round

[One row per note. Type is MUST FIX, SUGGESTION or NEW REQUEST. New requests go to a quote, not into the edit.]

No.	Timecode	The change asked for	Type	Raised by	Decision	Answered in version

4. Sort the notes before anyone replies

Must-fix notes (go into the edit)	*[number]*
Suggestions (decision-maker decides)	*[number]*
Suggestions accepted	*[number]*
New requests (go to a quote)	*[number]*

5. Written approval

[Get the approval in writing from the decision-maker before the next round starts.]

Version approved	*[the version name from section 1]*
Approved by	*[name and role]*
Date of approval	*[dd/mm/yyyy]*
Where the approval is filed	*[email, signed copy or file location]*

[Round notes: anything agreed on the call, or anything the decision-maker wants on record]

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