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Aerial Survey Planning Packet

****PLEASE INITIAL THE BASE OF EACH PAGE, FILL IN ALL FORMS AND RETURN TO US VIA SCANNED DOCUMENT OR HAND DELIVERY. THANKS!!**

I want to thank you for using our Drone based aerial imaging service and help you better understand what's involved in the imaging process.

Our pilots and photographers are some of the industry's best and we always operate professionally and with you in mind. Our follow-up is unsurpassed and we work hard to please you, our client.

The steps to be ready for your first drone shoot

We stay very busy doing what we call "Drone-ography" and many clients do not truly understand what is needed ahead of time before we fly. In an effort to help the client understand what we need before, during, and after our flights we have created some basic checklist below to insure you get taken care of safely and quickly.

We determine if the property is safe / legal to be filmed

- The property should be at least 2-5 miles or more from an active airport or runway. We will do search to insure we are not near an active runway. If we are, we have to take steps to plan the flights which may require about a 3 day notice to the FAA. Most areas of Roseburg are Class G airspace to for the most part, at least in our area the skies are mostly open to drone flights.

Client Initial: _____ Date: ____ - ____ - ____

Will the weather and lighting work with us?

- We will typically schedule our flight based on weather, then on time of day and availability.
- The lighting of an area is supplied by the sun so this means that knowing which sides of a building face which direction and at which times of day has shadows or sunlight may affect the results of the shoot. In the winter months the sun sits lower and it can be very difficult to keep shadows of the drone out of our pictures as well. People often like to conduct debris burns during the wet seasons and that affect picture quality. We can correct most of the problems but from time to time we get only what we get. Having a property map beforehand helps us understand the area to be filmed. We can do this on paper (Map) or via Internet, RMLS etc. We do this to try to insure we don't waste everyone's valuable time. Obviously, Oregon loves to dish out random weather issues. We don't hold you accountable for changes the weather does to the job. We hope you give us the same leeway too! We'll insure we get the flight done when the weather lets up.

Is the area ready for the shoot?

- We ask that the client, Real Estate Agent or other property manager contact the nearby neighbors beforehand and advise them of the drone filming and when it will take place and let them know what we will film etc. Coming from their neighbor is likely to insure others won't assume we are spying on them and create issues on set. Let the neighbors know they can be present when video is shot. Rural areas aren't as critical on this.
- Clean up trashes, mow lawns, relocate cars and people before we film. It makes all the difference and insures that the time you pay us to be there we are getting the work done for you. In rural areas we sometime run into issues with people doing debris burning in the area. Obviously we understand the client may not have known this and therefore if a burn delays or halts a video shoot we will simply have to reschedule.

Documentation

- We WILL NOT fly without a permission to fly document in place. This insures that we will not be cited for trespassing and assists on circumventing privacy concerns. It is also now required by the FAA from us and can be audited.
- If we will be producing a final product for you such as an edited film you must fill out the forms included and submit them to us BEFORE we will fly. These details are what is included in your video production and we will make the verbiage exactly as stated in the document. Be sure to double check your wording, details, spelling and punctuation as we will place it accordingly within the video. Any additional

Client Initial: _____ Date: ____ - ____ - ____

deviation of wording by the client added or modified after the final cut/pass off will be at an additional charge of \$50.

- Permission to fly and project detail forms must be delivered to us at the TIME OF or PRIOR to the property flight.

Files and Data Storage

- We hold all of the unedited pictures and videos in house for 1 year. This allows us to not have to reshoot the footage if you decide to have us use the footage for another unrelated presentation you may need in the future and for a re-edit of a project as needed. We will often have already flown the property prior to your listing for another agent. If that is the case we will request permission from the previous agent to reuse the video with your rebranding. This will reduce the cost of the video as there is virtually no labor involved other than some basic editing.
- We provide access to your pictures and FINAL videos in a Google share drive for 6 months. Because each video is in 1080p -4K resolution, we do not store unedited videos for you as it takes up all of our memory online. If you need them we can make copies and share them in other ways. Provide me emails of anyone you want to have access to those files and I will link them to the drive. From the drive you can review the rough video, download pictures etc and access the finished products. Before a purge of documents we will call or email you to see if the documents are still needed.



Client Initial: _____ Date: ____ - ____ - ____

AERIAL WORK ORDER

Please fill in ALL areas that you WANT included in the video edit. We ask that just the basic details be supplied to keep it simple and allow for quick returns of a finished product for you. Video presentations typically run about 3 minutes in length so it can be tough putting too much data into them. We reserve the right to alter the wording to fit the video.

In the event that the information below is supplied to us incorrectly and a re-edit is needed, a \$50 alteration fee will be applied as it requires completely redoing the video and uploads which often take no less than an hour to complete..

Your Company Name: _____ Office: (____) ____ - _____

Point of Contact for this Project: _____ Email: _____

Cell Phone: (____) ____ - _____ Office: (____) ____ - _____ X _____

RATES

Minimum Base Rate for video is \$200 for up to 200 acres / 2 hrs and up to 50 miles round trip mileage included and then \$100-200 editing fee if needed. Refer to our Rate schedule for additional fees as apply.

Check the output requirements needed (All that Apply)

Services Needed

Aerial Video Aerial Stills Supportive Ground shots / Video

Storage / Pass off:

6 Month Online Access Via Google Drive (Pictures and Final Video)

6 Month unedited video hold Google Drive (\$5 per folder)

List emails of who needs access: _____

Everything on you supplied USB Drive \$20

Editing Needs

\$100 Basic Editing (MP4 format for Internet Use, Fades, Transitions, Music and branding to include a duplicate w/o branding for RMLS if needed and one edit adjust)

\$250 Advanced Editing (Includes all of the above and over 3 minutes, extensive info graphics or when voice over is needed.)

Client Initial: _____ Date: ____ - ____ - ____

Additional Notes relevant to Editing:

REAL ESTATE PROJECT WORK ORDER

Your Company Name: _____ Office: (____) ____ - _____

Point of Contact for this Project: _____ Email: _____

Cell Phone: (____) ____ - _____ Office: (____) ____ - _____ X _____

Existing Client? Y N

Please be accurate below in spelling etc as ALL details listed will be included in the edit wording. Errors on your part will result in a \$50 re-edit fee

Please place an X in the box of everything to be included in the final product

Address of Project: _____ City: _____ State: ____ Zip: _____

Referencing Title of Property (IE: Eagle Point Estates): _____

House Sq Ft: _____ Acres: _____ Garages: _____ Bathrooms: _____

Additional Detail: _____

Additional Detail: _____

Additional Detail: _____

Voice Over or preferred wording to be used listed below (Area can be used for additional info you feel relevant as well:

Client Initial: _____ Date: ____ - ____ - ____

Billing:

Typically Payment in full, or at minimum, a ½ deposit is required to book the flight. This insures your booking is reserved as we are always busy. We will release a watermarked video and stills to you but will not release any final cuts to the client until PIF. You will usually receive all the still photos the same day of the shoot. The edited videos typically take 3 days tops to be passed to you.

We will send you a link to pay online via credit card and lock in the rate and dates.

If you will be paying by check, please make payable to:

DAVE SKALA

1232 NE Beulah Dr.

Roseburg, Oregon 97470

Please note that in the event that payment in full has not been collected prior to a flight, and a flight has been conducted for you and the client delays response to email requests, phone calls or texts for over three days after the flight, requesting final information to complete a job, ADHOC reserves the right to bill the agreed amount in full, holding all product editing. Additionally, you will be expected to pay a Hard Drive holding surcharge of \$75 in order to finalize and release the finished products.

Thanks for your understanding on this matter!

ADHOC-ROBOTICS USE ONLY

Assigned Pilot	Tech/Observer	Editor	Voice Over	Other
Permissions	Airspace	Weather	Date Set	

Client Initial: _____ Date: ____ - ____ - ____

PERMISSION TO COLLECT AERIAL IMAGERY OVER PROPERTY

By signing this permission, the signer consents to aerial image collection by ADHOC ROBOTICS , (AR) of the project site or facility and, to the extent necessary, areas adjacent to the site or facility. This permission allows AR staff to enter upon and around such property in order to collect aerial imagery over the project site or facility, without prior notice, between the hours of 7:00a.m. & 6:00p.m. Monday through Sunday. If AR staff should wish to collect imagery at any other times, AR staff will so notify the applicant and will obtain a separate consent for such a collection. Imagery collection may take place regardless of whether the signer or an agent is present. In the event that the project site or facility is posted with any form of "posted" Or "keep out" notices, or fenced in with an unlocked gate, this permission authorizes AR staff to disregard such notices or unlocked gates at the time of the collection. These details are of course discussed and agreed to well in advance of the photo shoot.

The signer further agrees that during imagery collection, AR staff may capture physical characteristics of the site including, but not limited to, taking measurements of the project site or facility.

The following rules apply during the execution of all imagery collection done by AR staff under this permission:

- 1. Flight Operations:** A Pilot in Command (PIC) will be in control of all aerial imaging assets. All flights will occur within line of sight and may include a trained Visual Observer (VO). All aerial imaging assets flown will be less than 55 lbs.
- 2. Rights to data/imagery being collected:** Data/imagery, and other information conceived, developed, or produced in the course of this permission shall remain the property of AR. The signer and agent maintain unlimited rights to modify and disseminate all data/imagery and information. AR shall at its discretion also use acquired imagery for its own promotional use but shall be required to remove the clients branding when doing so.
- 3. Compliance with Laws:** In the course of performance hereunder, the Parties shall comply with all applicable local, state, and federal laws and regulations.
- 4. Costs/Liability Limitation:** Except in the event of a Party's gross negligence or willful misconduct; the aggregate liability of a Party to the other Party for claims, damages, costs, actions, or liabilities arising from or related to this Agreement, regardless of the legal theory of recovery, shall in no event exceed the actual out-of-pocket costs of the injured Party incurred in the performance of this Agreement.

Permission is granted for aerial imagery collection of property located at the following address(es):

By signing this form, I affirm under penalty of perjury that I am authorized to give consent to entry by AR staff as described above.*

Print Name: _____ Title: _____

Signature: _____ Date: ____ - ____ - ____

*The signer of this form must be an individual or authorized representative of a legal entity that: • owns fee title and is in possession of the property identified above; • maintains possessory interest in the property through a lease, rental agreement or other legally binding document; or • is provided permission to act on behalf of an individual or legal entity possessing fee title or other possessory interest in the property for the purpose of consenting to imagery collection of such property

Client Initial: _____ Date: ____ - ____ - ____