**VR production checklist**

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| Checkbox Checked with solid fill | **Task** | **Reference** |
|  | Determine the key objective for developing VR content *(e.g., drive future visits, enhance on-site experience for those with limited mobility, etc.)* | Company’s marketing strategy, if available |
|  | Based on the objective, determine the key target audience of the VR content | Visitor reports and marketing studies, if available |
|  | Based on the objective and the target audience, determine the scenes to be included in the VR production | “VR production template” – “List of Scenes” sheet |
|  | Decide on the preferred hardware and software to be used by the filming crew, alternatively – indicate no preference | “VR production template” – “Instructions” sheet |
|  | Draft the text of the audio-narrations for each of the VR scenes | “VR production template” – “List of Audio Narrations” sheet |
|  | Confirm full VR production specifications with key decision-makers within the organisation | “VR production template” |