

AGENT VIDEO EDITING PROCESS



Video is critical to optimizing your online presence. We are pleased to offer agents access to video editing services provided by our virtual assistant, Blithe.

PLEASE NOTE: Blithe cannot respond to email from agents. Please send any questions or concerns to marketing@teampemberton.com.

1

Marketing team sends 4 topics throughout the month to the "#Video" slack channel.

2

Agents record vertical video

- Unedited footage must be shorter than 5 minutes.

3

Agents upload video to shared Google Drive into the "To Edit" folder.

- Agents must label each upload as one of the following options:
 - "firstname-lastname-short"
 - end product will be 1.5 minutes or shorter
 - "firstname-lastname-long"
 - end product will be 1.5-3 minutes in length

4

Blithe edits and uploads completed videos to the "Completed" folder within two business days.

5

Blithe sends email to agent when video is complete.

6

Agent downloads and uses videos for their own accounts.

Access the Google folder here:
drive.google.com/drive/u/1/folders/16jddyWjJcJLqxbUEyGp0vbhOs0wHxmof
or at the link in your email.



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