

Workflow Worksheet: You instruction sheet to guide this workflow

1 Computer: Computer speed and available space

OS (PC or Mac)		
Number GB of RAM		8 GB min
Clock Speed		2 GHZ min
Number Processors		i5 or 4 core min for 2K
HD Space for PP		4 gig

2 Online/Offline Considerations

	Shooting Ratio	HD Storage required
Estimates		
Proxy Transcode Time		

3 Drives: Drive speed and how files are stored/backed up

	Editing Drive	Original Media Bak up	
Drive make/model			
Drive speed			7200 rpm, SS?
storage space			
Type of port			usb3, TB, USBC?
Number of ports			1 or more?
Owner of Drive	Team purchase	Individually owned	circle one

4 Video

	Camera #1	Camera #2	
Resolution			1080p? 4k?
Frame Rate:			Other?
Codec			
File Format			

5 Field Audio & Sync

	Mic/devise #1	Mic/devise #2	
format/file type:			wav? aiff? mp3?
sample rate:			48Hz, 24 Bit?
Syncing strategy:		Manual/Waveforms/Pluraleyes?	

6 Stills/Graphics/Archival Video

Resolution		
Frame Rate (video)		
format/file type		

7 Color Correction

Application		PP, Davinci, Color?
In house or Hired Pro		

File format for export Ref movie, XML, EDL, Others?

8 Audio Mix

Application Protocols, Audition? PP?

Audio Mix export files AAF, XML, OMF?

9 Mastering/Distribution

	codec and wrapper	Frame Rate
Theatrical Output	<input type="text"/>	<input type="text"/>
Cast/Crew Distribution	<input type="text"/>	<input type="text"/>
Instructor Delivery	<input type="text"/>	<input type="text"/>