



Please provide the following elements before turning over any sequences

- 1. Sound Rolls all recorded production audio (including wild track) in folders as named in your avid bins
- 2. Sound Reports production mixer sound reports as well as contact info; pdf format
- 3. Actor / Character List pdf format with photos (not headshots if possible) of each character
- 4. Script pdf format
- 5. Lined Script both lined and facing pages, pdf format
- 6. Contact List contact info for all relevant members of post production

Please provide the following elements for each episode and each version of a sequence

- 1. AAF Sequence

**Sequence Prep:**

**Track Organization:** Using a copy of your sequence please organize the Audio Tracks in your sequence with all DIALOGUE in the fewest number of channels at the top, followed by ADR, SFX, then MUSIC. (Production sound used as SFX should be in DIALOGUE tracks)

**Head and Tail Pops:** Please include a head and tail pop on every track of audio for every AAF.

**Rendered Effects:** Please do not remove rendered audio effects unless sound dept. requests otherwise

**Sequence Export:**

**Export Settings:** 48 kHz, 24bit. First the first turnover use the "copy all media" AAF export method and include the folder that is auto-created by avid. For all subsequent turnovers use the "link to" method and manually collect new media into a folder. The sound department will provide a list of any missed media for each new turnover. Do not consolidate or embed media. Enable "Render All Audio Effects".
- 2. Sync AAF

A separate single track AAF of production audio, matching original sync of each shot displayed on screen. This does not include any cheated takes or adjusted sync.
- 3. EDL Documents

Audio & Picture EDL for every episode, every version turned over. (File128 format and substitute sound roll for camera roll info)
- 4. Quicktimes

**Burn-In Specs (refer to graphic on right)**

**Timecode** in upper left corner  
**Reel Number & Version / Date** upper center  
**Footage** in upper right corner  
**Scene & Take** V1 info on bottom left corner w/ source timecode  
**Audio Track** (first three tracks) scene-take info bottom center

**Quicktime Export - create two versions**

**Settings:** Timecode start should be 00:59:52:00 and footage start 0+00. Provide 8 second leader at head of each episode. This should make FFOA at 01:00:00:00 and footage at 12+00. Provide a visual audio head and tail pop for each episode. Burn-in background opacity can be 0.5-0.6. Please consult sound department before adding other watermarks. Embedded quicktime audio should represent offline stereo mix.

**High Res Version:** same as source, Avid DNxHD 36 is preferred  
**Low Res Version:** 720p; Apple ProRes Proxy
- 5. Audio Guide Tracks

**Settings:** 48khz, 24bit WAV files. 3 guide tracks total: MONO dialogue, STEREO music & STEREO effects
- 6. Scene Continuity pdf
- 7. LFOA List pdf

