✔

Please provide the following elements <u>before</u> turning over any sequences

☐ 1. <u>Sound Rolls</u> all recorded production audio (including wild track) in folders as named in your avid bins

☐ 2. <u>Sound Reports</u> production mixer sound reports as well as contact info; pdf format

☐ 3. <u>Actor / Character List</u> pdf format with photos (not headshots if possible) of each character

☐ 4. <u>Script</u> pdf format

☐ 5. <u>Lined Script</u> both lined and facing pages, pdf format

☐ 6. <u>Contact List</u> contact info for all relevant members of post production

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

☐ 1. <u>AAF Sequence</u>

   Sequence Prep:

   Track Orgnization: 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. <u>First the first turnover</u> 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. <u>Sync AAF</u>

   A seperate 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. <u>EDL Documents</u>

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

☐ 4. <u>Quicktimes</u>

   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 0X:00:00:00 and footage 0+00. Provide Academy leader at head of each reel. This should make FFOA at 01:00:08:00 and footage 12+00. Provide a visual and audio head pop at 01:00:06:00 as well as a tail pop. Burn-in background opacity can be 0.5-0.6. Please consult sound department before adding other watermarks. Embedded Quicktime audio should represent the offline stereo mix.

   High Res Version: same as source, Avid DNxHD 36 is preferred

   Low Res Version: 720p; Apple ProRes Proxy

☐ 5. <u>Audio Guide Tracks</u>

   Settings: 48khz, 24bit WAV files. 3 guide tracks total: MONO dialogue, STEREO music & STEREO effects

☐ 6. <u>Scene Continuity</u> pdf

☐ 7. <u>LFOA List</u> pdf