

**Workflow Worksheet:** our team should know the series of steps that you will take to ensure all technical aspects of files and file management are considered, budgets are accurate and production is smooth. Please note that this list is a guide, and not an exhasutive list.

**Computer:** Computer(s) must meet the minimum requirements for editing Thesis shows.

	Computer 1	Computer 2 (if co-diting)	
OS (PC or Mac)			
Number GB of RAM			8 GB min
Number Processors			4 core min.

	Camera #1	Camera #2
<b>Video</b>		
Camera Make and Model		
Resolution		
Frame Rate:		
Format/file type:		
Codec/compressor:		
Picture Profile		

	Mic/devise #1	Mic/devise #2	Mic/devise #3
<b>Field Audio</b>			
format/file type:			
sample rate:			

<b>Stills/Graphics/Archival Video</b>		
resolution		
format/file type		

**Drives: Transfer and Back Up Raw files:** How DP and editors will transfer and store files

Drive Type & size	Editing Drive	Original Media Bak up	
<b>Hard drives/ size and type</b>			
Drive make/model			
Drive speed			7200 rpm
#of ports			usb3, FW, TB

	Shooting Ratio	Transcode Time
<b>Time Transcode Estimates</b>		

**Editing:** System and processes with other entities

Editing platform:		Premiere/FCP/Avid/Black Magic?
Editing file format		(ProRes 2K Prox/MXF)
Edit Master File		2K, 4K

<b>Color Correction</b>		fcp/davinci/color
Application		
In house or Hired Pro		
File format for export		XML/Other

<b>Audio Mix</b>		TC/manual/plugin/pluraleyes
Syncing audio:		:XML/OMF
Audio Mix export files		

	codec/wrapper	Frame Rate	Resolution
<b>Mastering/Distribution</b>			
Showcase Output			
Cast/Crew Distribution			
Other Distribution			