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 16 rec
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: Transfer and Back Up Raw files:**

How DP and editors will transfer and store files

	Editing Drive	Original Media Bak up	
Drive make/model			
External Drive speed			
storage space			
Type of port			usb3, TB, USBC?
Number of ports			1 or more?
Owner of Drive			Team or Ind?

4 **Video**

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

5 Field Audio & Sync

	Mic/devise #1	Mic/devise #2	
format/file type:			wav? aiff? mp3?
sample rate:			48Hz/16 Bit? Other?
Syncing strategy:		Manual/Waveforms	

6 Stills/Graphics/Archival Video

Resolution		
Frame Rate (video)		
format/file type		

7 Color Correction

Application		PP, Davinci, Color?

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

8 Audio Mix

Application		Protools, Audition? PP?
Audio Mix export files		AAF, XML, OMF?

9 Mastering/Distibution

	codec and wrapper	Frame Rate
Theatrical Output		
Cast/Crew Distribution		
Instructor Delivery		