

Endowment Film Post-Production Check List

1. If shooting film, ensure all footage has been sent to the lab and has returned.
2. Post crew must be approved by EP—including editor, assistant editor, sound editor, sound mixer, composer, Colorist
3. Meet with all post-production crew.
4. Complete and verify raw footage transfers, back-ups and transcodes.
5. Create a post schedule—films must be delivered before the next Showcase submission deadline after the current semester.
6. Book post facilities for all sessions.
7. Complete project artwork—Poster and DVD/Blu-Ray.
8. Compile credit list and submit to EP for approval.
9. Editor completes a 1st cut and screen for Director and EP.
 - *If applicable*, provide rough-cut to composer.
10. Editor and Director complete a 2nd cut and screen for EP.
11. Complete additional cuts as necessary.
12. Add title sequence.
13. Lock project.
14. Add final credit list to project.
15. Prep picture and sound files for Sound Editor.
16. Prep picture files for Colorist.
17. Hold spotting session with the director, sound editor and EP.
18. Hold spotting session with Colorist.
19. Complete 1st sound edit, and screen for Director and EP.
20. Complete 1st color grading, and screen for Director and EP.
21. Complete sound edits as needed and screen for Director and EP.
22. Complete final sound mix.
23. Complete color grading.
24. Marry graded picture and mixed sound.
25. Prepare distribution files (screener, DVD, Blu-Ray).
26. Order copies for cast, crew and locations.
27. Submit one copy each to Chair of FTV and Dean.
28. Return all media to EP for archiving.