

Post-Production Checklist

The post-production checklist is not intended to be a complete outline of all pre-production duties on a project, however, may be used as a guideline of duties that are particular to shooting projects at Regent.

Create a post-production calendar with solid dates for the following:

<input type="checkbox"/>	Make sure all footage (if shooting film) has been sent to the lab and has returned.
<input type="checkbox"/>	Make sure all post-production crew are in place, including, editor, assistant editor, sound editor, sound mixer, composer (if applicable).
<input type="checkbox"/>	If editing on the school's equipment, book all editing sessions.
<input type="checkbox"/>	Complete VHS or DVD covers.
<input type="checkbox"/>	Put together the credit list and submit to Executive Producer for approval.
<input type="checkbox"/>	Complete a first rough cut and show to Executive Producer.
<input type="checkbox"/>	Output rough-cut and give to composer (if applicable).
<input type="checkbox"/>	Complete a second cut and show to Executive Producer.
<input type="checkbox"/>	Complete additional cuts as necessary.
<input type="checkbox"/>	Add title sequence and final credit list to picture.
<input type="checkbox"/>	Lock picture.
<input type="checkbox"/>	Transfer picture and sound to Pro Tools.
<input type="checkbox"/>	Hold spotting sessions with the sound editor.
<input type="checkbox"/>	Complete rough sound edit and show to Executive Producer.
<input type="checkbox"/>	Complete sound edit and show to Executive Producer.
<input type="checkbox"/>	Have a final sound mix.
<input type="checkbox"/>	Output project to final format.
<input type="checkbox"/>	Order copies for cast, crew and locations.
<input type="checkbox"/>	Submit two copies of project to special collections in the Regent library.
<input type="checkbox"/>	Submit one copy each to the production coordinator, production supervisor, chair of CTV and Dean.
<input type="checkbox"/>	Return all film and/or tapes to the production coordinator for archiving