**4f – Workflow checklist**

Use the following checklist as a guide to complete your short film.

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| Workflow item | Description | An image of a tick. |
| Upload footage | Upload the footage you have captured onto a computer or the cloud. |  |
| Download footage | Import raw footage into editing software, for example Adobe Premier. |  |
| Assembly edit | Cut out the best takes from your footage and organise into their own folder/s or workspaces. Get all the best takes on the timeline. |  |
| Rough cut edit | Edit your clips into a flow by trimming them. You can use temporary music and sound effects to help create narrative flow. |  |
| Fine cut edit | Polish the film by reviewing it multiple times for fine editing details. |  |
| Lock off | Settle on the final film cut and do not change the film editing again. Ensure it is within time limit including with credits. |  |
| Sound | Clean up the dialogue, include foley and music to film. |  |
| Grade | Grade the composition and sound design. |  |
| Online edit | Include titles and credits within the time limit. This is when the edit, the grade and the sound design come together. |  |
| Master | Export the film out of your editing software and test the file by playing it on another computer. |  |
| Poster | Create a promotional poster or graphic for your film. |  |
| Promotional copy | Write a promotional copy (blurb) for your film. |  |
| Delivery | Submit your completed film, logbook and promotional materials to your teacher. |  |