**4f – Workflow checklist**

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

|  |  |  |
| --- | --- | --- |
| 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.  |   |