

Digital Shoot (RED Camera) Workflow

VERSION 4 - MARCH 5, 2012

Flowchart Explanation

1. Production shoots
2. Digital Lab converts original material for Editor (with Visual Timecode and Clip Names visible as a safety) on a Hard Drive and immediately pulls an LTO tape for future storage. Lab keeps LTO until completion of job. LTO delivery to Storage Facility **MUST** be requested by Editor, Assistant Editor or Agency Producer **ONLY**. In the event that there is no Digital Lab hired, it is Production's responsibility to create backups of camera-original material.
3. If Production requires an LTO for their own backup purposes, that is to be handled by Production and not associated with this workflow.
4. The LTO tape contains both camera-original material and converted rushes.
5. The LTO tape **MUST** be labeled with the following: Client, Agency, Production House, Title of Spot, Shoot Date, Director, Post House, Editor and Agency Producer and the words: "DIGITAL NEG".
6. Digital Lab provides a Hard Drive* containing a copy of the rushes and camera-original material to Editor.
7. Hard Drive must be labeled with the following: Client, Agency, Production House, Title of Spot, Shoot Date, Director, Post House, Editor and Agency Producer.
8. Two days following the shoot, Assistant Editor confirms with Digital Lab that LTO have been created.
9. Edit.
10. Final transfer to SD or HD tape depending on finished job specifications.
11. Online/finish of job.
12. Assistant Editor returns editorial Hard Drive to Digital Lab, and sends Tape Elements and LTO to Storage Facility outlined by Agency Producer.
13. If job does not finish within a reasonable amount of time (30 days), the editorial Hard Drive will be cloned to a new drive (purchased by Edit House and charged back to the Agency) and the original drive will be returned to Digital Lab.
14. Listing of all elements sent to Storage Facility to be provided by Assistant Editor to Agency Producer.

* Specifications for Hard Drive:

- 7200 RPM
- 8MB cache
- Firewire 400 minimum if SD
- Firewire 800 or eSATA if HD
- LaCie or G-Drive are preferred