

1619 BROADWAY, 10TH FL
NEW YORK, NY 10019



212-265-7600

BROADWAY VIDEO
Editorial Post Production
Client Checklist

Are you working in AVID/FCP, HD/SD?

What type of production is this?

(30 sec spot, 3 min sizzle, hour documentary, etc...)

What cameras were used?

(HDCam SR, P2, XDCam, or consumer ie: GoPro etc...)

How many hours of footage were shot?

What format/frame rate did you shoot? Will you be editing in? Will you be delivering in?

(Format: SD or HD, 1080p, 1080i, 720p, Frame rate: 23.98, 59.94, 29.97, etc)

Is this a multi-cam edit?

How much storage do you require?

Does your project need specific plug ins or fonts?

Do you have any materials that need to be downloaded and/or imported before starting the job?

Will your project need to be closed captioned?

What is the timeline/delivery date?

Will you be finishing your audio in Audio Post at BV or in the Edit suite?

If Audio Post: ask AP scheduling to reach out to the clients to schedule.

Do your deliverables include files?

If file: What file type, compression, do you need a specific bit rate?

Do your deliverables include tape?

If tape: what format? Any dubs needed?

Do the deliverables need to be sent anywhere when complete? If so, where?

How long will you need to keep your project media active?

Do you need your media or project backed up at the completion of the project?