[Show Code] | [Project Title]

**Dailies Workflow**

as of – [Date]

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| **[Dailies Facility] Dailies Team** |
| [Name] | [Title] | [Number] office[Number] mobile | [Email] |
| [Name] | [Title] | [Number] office[Number] mobile | [Email] |
| [Name] | [Title] | [Number] office[Number] mobile | [Email] |
| [Name] | [Title] | [Number] office[Number] mobile | [Email] |
| **Amazon Studios Team [reach out to AS Post Coordinator]** |
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| **Production & Editorial Offices** |
| Production Office | [Company] | [Number] | [Address] |
| Editorial Cutting Room | [Company] | [Number] | [Address] |
| **Production & Editorial Contacts** |
| [Name] | Line Producer/UPM | [Phone] | [Email] |
| [Name] | Local LP | [Phone] | [Email] |
| [Name] | Post-Production Supervisor | [Phone] | [Email] |
| [Name] | Production Coordinator | [Phone] | [Email] |
| [Name] | Assistant Editor | [Phone] | [Email] |
| [Name] | DIT (main shoot) | [Phone] | [Email] |
| [Name] | Editor | [Phone] | [Email] |
| [Name] | Post-Production Coordinator | [Phone] | [Email] |

**Media Summary**

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| **Camera Formats** |
| Camera | Record Media | Aspect Ratio | Resolution | Frame Rate | Lens Format |
| \*\*EXAMPLE\*\*Arricam LT Film Cameras [2x – A Cam / B Cam] | \*\*EXAMPLE\*\*KODAK VISION3 500T Color Negative Film 5219 AND KODAK VISION3 250D Color Negative Film 5207 – 3 PERF | \*\*EXAMPLE\*\*2.40 | \*\*EXAMPLE\*\*4K | \*\*EXAMPLE\*\*24 fps | \*\*EXAMPLE\*\*Spherical Lens |

\*\*If any other formats are added, please contact Amazon Studios so they can be set up accordingly.

**Workflow Summary**

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| **Camera Department** |
| - Camera cards (with camera reports), sound CF cards (with sound reports) delivered to DIT, [frequency]- DIT copies camera and sound to OSX encrypted shuttle drives and places in locked pelican cases (pw never stored with drives)- POC scans and distributes production paperwork to the Paperwork distribution list- Drives are delivered to [Dailies Facility] by [TBD]- Camera cards will not be wiped/reused until “ALL CLEAR” is received from Editorial |
| **[Dailies Facility]** |
| * Confirm once shuttle drive is received from [TBD]
* Ingest material and send confirmation to the Ingest Report email distribution list once complete
* Apply Color
* Create Editorial media with sync sound and send to AE in Editorial via AOM Aspera (see spec details below)
* Email Editorial and Amazon when Aspera upload begins
* Upload dailies to MOXION (see spec details below) and notify the Dailies Report/MOXION upload confirmation distribution list
* Create 1 LTO archive and email to the LTO Archive Report distribution list once LTOs have been verified
* Upload RAW files to Amazon S3 Cloud via Nightraven
* AS Post will advise on shipping one set of LTO tapes to [Vendor] each week
 |
| **Editorial – Recycling Policy** |
| * Confirm via email with AS Post and [Dailies Facility] once media is successfully downloaded via Aspera
* Editorial will send the “ALL CLEAR” to wipe camera cards email to the “All Clear” Distribution List (last page) once all media has been verified **and** LTO archive verification email has been sent by [Dailies Facility]
* If there is any question about re-using media, do not re-use it until the questions have been resolved.
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**Dailies & Shooting Schedule**

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| **Shooting Schedule** | **Dailies Schedule** |
| \*\* Production should notify the dailies lab if the schedule has been adjusted or the delivery is behind \*\* |
| Workflow Test Shoot | [mm/dd/yyyy] | # of Drops | \*\*EX\*\* 2 total: 1 @ Lunch, 1 @ Wrap |
| Principle Start Day | [mm/dd/yyyy] | Shooting Schedule | \*\*EX\*\* Monday - Friday |
| Principle Wrap Day | [mm/dd/yyyy] | Editorial Schedule | \*\*EX\*\* Monday - Friday |
| Holidays/Hiatus | [mm/dd/yyyy] | Dailies Schedule | \*\*EX\*\* Monday - Friday |
| Shooting Location | [Address] | OT Rules | OT is applicable after 8 hours and outside of the Monday – Friday schedule |

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| **Production Picture** |
| Smart slate running timecode jamsync twice daily to sound mixer. Head slate if possible. No roll over midnight. |
| Camera Roll Naming: A001, A002, B001, B002, etc.… |

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| **Production Audio** |
| [Name] | Production Audio Mixer | [Mobile Phone] | [Email] |
| Master Sound Recorder | \*\*EXAMPLE\*\* Sound Devices 788 |
| 48 kHz Sample Rate | \*\*EXAMPLE\*\* 24-bit, 23.98 fps |
| MIX Track | \*\*EXAMPLE\*\* Track 1, Boom on Track 2 and ISO on Tracks 3-16 |
| Separate Sound Roll | \*\*EXAMPLE\*\* One for each day |
| SR Naming | \*\*EXAMPLE\*\* SR\_001, SR\_002, SR\_003, etc.… |
| Scene/Take Information | \*\*EXAMPLE\*\* Embedded into the metadata and noted on sound reports |

**[Dailies Facility] Deliverables**

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| **#1 – Avid Media** |
| \*\*ALL TAKES\*\* Avid DNxHD115 media, 1080p/24, 24bit, 48kHz projectMXF Picture and AudioAudio: Sync ALL TRACKS of audio. 48kHz, 24 fps, 24 bit-depthMaster clips should include sync sound with all tracks delivered for that take from the sound roll (V1/A1/A2/A3/A4/.../Ax)[Assistant Editor] will create own bin to include the master clip and a sub-clip of (V1/A1 mono) onlyMatte and Burn Ins Clip Name Scene/Take Transfer Date Time Code Sound Roll Audio TCFile Naming Conventions- Label clip names with an underscore in the clip name (eg. 52\_01\_A)- Single cameras: use 52\_01 only (with no camera suffix)- With multicamera scenes/takes, please label clips;A camera: 52-1 from A Camera would be labeled 52\_01\_A, B camera: 52-1 from B Camera would be labeled 52\_01\_B, and so on.- Please label circle takes with an \* (eg. 52\_01\_A\*)- Please label any off-speed takes with the FPS (eg. 52\_01\_A\_48fps)Bin Naming Conventions- Each camera roll will have its own Bin.- Date and Camera Roll- ex: 191023\_A023Yr-Month-Day\_CameraRollDelivery of Editorial Material- Delivery Method: Avid bin ([Assistant Editor] to create), ALE, MXF media, original sound files, and camera and sound reports transferred via Aspera to editorial.  |
| **#2 – Web Dailies (Moxion Originals Access)** |
| - There will be a number of **RESTRICTED** dailies containing nudity that need to be kept and distributed separate from the rest of the dailies. These dailies will be flagged by **Production** on the CAMERA REPORTS.- [Dailies Facility] will:- upload ALL **NON-RESTRICTED** TAKES to the “Dailies” folder under Amazon’s MOXION account- upload ALL **RESTRICTED** TAKES to the **“RESTRICTED Dailies”** Folder under Amazon’s MOXION account- folder participants will be set up in advance to include all those who should have access to regular and restricted dailies.\*\*If no nudity, erase blue text and instead use green text. If nudity, use blue and erase green!!\*\*- [Dailies Facility] will upload ALL TAKES to the “Dailies” folder under Amazon’s MOXION account.- The batches on MOXION will be listed by day. IWYB\_DAY\_001, IWYB\_DAY\_002, etc…- Notify all folder participants upon upload of each day’s batch to **Folder “1B | Dailies – Released”** - Naming: Scene-Take(Camera)ex. 70-5(A)- QuickTime H.264, 1920x1080, 10,000k data rate (Moxion does not recommend Faststart enabled files) - Audio: AAC (MPEG4) audio @ 44.1 or 48k 0 dB 2 track stereo or PCM- Wrapper: mov- GOP: 8 or 16 seconds- Burnin: As listed above- Watermark: Property of [Production Company]- Send Dailies Report/Moxion upload confirmation to Distro |
| **#3 – LTO** |
| - Format and specs: LTO7, LTFS- Barcoding/Labeling format: Master: CODEAAL7, CODEABL7, CODEACL7, etc…Protection: CODENAL7, CODENBL7, CODENCL7, etc…- Single LTO7 archive- Daily archive of all source audio / video files- Dailies Avid Media (DNX115 & H.264), keep separate from the ONEG. No need to separate by day in tapes and can fill to capacity.- The Masters will ship to Amazon Studios to for verification & storage.- Send verification email to DistroCase Label**CODE:**ex. CODE**Show Title:** ex. Title**Shoot Day:** ex. Day 001\_yyyymmdd**File Name:** (if applicable) ex. Camera rolls, filenames, etc.**Frame Range:** (if applicable)**File Size in GB:** ex. 338 GB**File Type:** ex. DPX, ProRes, WAV, etc.**Color Space:** (if applicable)**Tape Format:** LTO 7 **Barcode:** ex. CODEAA, CODEAB (The LTO tape barcode)**Date Written:** mm/dd/2020\*Place the LTO labels on the cases, not on the tape. Include tape barcode on labels so they can be matched if separated. |
| **#4 – Email Distribution List** |
| **Please send all emails to the full distro list below (which includes Amazon, Production and [Dailies Facility])****Amazon Studios**Lindsey Cohen | lindsey.cohen@amazonstudios.com Becca Sale | becca.sale@amazonstudios.comRavi Malhotra | ravifilm@amazon.comPaulina Borowski | paulina.borowski@amazonstudios.com Mariah Shields | mkshiel@amazon.comMicah Sampson | sampmica@amazon.com Pamela Monroe | pamela.monroe@amazonstudios.com Dave Bennett | daveben@amazon.com Danielle Dajani | ddajani@amazon.comJackie Kroopf | jackie.kroopf@amazonstudios.comIrina Popov | iripop@amazon.com Zach Berman | Zachary.Berman@amazonstudios.com**Production**Names: Emails**[Dailies Facility]**Names: EmailsPLEASE SEND THE BELOW EMAILS TO THE FULL LIST ABOVE**Ingest Report – Sent by [Dailies Facility]**Report noting the successful ingest of all the camera original material from set and checksum report as soon as complete**Dailies Report/MOXION upload confirmation – Sent by [Dailies Facility]**Report on the transfer. Any issues with footage, audio, etc. are noted here. Information on all media (takes, total length, etc.). Notification MOXION upload is completed.**LTO Archive Report – Sent by [Dailies Facility]**Report noting the successful archive of all camera original material to LTO**“All Clear” – Sent by Editorial****Production Paperwork – Sent by [Production Coordinator] and Sound Notes - Sent by [Sound Mixer]**(Camera/Sound/Script Supervisor Notes)**IMMEDIATELY NOTIFY if any problems detected during production or dailies creation** |