[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. |

**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 project  MXF Picture and Audio  Audio: Sync ALL TRACKS of audio. 48kHz, 24 fps, 24 bit-depth  Master 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) only  Matte and Burn Ins  Clip Name Scene/Take Transfer Date    Time Code Sound Roll Audio TC  File 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\_A023  Yr-Month-Day\_CameraRoll  Delivery 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 Distro  Case 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](mailto:lindsey.cohen@amazonstudios.com)  Becca Sale | [becca.sale@amazonstudios.com](mailto:becca.sale@amazonstudios.com)  Ravi Malhotra | [ravifilm@amazon.com](mailto:ravifilm@amazon.com)  Paulina Borowski | [paulina.borowski@amazonstudios.com](mailto:paulina.borowski@amazonstudios.com)  Mariah Shields | [mkshiel@amazon.com](mailto:mkshiel@amazon.com)  Micah Sampson | [sampmica@amazon.com](mailto:sampmica@amazon.com)  Pamela Monroe | [pamela.monroe@amazonstudios.com](mailto:pamela.monroe@amazonstudios.com)  Dave Bennett | [daveben@amazon.com](mailto:daveben@amazon.com)  Danielle Dajani | [ddajani@amazon.com](mailto:ddajani@amazon.com)  Jackie Kroopf | [jackie.kroopf@amazonstudios.com](mailto:jackie.kroopf@amazonstudios.com)  Irina Popov | [iripop@amazon.com](mailto:iripop@amazon.com)  Zach Berman | [Zachary.Berman@amazonstudios.com](mailto:Zachary.Berman@amazonstudios.com)  **Production**  Names: Emails  **[Dailies Facility]**  Names: Emails  PLEASE 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** |