

## **DIT Advice: A guide to keeping cards and rushes safe**

The key point that you need to remember throughout the whole shooting process, and also in post production, is to have a strict system in place for the safekeeping of cards and rushes and never to divert from it. You should know where everything is at all times, and if you don't there's something very wrong.

The system starts with prep. Each SxS card will have a unique serial number and it is often a good idea to use digits from this code to use as its unique 'mag number' within your set of cards. For example you might use the last few numbers so it becomes mag number 6749. It's important to issue a mag number to each SxS card so that if an error occurs during shooting, that card can be tracked down and taken out of the system if necessary.

When in prep it's important to count up exactly how many cards you have in total, write down their unique serial numbers/mag numbers and then keep them somewhere safe. This list of how many cards you have, and also exactly which ones you have will be important to refer to when you wrap your gear and check you still have everything at the end of the shoot that you were given at the start.

During shooting I have a pouch in my unit bag labeled CARDS with green tape and I therefore know that all of my fresh SxS cards are in there ready to be loaded into the camera. Once you have done your own checks, it is good practice in prep to give all of the SxS cards to the DIT or data wrangler to format and check over. This then means that the data wrangler will become aware if there are any errors on any of the cards before you start shooting and it also means that when you go to shoot they will all be ready to load into the camera as a formatted fresh card. This will mean that when you put the card in the camera a message will automatically pop up asking you to format the card. This is a good fail-safe method making it more difficult for a card that has not yet been backed up to slip through the loop and be accidentally formatted. If the automatic message to format doesn't pop up then the card should be taken straight back to the DIT to check that the footage on it has been properly backed up.

Once you get to the shooting stage of the process, the system I follow for labeling up cards is as follows; Roll number, mag number, date. E.g. #A001, mag.6244, 19/03/2015. If you are shooting on multiple cameras it can be a good idea to use coloured tape that corresponds to the

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camera, e.g. red (A), blue (B), yellow (C) etc. This just helps for organisation and keeping everything neat.

For the first card you load into the camera you will have to go into the main menu to name it and make sure it starts at 001, also you should choose what ID the camera will have, ie. A, B, C... When this information is entered it should start for example at A001. From hereon the camera should automatically count upwards for each new card that is entered after formatting but you should visually check that this is correct each time by looking at the screen because if it gets mixed up, it will also change the metadata recorded on the card and could cause problems with the organisation and numbering of your rushes for the data wrangler.

As soon as a card is unloaded from the camera it should go directly to the data wrangler to be backed up. Until the footage is backed up in 3 places (Master Drive, Rushes Drive, Back-up Drive) it is not safe. Make sure that each night after shooting the 3 different back-ups are stored separately and taken to different places. This means that in the event of one of the back-ups being damaged or destroyed, there are still going to be 2 other safe back-ups.

Once the footage is safely backed up to 3 places and the data wrangler/DIT is happy to confirm that the footage is safe, the data wrangler can then format the SxS card. One way of doing this is by using the application disk utility. The card should then be returned to the 2nd AC and kept in the designated safe place (like the green CARDS zip pouch I mentioned earlier) so that it can go back into the system for being used again.

I hope this information is helpful to you all for shooting your films. Good Luck!