

**Post Production File Structure**  
Updated Friday 22nd November 2019

**FOR HARD DISK DRIVE (HDD) OR SOLID STATE DRIVE (SSD)**

ROOT FOLDER	SUB FOLDER / FILE	SUB FOLDER / FILE
<b>01_PROJECT_FILES</b>		
	01_AVID_Project	
	02_ProTools_Project	
	03_Resolve_Project	
	04_Premiere_Project	
	05_FCPX_Project	
	06_NUKE_Project	
	07_Flame_Project	
	08_Baselight_Project	
	09_Additional_Software	
<b>02_ORIGINAL_MEDIA OR 02_RUSHES</b>		
	01_PICTURE	
		DAY_1_DDMMYY ( <i>within that... MEMORY CARD DUMP 1... etc</i> )
		DAY_2_DDMMYY ( <i>within that... MEMORY</i>

<b>FILE STRUCTURE KEY</b>	Root OR Main Folder	Sub-Folder / File	Master Deliverable (File)	Web / Viewing Deliverable
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		<i>CARD DUMP 1... etc)</i>
		<i>DAY_3_DDMMYY (within that... MEMORY CARD DUMP 1... etc)</i>
		<b>(more as required)</b>
	02_SOUND	
		00A_STEMS
		00B_PROTOOLS_SESSION
		00C_FINAL_SOUND_MIX
		01_PRODUCTION_SOUND
		02_FOLEY_AND_FX
		03_MUSIC
		04_VOICEOVERS
		05_ATMOS
		06_ADR
		07_AUD_DESC_AND_COMMENTARY
	03_IMAGES	
	04_GFX	
		01_PROD_COMP_LOGOS

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		02_POST_PROD_COMP_LOGOS
		03_DISTRIBUTOR_LOGOS
		04_ASSOCIATE_LOGOS
	05_VFX	
		01_ASSETS
		02_COMPOSITION_EXPORTS
		03_VFX_MISC
	06_SUBTITLES	
		01_FINAL_TRANSCRIPT
		02_SRT_FILE
		03_ADDITIONAL_SUB_FILES
<b>03_DELIVERABLES</b>		
	01_Previous_Cuts	
	02_DCPs	
	FILMTITLE_MASTER_FILECODEC_EXPORTDATE	
	FILMTITLE_WEB_FILECODEC_EXPORTDATE	
	<i>Additional Deliverables as requested</i>	
<b>04_PRODUCTION_DOCS</b>		

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	01_Project_Requirements_Sheet	
	02_Marked_Script	
	03_Daily_Continuity_Log	
	04_Daily_Shot_Log	
	05_Rushes_Log_Sheet	
	06_Full_Credits_List	
	07_Grade_Notes_And_References	
	08_Prod_Notes_and_Meetings	

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