

## Studio Holder - Post Production File Structure - V2.2

Updated Wednesday 30th September 2020

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

ROOT FOLDER	COLOUR TAG	SUB FOLDER / FILE	COLOUR TAG	SUB FOLDER / FILE	COLOUR TAG
<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			

<b>FILE STRUCTURE / COLOUR TAG KEY</b>	Post-Prod Planning/Prep	Media Acquisition/Ingest	Editing / Grading / Sound Editing & Mix	Versioning/Content Delivery & Archival
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				DAY_1_DDMMYY (within that... MEMORY CARD DUMP 1... etc)	
				DAY_2_DDMMYY (within that... MEMORY CARD DUMP 1... etc)	
				DAY_3_DDMMYY (within that... MEMORY CARD DUMP 1... etc)	
				<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			

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		04_GFX			
				01_PROD_COMP_LOGOS	
				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	MASTER		

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		FILMTITLE_WEB_FILECODEC_EXPORTDATE	VIEWING		
		<i>Additional Deliverables as requested</i>			
<b>04_POST_PROD DUCTION_DOCS</b>					
		00_PROJECT_REQUIREMENTS_FORM			
		02_WORKFLOW			
		03_POST_PRODUCTION_SCHEDULE			
		04_POST_PRODUCTION_BUDGET			
		05_DIT_LOG_SHEET			
		06_RUSHES_LOG_SHEET			
		07_MARKED SCRIPT			
		08_DAILY_CONTINUITY_LOG_SHEETS			
		09_EDIT_MEETINGS_NOTES_AND_FEEDBACK			
		10_GRADE_LOOKBOOK_AND_REFERENCES			
		11_SOUND_EDIT_AND_MIX_DOSCS_AND_SPECS			
		12_CREDITS			
		13_IDENT_CLOCK_BARS_TONE_ASSETS			
		14_DELIVERABLES_LIST_AND_ARCHIVAL_RECORDS			

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		15_FACILITIES_STILLS			
		16_MISC			

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