

STUDIO HOLDER

FILE DELIVERY SPECIFICATIONS FOR CLIENTS

Before uploading your post-production assets: please familiarise yourself with the Project Requirements Form which is accessible [here](#) and via the [Client Portal](#). Completing this form will help us best get to know the *creative* and *technical* requirements of the production as well as the appropriate delivery specifications needed for the production to be available on different formats, platforms and outputs.

Additionally; there are a range of downloadable assets, documents and resources available to use via the [Client Portal](#). Please request a password from us to access. These include templates and forms such as: *Post-Production Folder Structure, Post-Production Schedule, AVID Folder/Bins & Track Allocation Conventions, Standardised Credits List, DIT Log Sheet, Rushes Log Sheets (etc...)*

TO UPLOAD ASSETS: Go to <https://studio-holder.filemail.com> and Add Folders

- Please ensure all files are: stored within a single folder, and correctly labelled within relevant sub-folders.
- **(maximum upload is 1TB or 1000GB, if you intend to upload more, please contact us first to arrange an appropriate method of transfer).**
- Alternatively, if the project exceeds this file size or for convenience: assets can be posted/shipped to us on a *APFS, Mac OS Journaled* or *ExFAT* formatted hard drive. The deliverables will be supplied onto this drive and sent back to you at the end of the project.
- When you've successfully sent the assets, you will receive an automatic email notification.
- Assets are (*usually*) downloaded automatically to our media server, otherwise within 1-2 working days - especially during busy periods.
- When we've downloaded everything, you will receive an automatic email notification too.

TO DOWNLOAD ASSETS:

- Check your inbox for files from us.
- All turnovers (*works-in-progress*) and deliverables (*final masters/versions*) are sent to the email address supplied unless otherwise arranged.
- Assets can be downloaded using *FTP* and *FileMail in Web Browser / Desktop Version*.
- You can share the download link with others so that they can download it as well, if needed.
- When you've downloaded assets we've sent you, we will receive an email notification too.
- Files will remain in the cloud until the project has completed and required deliverables have been successfully received by the client.

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COMMON DELIVERY SPECIFICATIONS

FILM / CINEMA	SOUND DESIGN FOR FILM	RADIO & PODCASTS	MUSIC
FOR FESTIVALS / CINEMA RELEASE <ul style="list-style-type: none">• 2K or 4K DCP• With Flat (1.85:1), Scope (2.39:1) or Full (1.90:1) Aspect Ratio• With Stereo (2.0) Mix	FOR FESTIVALS / CINEMA RELEASE <ul style="list-style-type: none">• Reference Quality Video• .AAF with Embedded Media• 24-Bit, 48kHz Mixdown in .WAV format to layback to locked timeline.• With Stereo (2.0) Mix	FOR BROADCAST <ul style="list-style-type: none">• 24-Bit, 44.1kHz Mixdown in .WAV format• Stereo (2.0) Mix	FOR BROADCAST <ul style="list-style-type: none">• 24-Bit, 44.1kHz Mixdown in .WAV format• Stereo (2.0) Mix
FOR ONLINE STREAMING / VOD PLATFORMS <ul style="list-style-type: none">• 2K or 4K QuickTime ProRes 422HQ• With Flat (1.85:1), Scope (2.39:1) or Full (1.90:1) Aspect Ratio• With Stereo (2.0) Mix	FOR ONLINE STREAMING / VOD PLATFORMS <ul style="list-style-type: none">• Same as above, supplied back to studio/post-production facility for layback to locked timeline.	FOR ONLINE STREAMING / AUDIO PLATFORMS <ul style="list-style-type: none">• 44.1kHz Mixdown in .MP3 format• Stereo (2.0) Mix	FOR ONLINE STREAMING / AUDIO PLATFORMS <ul style="list-style-type: none">• 44.1kHz Mixdown in .WAV or .MP3 format• Stereo (2.0) Mix
FOR YOUTUBE, VIMEO etc / SOCIAL MEDIA <ul style="list-style-type: none">• .MP4 in H.264 Codec (1080HD)	FOR YOUTUBE, VIMEO etc / SOCIAL MEDIA <ul style="list-style-type: none">• 24-Bit, 48kHz Mixdown in .WAV format to layback to locked timeline.	FOR MASTERING / ARCHIVAL <ul style="list-style-type: none">• 24-Bit, 44.1kHz Mixdown in .WAV format• Stereo (2.0) Mix	FOR MASTERING / ARCHIVAL <ul style="list-style-type: none">• 24-Bit, 44.1kHz Mixdown in .WAV format• Stereo (2.0) Mix
FOR MASTERING / ARCHIVAL <ul style="list-style-type: none">• HD, 2K or 4K QuickTime ProRes 422HQ or 4444• With Final Aspect Ratio & Mix	FOR MASTERING / ARCHIVAL <ul style="list-style-type: none">• Reference Quality Video• .AAF with Embedded Media• 24-Bit, 48kHz Mixdown in .WAV format to layback to locked timeline.		