

## Capstone Checklist – Spring 2016

### 1. Naming Convention

- a. Format\_Title with Spaces\_LastName\_SemesterYear
  - i. Ex: ProRes\_Ben and Alex\_Dysart\_SP16
  - ii. Ex 2: ProResHQ\_Movie\_Schmidt\_Norbom\_Campbell\_FA15
- b. **DO NOT use colons, semicolons, forward slash, quotations**

### 2. “Native Format” the format that the camera recorded

- a. Cine Arts Blackmagic cameras can shoot in **Apple ProRes** and **RAW**
- b. Non digital shoots (film, VHS) should be digitized to Apple ProRes 422
- c. DSLRs (Nikon, Panasonic, Sony, Canon, etc.) typically shoot **H.264 MOV/MP4 (Slow and Compressed format)** that must be converted
- d. Canon (Magic Lantern) can shoot RAW
- e. External Recorders (ex. Atomos Ninja Blade) record via HDMI as **ProRes**
- f. Ever in doubt, please test your footage format prior to actual production

### 3. Prior to Editing

- a. H.264 footage should be transcoded: **Apple ProRes 422 (Fast and Uncompressed)** with the native frame rate, frame size, and pixel aspect ratio.
- b. If you have black bars on top and bottom of your 16:9 project, you are most likely editing with the wrong sequence settings.
- c. If your editing format is different from native format, we want the info of your EDITING FORMAT.

### 4. Bars & Tone (1<sup>st</sup> Minute)

Set your timeline setting to start at 00:59:00:00 (Hour:Minute:Seconds:Frame)  
The first minute in your timeline should start with the following.

- a. 30 Seconds of Bars & Tone
- b. 10 Seconds of Black
- c. 10 Seconds of Slate, all text should be title safe.
  - i. Project Title
  - ii. Total Running Time - TRT
  - iii. Date of Completion/Semester
  - iv. Audio Info (Stereo vs. Mono)
  - v. Capstone Project Number
  - vi. Client (Capstone Student)
  - vii. Editor
- d. 8 Seconds of Black
- e. 1 FRAME of slate with 1 frame of tone (on the 58 second mark of your 1 minute intro)

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- f. 2 seconds of Black
  - g. Steps **a** through **f** should makeup 1 minute
  - h. There should be a fade-in to introduce your film. No abrupt starts. Your film will start exactly at 01:00:00:00 mark or risk being cut off.
5. Things to look out for:
- a. **Consistent Audio Levels (-12dB)**
    - i. Not too high, not too low
    - ii. Absolute highest level should be -6dB
  - b. Play the audio TONE through speakers and adjust speaker level to your liking. Once it's set, do not touch speaker volume for the rest of the project, only tweak volume of the audio track in your NLE interface.
  - c. Look at the audio monitors in the NLE system, if it hits red, your audio is too hot
  - d. Your project will be adjusted based on your highest audio point
  - d. Full screen your video to look for black frames
  - e. **Apply Broadcast Safe Color Filter:** (due to color levels being too high/low) or color correct your image within the 0 - 100 IRE scale.
  - f. Title Safe (make sure important information, titles, etc. stay in this zone)
  - g. Individual projects max time is 5 mins. And 30 seconds. Collaborative project is the sum of 5 mins. per collaborator. Max time for a collaborative project is 15 minutes and 30 secs (usually 3 collaborators and more).
6. After Credits: 1 Second of Black Followed by the Following End Slate
- a. **Produced at the Department of Cinématique Arts and Technology  
California State University, Monterey Bay** (the year produced)
  - b. 3 seconds of end slate followed by a fade out
  - c. 2 seconds of black slug at the end
7. Prior to your submission appointment
- a. Preview Projects through the AJA in edit suite 102-105 or on a larger screen.
  - b. **Export the final cut as Quicktime (.mov) -> Apple ProRes 422 with a 23.976** frame rate, and a frame size of **1920x1080 pixels**. Bring this file to your appointment. If using a pc without the Apple ProRes codec, consult with a media technician for workflow options. Must have exported file ready to go.
  - c. Bring all media and project files to your appointment. Be prepared to open your project and make changes during your appointment.
  - d. If you are using a personal laptop or desktop computer, you **must** bring it to submission. Failure to do so may create problems within your project.
  - d. Be prepared to re-export your project during your submission appointment.

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*Your Submission Checklist (review before submission):*

- Bars and Tone**
- Credits and Final End Slate**
- Audio Levels:** Average -12db and maximum around -6db
- Color Correction Applied**
- Color Safe Video Filter/Limiter**
- Final Check for Abnormalities (ex. black frames, glitches)**
- Format:** Frame Size, Frame Rate, Apple ProRes 422 Export
- Exported File Name Title**