TAKE1 FINISHING AND ONLINE SUBMISSION WORKFLOW

Please follow the steps below to successfully finish and submit your film to the Take1 Film Festival.

FINISHING

Once your film is Picture Locked you can begin the Finishing process. It doesn't matter which editing platform you use; the steps below are universal. You can either work from home or at The Post Center (**1104 S Wabash RM602**). If you have any questions stop by The Post Center.

1. Email William Cox (wcox@colum.edu) to schedule your Sound Mix – **Book 1 Week In Advance** Once your sound mix is scheduled proceed to step 2.

2. Mastering Your Project in Premiere – **Please allow 1 Hour**

   - Create a **Finishing Bin**
   - Duplicate your **Sequence** and rename the copy **Picture Lock**
     o Move the Picture Lock sequence into the **Finishing Bin**
   - Add the **Bars and Tone** and **Universal Counting Leader** to the **Finishing Bin**
     o Premiere Pro: File > New > **Bars and Tone / Universal Counting Leader**
     o The Post Center Workstation: File > Import > ClassShare > Student Resources > **CTVA Countdown**
   - Open the Picture Lock sequence
   - Insert/Edit the Bars and Tone, then Universal Counting Leader at the start of the Picture Lock sequence
     o Your edit should follow the Universal Counting Leader

3. Create a **Sound Mix folder** on your personal hard drive or workspace

   - Return to Premiere
   - Export a Picture Only ProRes 422 QT to the folder
     o Premiere Pro: File > Export > Media
       ▪ Format: QuickTime / Video Codec: Apple ProRes 422
   - Export an AAF to the folder
     o Premiere Pro: File > Export > AAF

4. Sound Mix – **Please Allow 4 Hours**

   - Personal Hard Drive – If your sound folder is on your personal hard drive bring it to the **Audio Suite (1104 S Wabash, 7th Floor)** for your scheduled mix.
   - Nexis Workspace – The **Audio Suite (1104 S Wabash, 7th Floor)** will connect to your workspace.

5. Final Master: Marry Picture and Sound: **Please allow 1 Hour**

   - Import the Sound Mix file to the Finishing Bin
   - Duplicate your **Picture Lock Sequence**
     o Rename it LastName_FilmTitle
   - Delete the audio
   - Add the Sound Mix

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6. Create a **Master QT** folder on your personal hard drive or workspace

- Return to Premiere
- Export an Apple ProRes 422 QT (master)
  - o Premiere Pro: File > Export > Media
    - Format: QuickTime / Video Codec: Apple ProRes 422
- Export a H264 Highest Bitrate (web)
  - o Premiere Pro: File > Export > Media
    - Format: H.264 / Preset: Match Source – High bitrate

SUBMITTING TO THE TAKE1 FILM FESTIVAL

- Only online submissions will be accepted
- Upload your film (H264) to your One Drive
- Send Link to take1@colum.edu – Include in the Message:
  - o Take1 Submission
  - o Name
  - o Film Title
  - o Semester Film was Completed
  - o Course
  - o Instructor

DO NOT DELETE ANY MEDIA OR THE PROJECT FILES FROM THE PROJECT YOU ARE SUBMITTING

Email brogerson@colum.edu with any questions.