

TAKE 1 FINISHING AND ONLINE SUBMISSION WORKFLOW

Please follow the steps below to successfully finish and submit your film to the Take1 Film Festival. Email take1@colum.edu with any questions.

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.

1. Mastering Your Project in Premiere, FCPX, or Avid
 - Create a **Finishing** bin
 - Duplicate your **Sequence** and rename as **Picture Lock**
 - Move the Picture Lock sequence into the Finishing Bin
 - Import the **CTVA Countdown** from the **ClassShare > Student Resources** into the **Finishing Bin**
 - Open the Picture Lock sequence
 - Insert the CTVA Countdown at the start of the Picture Lock sequence
 - Create a **Sound Mix folder** on your personal hard drive or partition
 - Export a Picture Only H264 Medium Bitrate to the folder
 - Export an AAF to the folder
2. Sound Mix
 - Schedule a mix appointment with **Diego Trejo** – dtrejo@colum.edu
 - Take your elements to the **Audio Suite (1104 S Wabash, 7th Floor)** for the mix.
3. Final Master: Marry Picture and Sound: Return to Premiere, FCPX, or Avid Project
 - Duplicate your **Picture Lock Sequence**
 - Rename it LastName_FilmTitle
 - Delete the audio
 - Add the Sound Mix
 - Create a **Master QT** folder on your personal hard drive or partition
 - Export an Apple ProRes 422 QT (master)
 - Export a H264 Highest Bitrate (web)

***Do Not Delete** any media or the project files from the project you are submitting.

SUBMITTING TO THE TAKE1 FILM FESTIVAL

- Only online submissions will be accepted
- Upload your film (H264) to WeTransfer, Dropbox, Google Drive, etc
- Submit to take1@colum.edu – Include:
 - **Subject:** Take1 Submission
 - Name
 - Film Title
 - Semester Film was Completed
 - Course
 - Instructor
 - Direct download link to your film