P2 Assistant Editor

this WORKFLOW is for you.

★

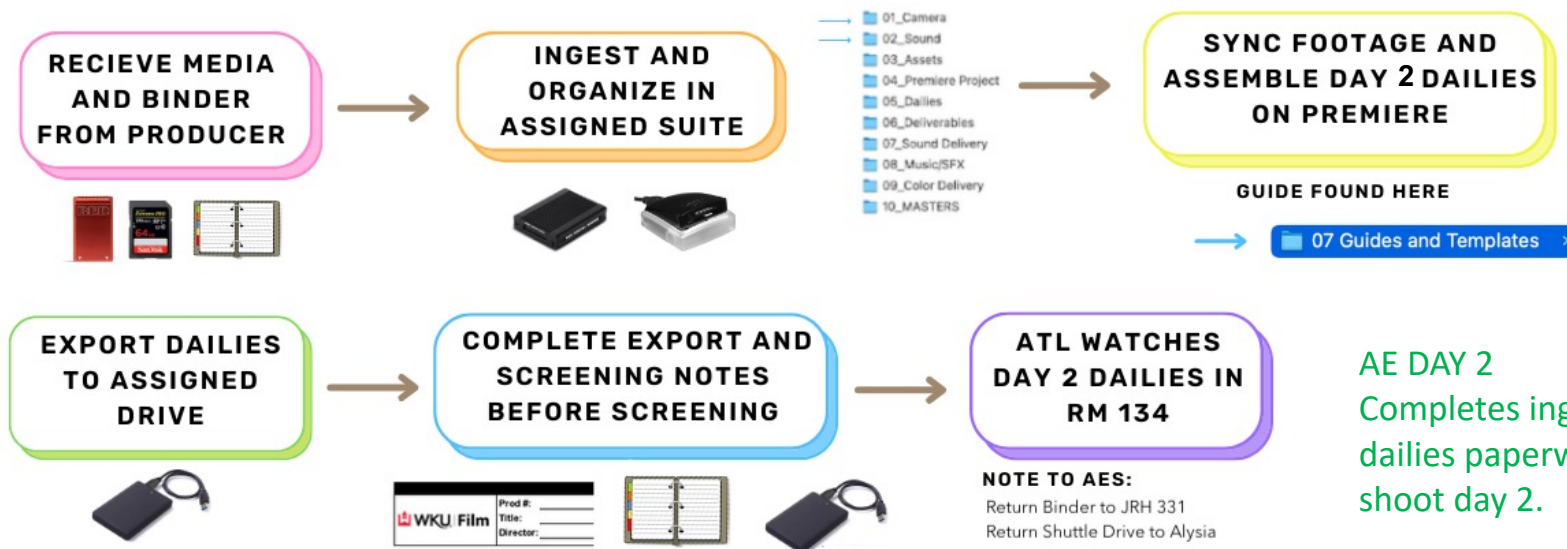# P2 DAILIES FLOWCHART

ASSISTANT EDITOR ASSIGNED FROM EDITING I CLASS

WKU | Film

DAY 1

RECIEVE MEDIA AND BINDER FROM PRODUCER → **INGEST AND ORGANIZE IN ASSIGNED SUITE** →

- 01_Camera
- 02_Sound
- 03_Assets
- 04_Premiere Project
- 05_Dailies
- 06_Deliverables
- 07_Sound Delivery
- 08_Music/SFX
- 09_Color Delivery
- 10_MASTERS

→ **SYNC FOOTAGE AND ASSEMBLE DAY 1 DAILIES ON PREMIERE**

GUIDE FOUND HERE

→ 07 Guides and Templates

EXPORT DAILIES TO ASSIGNED DRIVE → **COMPLETE EXPORT AND SCREENING NOTES BEFORE DAY 2 CALL TIME** → **ATL WATCHES DAY 1 DAILIES ON SET**

AE DAY 1
Completes ingest, dailies, and dailies paperwork on the night of shoot day 1.

DAY 2

RECIEVE MEDIA AND BINDER FROM PRODUCER → **INGEST AND ORGANIZE IN ASSIGNED SUITE** →

- 01_Camera
- 02_Sound
- 03_Assets
- 04_Premiere Project
- 05_Dailies
- 06_Deliverables
- 07_Sound Delivery
- 08_Music/SFX
- 09_Color Delivery
- 10_MASTERS

→ **SYNC FOOTAGE AND ASSEMBLE DAY 2 DAILIES ON PREMIERE**

GUIDE FOUND HERE

→ 07 Guides and Templates

EXPORT DAILIES TO ASSIGNED DRIVE → **COMPLETE EXPORT AND SCREENING NOTES BEFORE SCREENING** → **ATL WATCHES DAY 2 DAILIES IN RM 134**

NOTE TO AES:
Return Binder to JRH 331
Return Shuttle Drive to Alysia

AE DAY 2
Completes ingest, dailies, and dailies paperwork on the night of shoot day 2.

1

Offload Media

At the end of each shooting day, the AE will pick up all media cards and the script supervisor binder (containing script supervisor paperwork, camera reports, and sound reports). Bring everything back to the school for ingest.
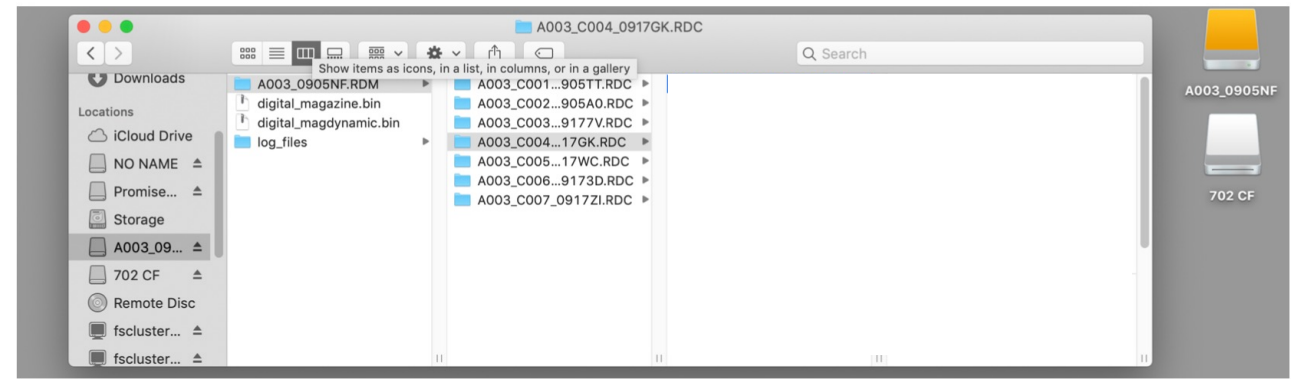
AT THE INGEST STATION | JRH 313

Insert the cards into the corresponding readers. They will mount like an external hard drive and appear on the desktop.
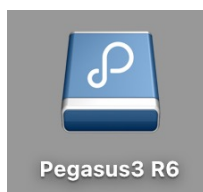
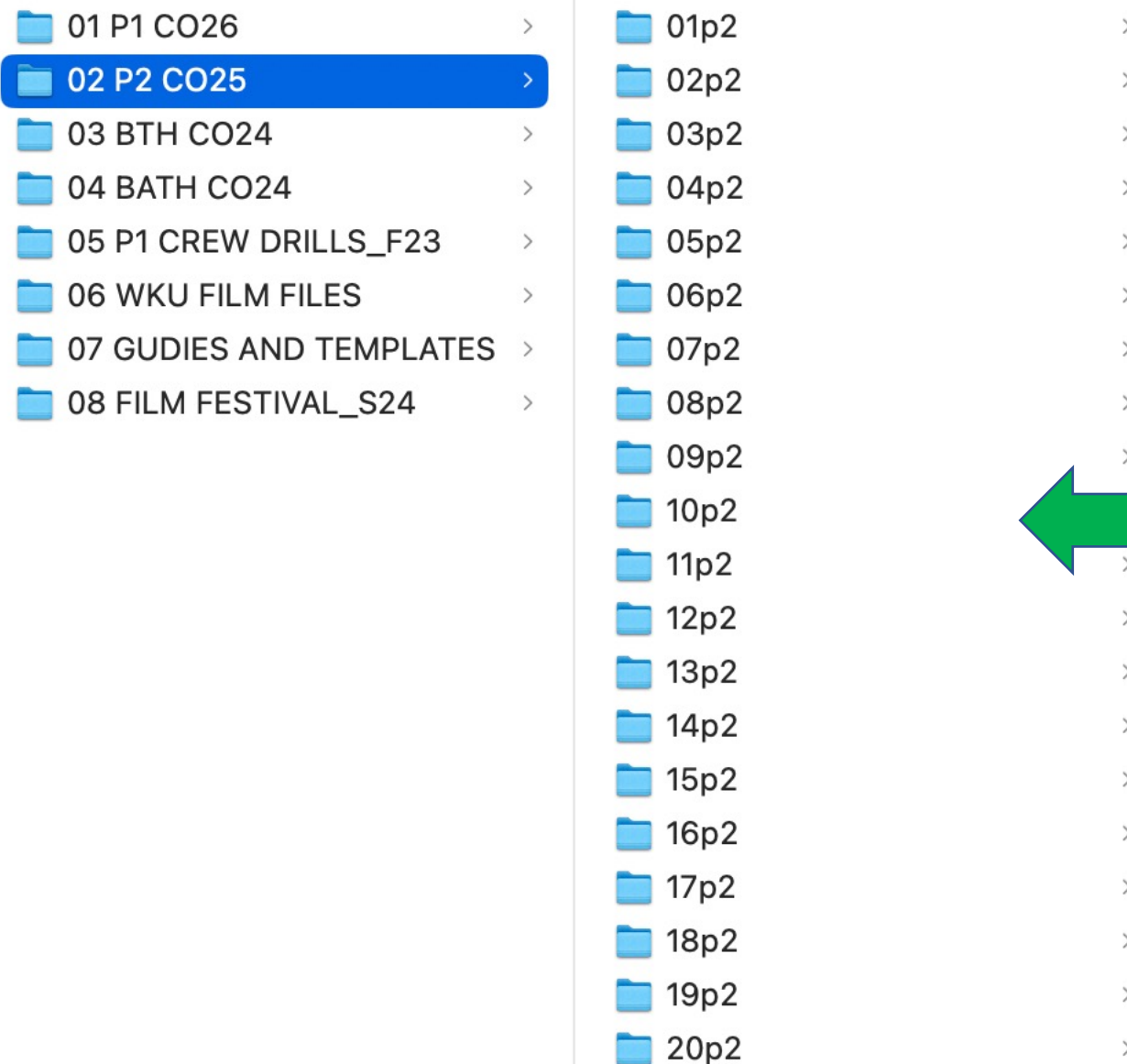example
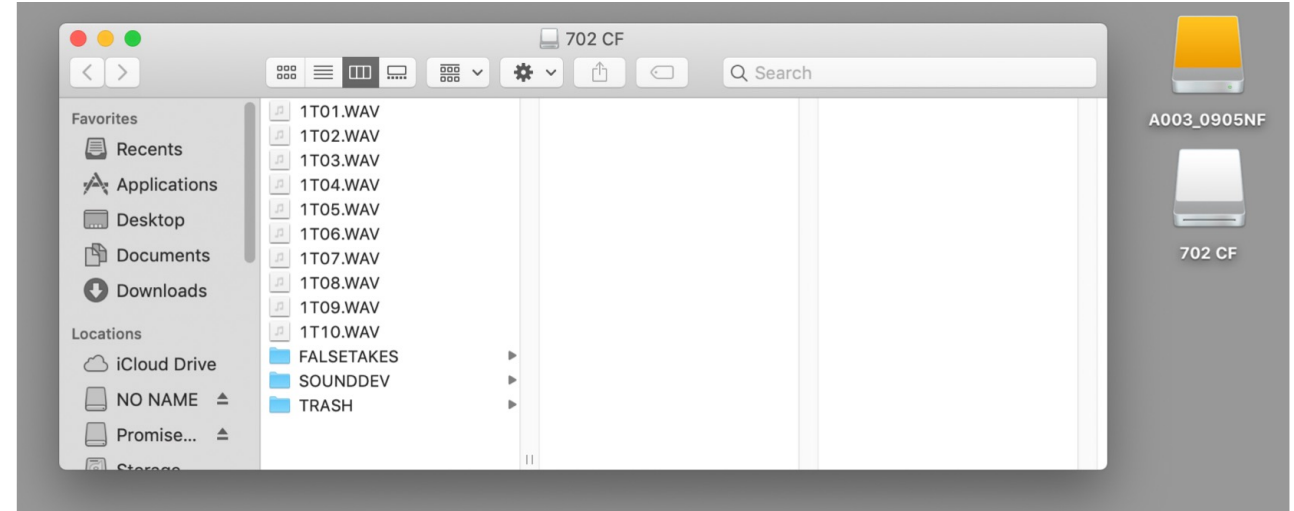
CF card containing sound

RED Mini Mag containing video

2

The Pegasus3 R6
Double click the Pegasus
icon on the desktop.

Pegasus3 R6

**Navigate to the film you
are assistant editing.**

📁 01 P1 CO26   ›
📁 **02 P2 CO25**   ›
📁 03 BTH CO24   ›
📁 04 BATH CO24   ›
📁 05 P1 CREW DRILLS_F23   ›
📁 06 WKU FILM FILES   ›
📁 07 GUDIES AND TEMPLATES   ›
📁 08 FILM FESTIVAL_S24   ›

📁 01p2   ›
📁 02p2   ›
📁 03p2   ›
📁 04p2   ›
📁 05p2   ›
📁 06p2   ›
📁 07p2   ›
📁 08p2   ›
📁 09p2   ›
📁 10p2   ›
📁 11p2   ›
📁 12p2   ›
📁 13p2   ›
📁 14p2   ›
📁 15p2   ›
📁 16p2   ›
📁 17p2   ›
📁 18p2   ›
📁 19p2   ›
📁 20p2   ›

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OFFLOAD ALL FILES

Drag and drop ALL FILES from your SSD and audio SD cards to the appropriate folders on the Pegasus.

Note: offloading media to the Pegasus takes time. Typically, hours. You MUST wait for ALL files to be copied to the Pegasus.

- **ALL video files are dropped into folder 01 Camera**
- **ALL audio files are dropped into folder 02 Sound**

01p2	>	01 Camera
02p2	>	02 Sound
03p2	>	03 Assets
04p2	>	04 Premiere Projects
05p2	>	05 Dailies
06p2	>	06 Sound Delivery
07p2	>	07 Music/SFX
08p2	>	08 Color Delivery
09p2	>	09 VFX
10p2	>	10 Masters/Deliverables
11p2	>	
12p2	>	
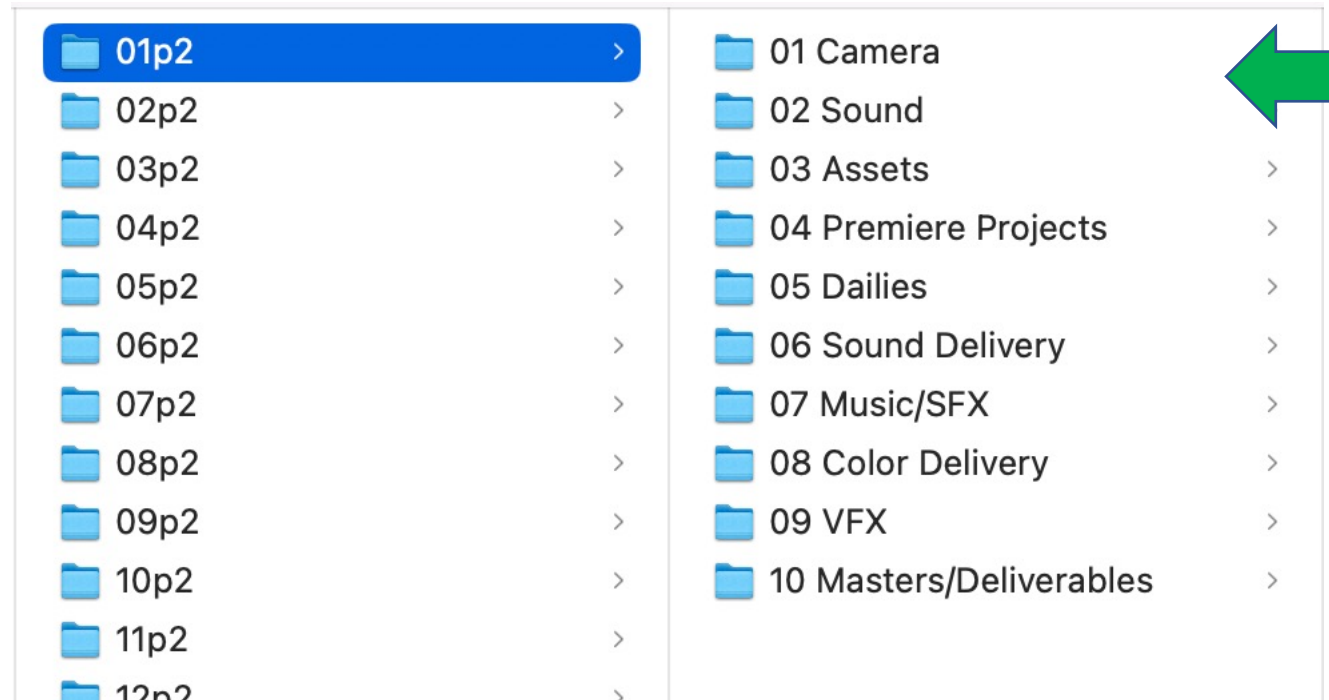
DO NOT "CHERRY PICK"

MEANING: do not pick and choose which files will be transferred to the Pegasus.
You are required to copy the ENTIRE root file menu!
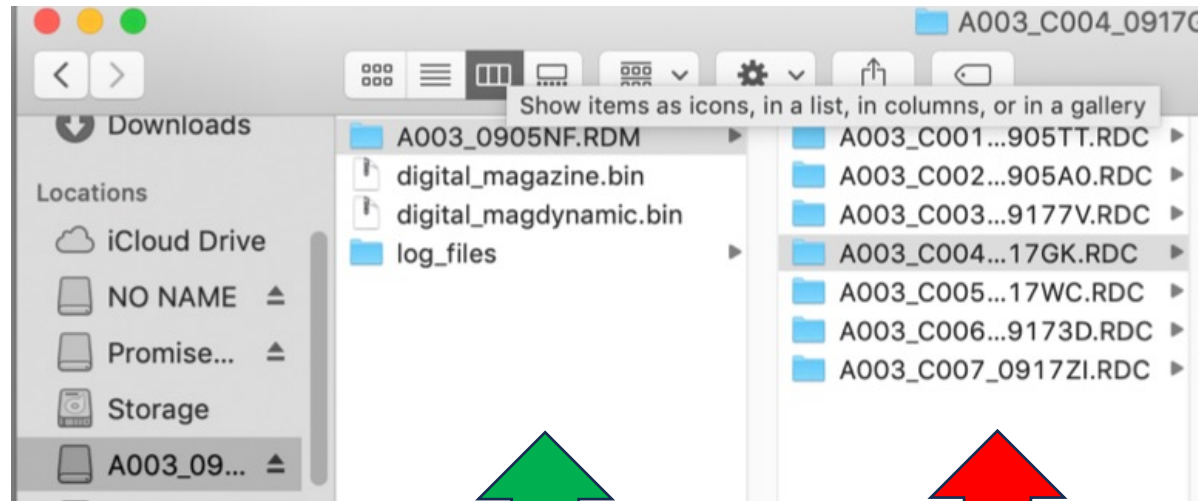
Copy ALL FILES from the root menu and paste to Pegasus.

Do NOT select induvial files during the AE process.

Offloading media to the Pegasus takes time. Typically, hours. Before proceeding to dailies, you are required to wait until ALL files have been offloaded.

Copy

Copying 78 files to "Pegasus"

50.7 GB of 102.4 GB – About 2 hours
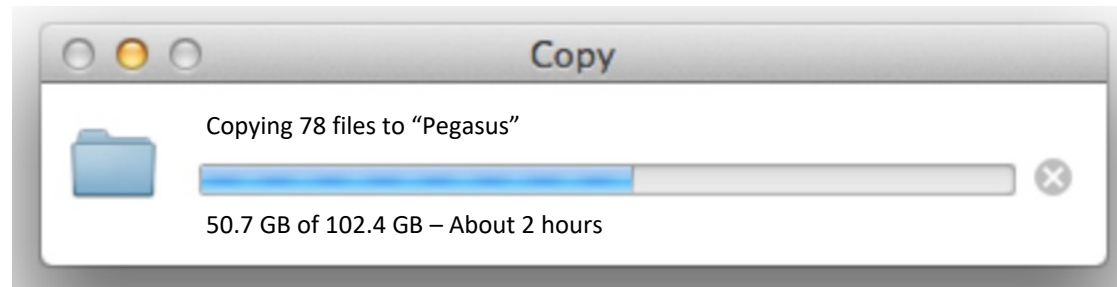
FAILURE TO OFFLOAD ALL FILES WILL RESULT IN A FAILING GRADE.

4

DOUBLE CHECK

Check each folder:
ensure ALL FILES have been safely transferred from the media cards to the Pegasus.
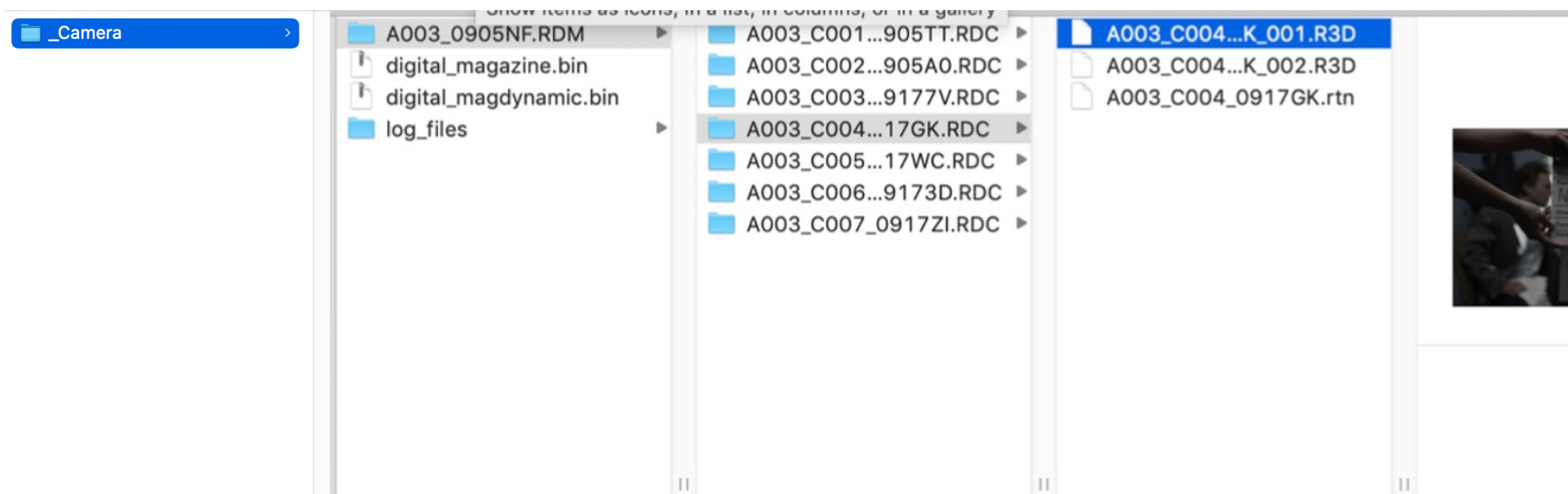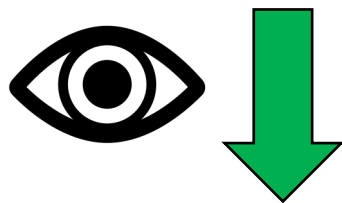
Do not erase the RED Mini Mags. They will be reformatted the next time they are put in the camera.

When all files have been safely transferred to the Pegasus:
PLACE ALL MEDIA CARDS IN THE WHITE BOX ON THE DESK IN THE APPROPRAITE SPACE.

The next show's producer will pick up the media cards the following morning.

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Open Premiere
Navigate to your Premiere Project (of the film you are assistant editing).

📁 01 P1 CO26 >	📁 01p2 >	📁 01 Camera >
📁 02 P2 CO25 >	📁 02p2 >	📁 02 Sound >
📁 03 BTH CO24 >	📁 03p2 >	📁 03 Assets >
📁 04 BATH CO24 >	📁 04p2 >	📁 04 Premiere Projects >
📁 05 P1 CREW DRILLS_F23 >	📁 05p2 >	📁 05 Dailies >
📁 06 WKU FILM FILES >	📁 06p2 >	📁 06 Sound Delivery >
📁 07 GUDIES AND TEMPLATES >	📁 07p2 >	📁 07 Music/SFX >
📁 08 FILM FESTIVAL_S24 >	📁 08p2 >	📁 08 Color Delivery >
	📁 09p2 >	📁 09 VFX >
	📁 10p2 >	📁 10 Masters/Deliverables >
	📁 11p2 >	

Pr 02p2_Film Title.prproj

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The bin structure is already set up for you and must be maintained. Take a moment to look over the bin structure.

Organization is paramount!

- **Raw Scene folders are for files that have not been edited or merged.**

- **Inside of each Raw Scene folder you will find a "Camera" and a "Sound" folder.**

			Name ^
🟪	>	📁	01 RAW Scene 1
🟪	>	📁	02 RAW Scene 2
🟪	>	📁	03 RAW Scene 3
🟪	>	📁	04 RAW Scene 4
🟪	>	📁	05 RAW Scene 5
🟪	>	📁	06 RAW Scene 6
🟪	>	📁	07 RAW Scene 7
🟪	>	📁	08 RAW Scene 8
🟪	>	📁	09 RAW Scene 9
🟪	∨	📁	10 RAW Scene 10
🟪		> 📁	10 Camera
🟪		> 📁	10 Sound
🟧	>	📁	Merged Scene 1
🟧	>	📁	Merged Scene 2
🟧	>	📁	Merged Scene 3
🟧	>	📁	Merged Scene 4
🟧	>	📁	Merged Scene 5
🟧	>	📁	Merged Scene 6
🟧	>	📁	Merged Scene 7
🟧	>	📁	Merged Scene 8
🟧	>	📁	Merged Scene 9
🟧	>	📁	Merged Scene 10
🟨	∨	📁	SEQUENCES
🟩		∨ 📁	00 Dailies
🟩			00p2_Dailies Day 1
🟩			00p2_Dailies Day 2
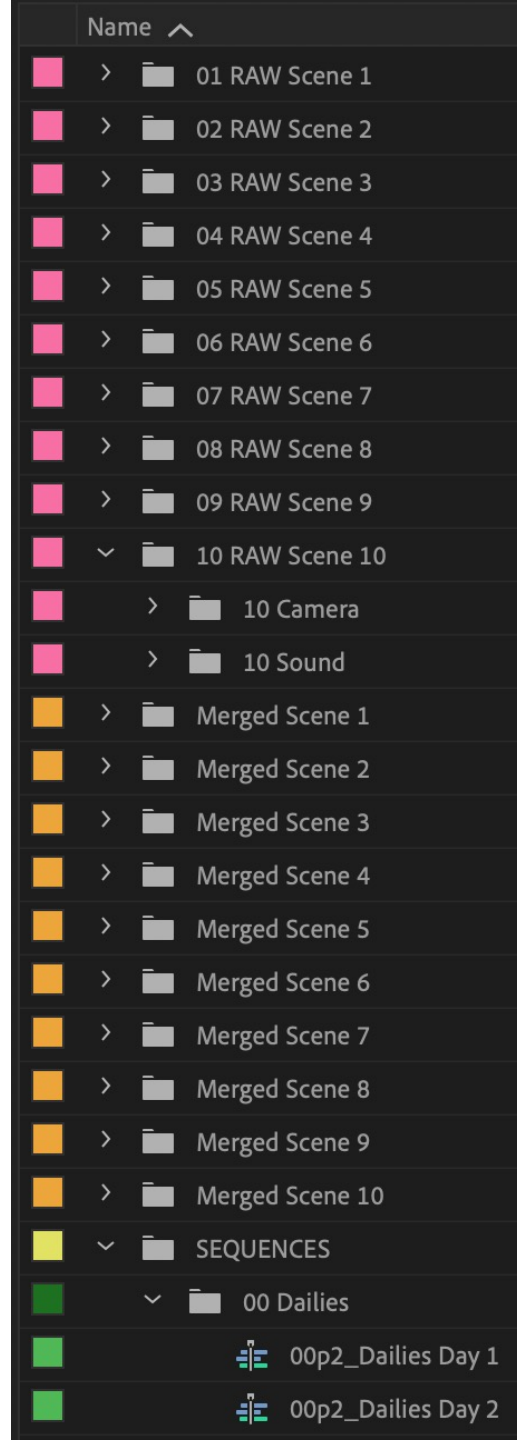
7

IMPORT
Click to highlight a bin.
Hit: command + I on your keyboard.

IMPORT the .R3D files or .braw files into the appropriate raw scene bin.

For example,
01 Raw Scene1 > Footage

DO NOT import entire folders,
ONLY the .R3D or .braw files.

THEN IMPORT

the .WAV files into the appropriate Audio bin.

For example,
01 Raw Scene 1 > Audio

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Synchronize Clips

You will use the "merge clips" command in Premiere to sync the audio and video together.

STEP 1:
- Double click the first video clip to open it in the Source Monitor.
- TAKE NOTE of the **setup and take number** that are on the slate.
- **Set an in-point on the <u>first frame</u> when the chevrons touch**.

STEP 2:
- Double click the corresponding sound clip to open it in the Source Monitor.
- S**et an in-point on the <u>first frame</u> that you can hear the clap.**

To set an in-point, hit the letter "i" on your keyboard.
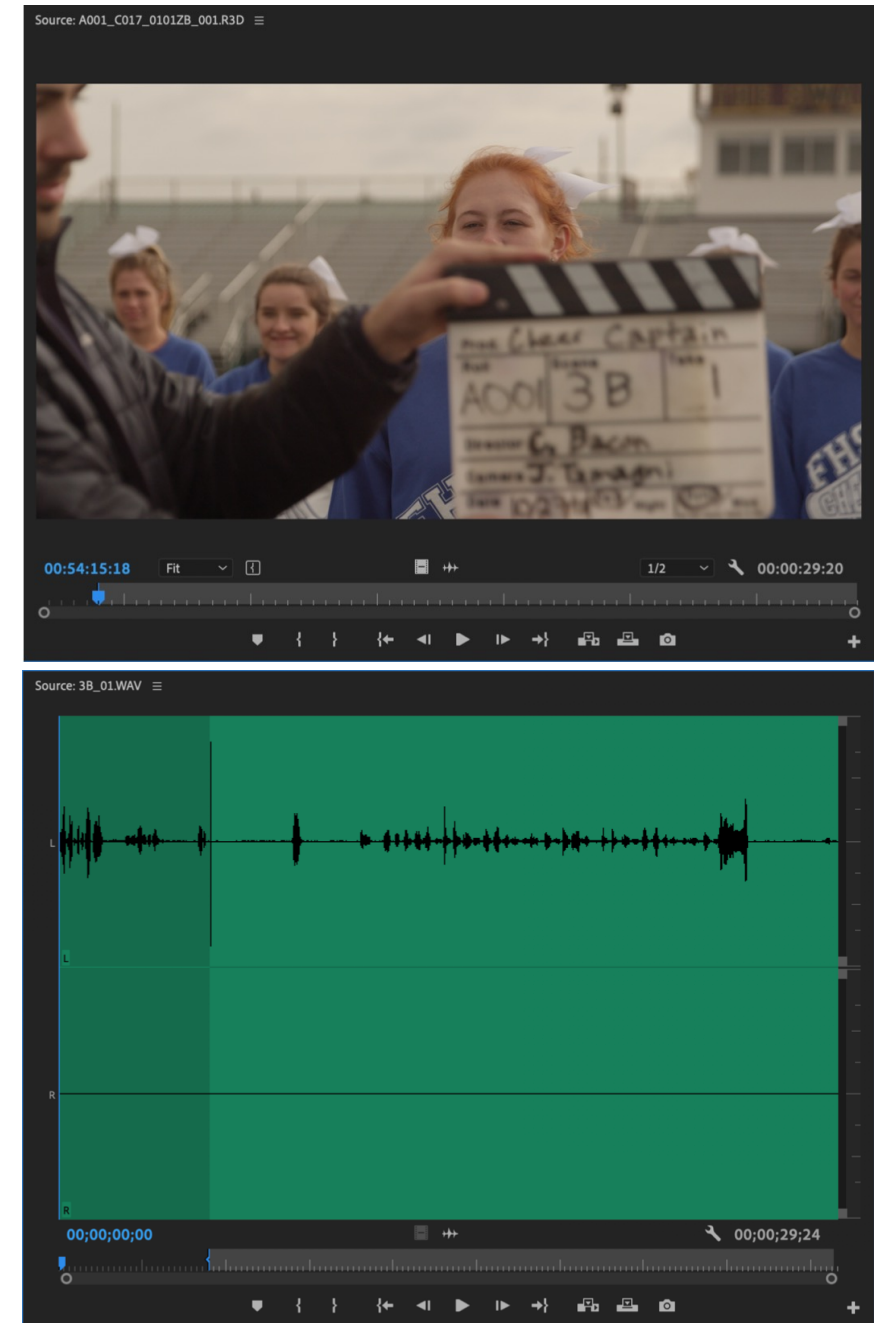
STEP 3: Hold down the command key and click to select the corresponding video and audio clips.

STEP 4: With both clips highlighted, RIGHT CLICK on one of the highlighted clips an select MERGE CLIPS… from the drop-down menu.

STEP 5: In the Merge Clips window

Instructions:
- Name the merged clip after the setup and take number on the slate (ex: 2A-1)
- Set the Synchronize point as **"In Points"**
- Select "Remove Audio from AV Clip"
- Click "OK"

STEP 6 REQUIREMENT:

Premiere has now created a merged clip. Find this clip in the Project Panel.
- **Double click the merged clip to view it in the source monitor.**
- **Play the clip and CHECK THE SYNC.**
- **If the sync is perfect, move the clip into the appropriate MERGED SCENE BIN.**
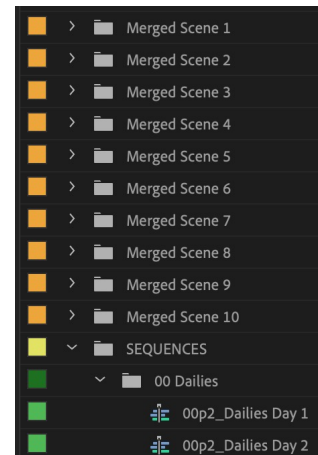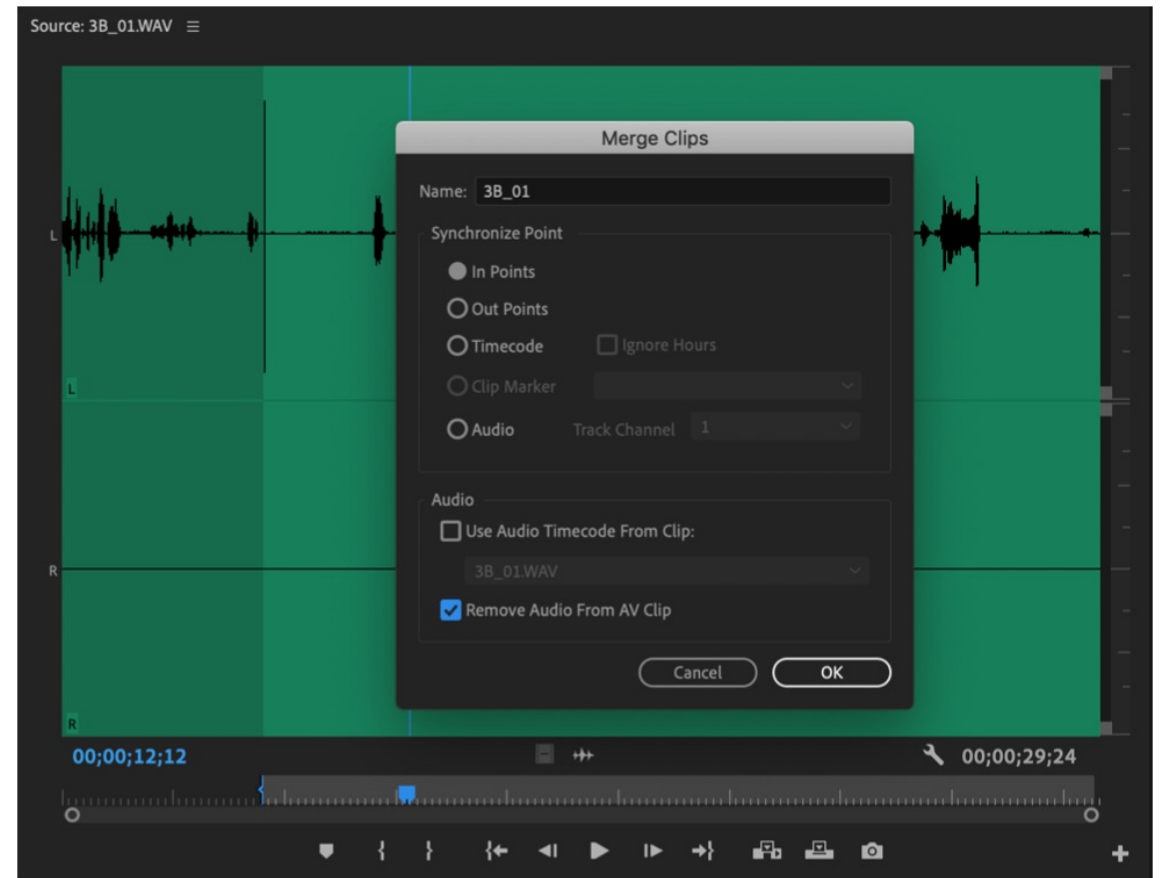
Merged Clips go into Merged Bins.

WHAT IF THE SYNC IS OFF?

Once you create a merged clip, you are unable to modify it. So, if you made a mistake, and maybe misaligned the audio and the video, or accidentally used the wrong track from the audio recording and want to swap it out, that won't be possible. You will need to recreate the entire merged clip. (You can delete the old merged clip. Do not delete any other files.)

IF YOUR EDITOR NOTICES ANY SYNC ISSUES, AEs WILL BE REQUIRED TO FIX ALL SYNC ISSUES WITHIN 48 HOURS.

MOS?

**If you come across a clip that was labelled "MOS" on the slate,
it means there is no corresponding audio file to sync. Follow these instructions.**

1) Rick-click on the clip > duplicate it
2) Rename the duplicate version as slated, with a suffix of "-MOS" (ex: 3-1-MOS)
3) Move the duplicate version to the appropriate merged scene bin

WHAT ABOUT TAIL SLATES?

You will use the "merge clips" command in Premiere to sync the audio and video together.

STEP 1:
- Double click the first video clip to open it in the Source Monitor.
- TAKE NOTE of the **setup and take number** that are on the slate.
- **Set an out-point on the <u>first frame</u> when the chevrons touch**. **This time the slate will be near the END of the clip.**

STEP 2:
- Double click the corresponding sound clip to open it in the Source Monitor.
- **Set an out-point on the <u>first frame</u> that you can hear the clap. This time the clap will be near the END of the clip.**

To set an out-point, hit the letter "o" on your keyboard.

STEP 3: Hold down the command key and click to select the corresponding video and audio.

STEP 4: With both clips highlighted, RIGHT CLICK on one of the highlighted clips an select MERGE CLIPS… from the drop-down menu.

STEP 5: In the Merge Clips window
   Instructions:
   - Name the merged clip after the setup and take number on the slate (ex: 2A-1)
   - Set the Synchronize point as **"Out Points"**
   - Select "Remove Audio from AV Clip"
   - Click "OK"

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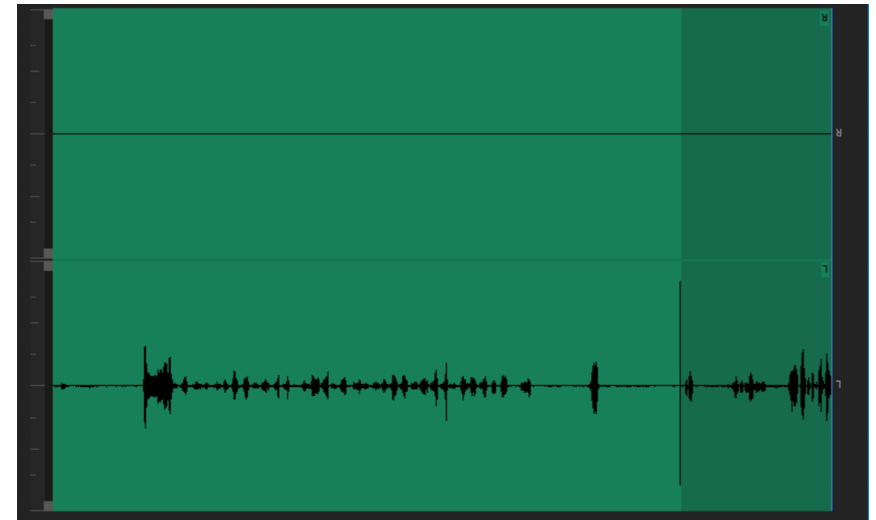
9

Organize Merged Clips in Premiere

Place ALL merged clips into the appropriate merged scene bins.

10

Building the Dailies Sequence
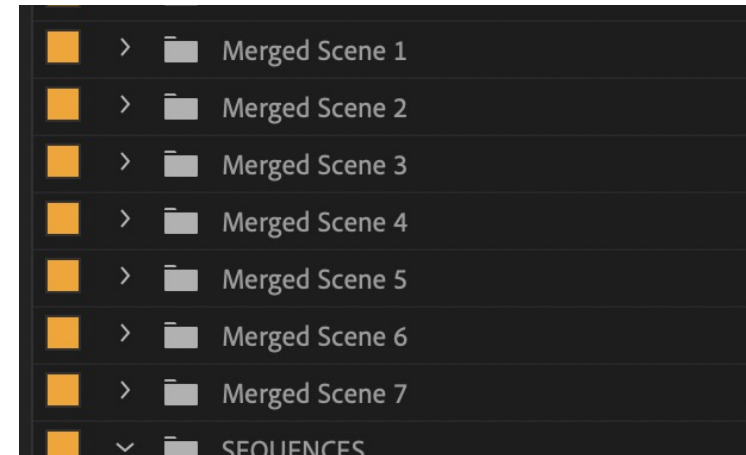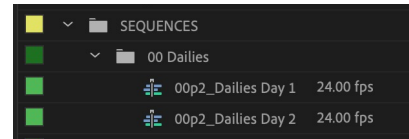
The dailies sequence includes ALL the footage shot that day.
In other words, it includes all the footage shot for the entire show.

In the DAILIES SEQUENCE

- Place the merged clips **in Scene Order.**
- **Within each scene, place the shots in the following order.**
  1. Wide shots
  2. Medium shots
  3. Close-ups
  4. Extreme Close-ups
  5. INSERTS

TRIM

Since sound starts rolling before picture on set, you'll notice that there's excess audio media at the head (and sometimes also the tail) of each shot. You'll want the head and tail of each audio clip to line up with the head and tail of the video.
To trim the audio, hold down **Option** and **drag the head or tail of the audio track**.

A trimmed sequence should look like this.

16
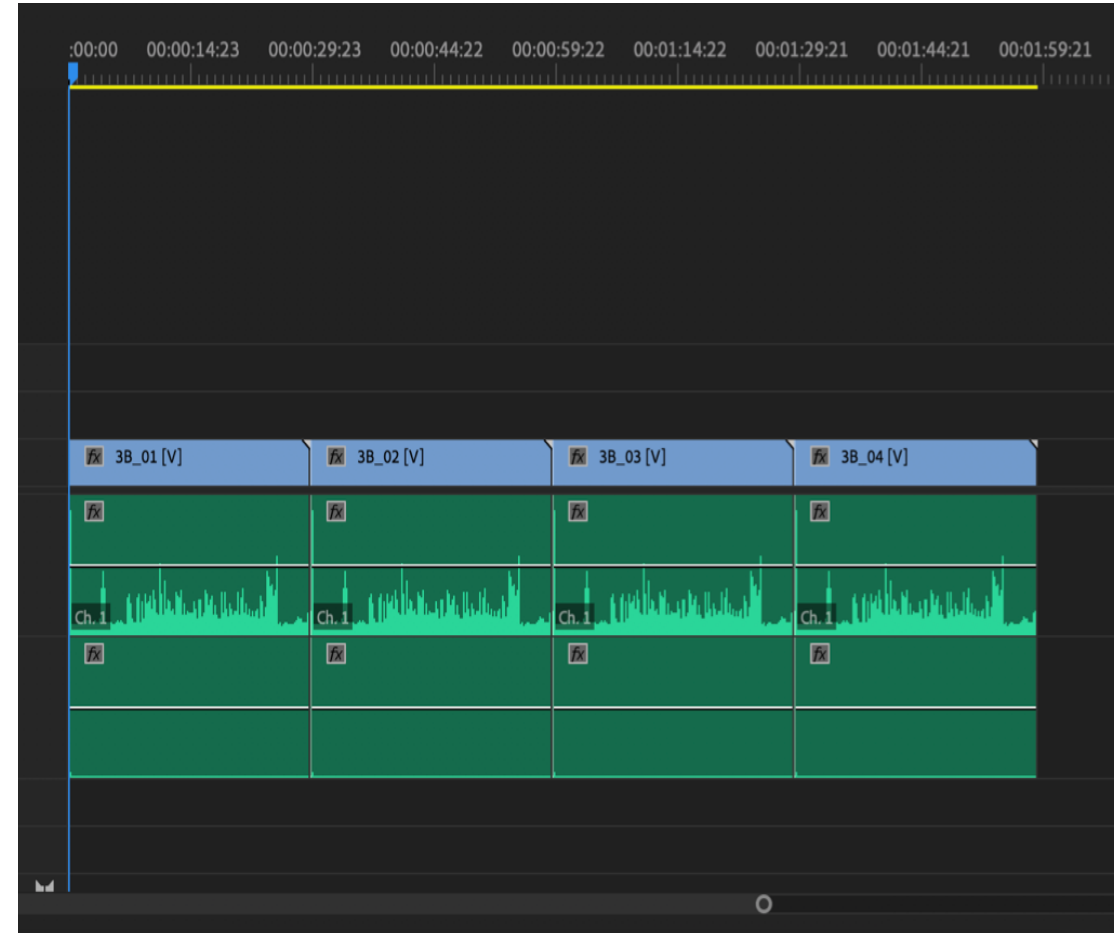
CREATE A DAILIES SLATE

a) Hit **command + t** to create text.
b) Place the text **clip at the beginning of the timeline.**
c) **Do not place the text on the first shot.**
d) Trim the text to exactly five seconds.
e) Enter/fill out the following:

Use Proper Naming Convention:
Production#_Dailies_Day 1 or 2

Examples
22p2_Dailies_Day 1
22p2_Dailies_Day 2

00p2_DAILEIS_Day 1

PR: Mandy Moore
DR: Tilda Swinton
PD: Jack Trainer
DP: Freddy Krueger
ED: Bong-Joon Ho
AE: YOUR NAME HERE

Shoot Date ➡ Date: 03/03/24
Total Run Time ➡ TRT: 00:30:26:11

"Total Run Time" or TRT is standardized across all audio-visual media. It is the literal total length of the entire program. The entire program includes all opening and ending credits. From the first frame to the last.

11 Exporting the Dailies Sequence

In Premiere, double check your work. Do you have all the required elements ready for export?
Set the sequence **in and out points in the timeline.**

A. Activate the Timeline Panel

B. Click File > Export > Media

C. Export Settings:
   1) **Source Range** is set to "Sequence In/Out"
   2) **File Name**: Project#_Dailies_Day (example: 11p2_Dailies_Day 1).
   3) **Location**: Click the blue filename. In the **Save As** dialog box, choose the DAILIES folder in your P2 folder on the Pegasus. Then click **Save**.
   4) Preset: **High Quality 1080p HD**
   5) Format: H.264
   6) Click: Export

D. **Give Premiere time to export completely.**

E. Go to the Pegasus, find your P2 Dailies folder.

F. Deliver your export of the dailies to Google Drive and/or your assigned shuttle drive.
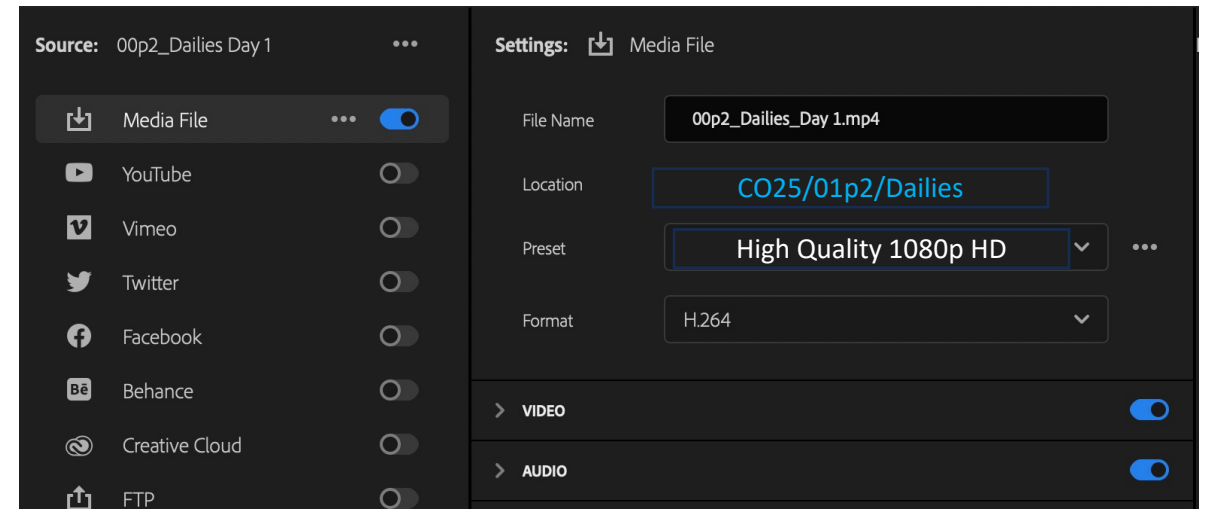
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DAILIES SCREENING NOTES

WKU Film	Prod #: _____ Date Shot: _____
	Title: _____
	Director: _____ Scene: _____

1. **Watch the Dailies Export to check for errors.**
2. **Fill out the Dailies Screening Notes in the order of the dailies export.**

DAILIES SCREENING NOTES

a. Complete the following prior to the dailies screening.
b. Fill in the **Date** of the shoot, **Take** Number, **Scene** Number.
c. Mark if the shot was **sync, MOS, or a series take**.
d. Using the script supervisor paperwork, mark if it was the "best take," "good take," or "no good."
e. Obvious technical flaws - print small/clearly within the text box for each shot (ex: boom in frame, soft focus, or audio noise).
f. These pages must be completed in totality the night of each shoot day.

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DAILIES DELIVERY

**Upload your Dailies Export to the appropriate Dailies folder on WKU Google Drive.
If you do not have access to the P2 dailies folders, ask your producer for assistance.**

Upload Dailies Export to your assigned SHUTTLE DIRVE.

SUBMIT the DAILIES SCREENING NOTES (to Producer).

AEs & MULTI-DAY SHOOTS

DAY ONE:
AE is responsible for having the dailies and dailies screening notes completed by 7am (the morning following shoot day 1).

DAY TWO:
AE is responsible for having the dailies and dailies screening notes completed by 7am (the morning following shoot day 2).
Sound and camera cards should be left in the appropriate white bin on the desk in the ingest room.

P2 DAILIES SCREENING

Deliver the Dailies and the Dailies Screening Notes to Producer

DAY 1: On Set Screening. Day 2: Screening with Post Supervisor.

Director and Editor are required to take notes during the screening.

Editor will contact the AE if there are any sync or dailies issues.

AE fixes all issues within 48 hours.