

# Post-Production Workflow

This playbook describes an efficient post-production workflow for managing video editing projects. It outlines the key steps involved in taking a project from initial footage to final output, ensuring a streamlined process.

## Step 1: **Ingest**

Import all raw footage into your video editing software. Organize clips into bins based on scene, take, camera angle, or other relevant criteria.

## Step 2: **Backup**

Create backups of all your footage on separate storage devices or cloud services to prevent data loss and ensure redundancy.

## Step 3: **Sync**

Synchronize audio and video tracks if they were recorded separately. Use clapperboard claps or automated syncing software to align the tracks precisely.

## Step 4: **Rough Cut**

Assemble your clips on the timeline to form a rough cut. This is an initial sequence that lays out the footage in the order of the script, disregarding fine timing adjustments or effects.

## Step 5: **Edit**

Begin fine-tuning the rough cut. This step involves trimming clips, adding transitions, adjusting timing, and refining the sequence to tell the story effectively.

## Step 6: **Effects**

Add special effects, graphics, or visual enhancements where necessary. This step may also include color correction and grading to achieve a professional look.

## Step 7: **Sound Design**

Work on the audio aspect of the project by adding background music, sound effects, and refining dialogue levels. Mix the audio tracks to achieve clear and balanced sound.

## Step 8: **Review**

Review the edited video thoroughly. Look for errors, pacing issues, or any other aspect that needs further refinement.

## Step 9: **Revisions**

Make any necessary changes based on feedback from the review. Multiple rounds of revisions may be needed before the final cut is approved.

## Step 10: **Output**

Render the final cut into the desired format(s) for distribution. Ensure proper codec settings and resolution based on the target platforms or media.

## Step 11: **Archive**

Archive the project files and final outputs. Organize the archival in a manner that makes it easy to retrieve components for future use or reference.

## **General Notes**

### **Collaboration**

Throughout the post-production workflow, maintain open lines of communication with all team members to ensure everyone is updated on the project's progress and any changes.

### **Technical Specs**

Before starting the project, ensure you are aware of all technical specifications required for the final output, such as aspect ratios, resolution, and file formats.