

AUDIO POSTPRODUCTION

Project Preparation Checklist

Use this checklist before sending your project to the audio post-production studio

1. PICTURE LOCK & VIDEO

- [ ] Picture edit is approved and locked.
- [ ] Frame rate has been confirmed with the audio studio.
- [ ] Reference video has the correct duration and sync.
- [ ] Video uses a codec suitable for smooth playback (e.g. H.264).

2. AUDIO FILES

- [ ] Audio files are WAV or AIFF, preferably 48 kHz / 24-bit.
- [ ] Dialogue, music, ambience and SFX are provided on separate tracks where applicable.
- [ ] All audio is correctly synchronized to the reference video.

3. AAF / OMF & SESSION

- [ ] AAF or OMF export has been tested or confirmed with the studio.
- [ ] Handles have been included where needed.
- [ ] Exported audio and media files are present and accessible.
- [ ] Folder structure is clear and all files are correctly named.

4. TRACK ORGANISATION

- [ ] Unused clips and unnecessary duplicate tracks have been removed or clearly separated.
- [ ] Tracks and clips have descriptive names.
- [ ] Dialogue, music, ambience and effects are easy to identify.

5. MIX & DELIVERY REQUERIMENTS

- [ ] Required mix format is confirmed: Stereo / 5.1 / Other.
- [ ] Required stems or deliverables are specified (Dialogue, Music, SFX, M&E;, etc.).
- [ ] Final delivery destination is confirmed: Cinema / Broadcast / Streaming / Other.
- [ ] Loudness, file format and other delivery specifications have been confirmed.

6. FINAL HANDOFF

- [ ] Reference video is included.
- [ ] Audio files and AAF/OMF or session files are included, as agreed.
- [ ] Project notes, references and special instructions are included.
- [ ] All required files have been checked before transfer.

PROJECT NAME

REQUIRED DELIVERY FORMAT

FRAME RATE

ADDITIONAL NOTES

A well-prepared project helps reduce technical issues, avoid unnecessary delays and keep the focus on sound.