

Students of the Month Producer Checklist

When SOTM names are given out:

- Find a producer for each student and give them the write up.
- Get list of names of students for graphics, make them as soon as you get the names.
- Email Graphics Chair (zmeyerct@gmail.com) and CC Pistone about graphics package.

Production

- Follow up (in person is best) with producers to see how packages are coming along.
- Create all graphics that will be used for this month (Lower Thirds, Credits, Slates, etc.)

Editing:

- Create a folder on the Mac Pro under the SOTM folder for this month.
- Export all graphics into this folder and copy all packages here as well.
- Create a Final Cut Event for the month and import all graphics and packages.
- Use previous months for layout and put everything on timeline.
- Audio-Master between -12 and -6db using AU Peak Limiter and/or edits. DO NOT use the clip overlay line to boost audio level, only to cut level.
- Graphics:
 - Intro
 - Lower Thirds
 - Credits/Closer
 - **Double check names.**
 - **Upon completion of all graphics and composition of them into timeline, TRIPLE CHECK THE NAMES.**
 - Then have Pistone do a final oversight check.

Finishing Up:

- Upon final Pistone approval:
 - If project is HD, create compound clip and nest in SD Project or Sequence.
 - Export with proper [LDTV format](#) (.mpg):
 - Copy to Shavocs01/TVTECH/LDTV FilesForPistoneToCheck
 - Confirm with Pistone via email that it is there.

- If edits are requested by LDTV, comply, re-export, re-compress, copy to server, reply to LDTV kickback email & cc Pistone.
- Upon LDTV approval:
 - For Youtube:
 - Export HD (H.264) version (if possible)
 - Copy to Shavocs01/TVTECH/STVYoutube/Year/
 - Email social chair (dhamatyct@gmail.com) specify where the file is on the server for upload to youtube/FB/Twitter/ect...
 - Write a brief summary of the project for the youtube description in the email.