MIKE WOLF POST - ONLINE PREP WORKFLOW

ONLINE PREP

1. Confirm that the final offline locked cut is formatted and cut to clock per network spec.
   - *Including necessary leader with Bars & Tone so sound mix has accurate timeline.*
2. Duplicate and name new sequence '**[TITLE_EP#] Offline Locked Cut_YYMMDD**'.
3. Export a Quicktime with TC burn-in named '**[TITLE_EP#] Offline Locked Cut-REFERENCE_YYMMDD**'.
   - *Use the 'TCB-Wolf Online Reference' time code generator effect.*
4. Export a stereo mix-down to an AIFF or WAV file named '**[TITLE_EP#] Offline Locked Cut-REFERENCE MIX_YYMMDD**'.
5. Duplicate offline locked cut and name it '**[TITLE_EP#] Offline Locked Cut-ONLINE PREP_YYMMDD**'.
6. Prep this sequence as follows:
   - A. Delete all audio tracks.
   - B. Commit all multi-cam clips.
   - C. Remove all match-frame edits on all tracks IN-OUT.
7. Duplicate prepped sequence and name it '**[TITLE_EP#] Online Upres_YYMMDD**'.
8. So now we have –
   - A. '**[TITLE_EP#] Offline Locked Cut_YYMMDD**' – Final sequence from offline/editorial.
   - B. '**[TITLE_EP#] Offline Locked Cut-REFERENCE_YYMMDD**' – Offline picture reference with TC Burn.
   - C. '**[TITLE_EP#] Offline Locked Cut-STEREO MIX_YYMMDD**' – Offline temp sound mix.
   - D. '**[TITLE_EP#] Offline Locked Cut-ONLINE PREP_YYMMDD**' – Offline locked cut prepped for online.
   - E. '**[TITLE_EP#] Online Upres_YYMMDD**' – Sequence ready to upres for online.
9. Copy '**[TITLE_EP#] Online Upres_YYMMDD**' into the '**[TITLE] ONLINE ASSIST**' project.

ONLINE UPRES

1. ***Very important*** - Before the UPRES, create a new ISIS partition named '**[TITLE]_ONLINE_[EP#]_AVID_MEDIA**'.
2. Now, in the '**[TITLE] ONLINE ASSIST**' project, UPRES '**[TITLE_EP#] Online Upres_YYMMDD**' as follows:
   - A. UPRES to the new '**[TITLE]_ONLINE_[EP#]_AVID_MEDIA**' partition on the ISIS.
     - *ALL elements for the episode should be upressed to the one partition.*
   - B. After the UPRES is complete, cut the QT reference into '**[TITLE_EP#] Online Upres_YYMMDD**':
     1. Add video track on top and cut QT picture onto new top [V#] track.
     2. Add [A1/A2] audio tracks and cut QT audio onto [A1/A2].
3. Copy the '**[TITLE_EP#] Online Upres_YYMMDD**' into a bin by itself in the '**[TITLE] ONLINE**' project.
   - *Create a folder for all elements coming to Online from the AEs called '**HANDOFFS FROM ASSIST**'.*
4. Organize the clips in the timeline so that common elements are on discreet tracks:
   For example-
   - V6 – Subtitles (if needed)
   - V5 – Graphics/L3rds
   - V4 – [Empty]
   - V3 – Stock Footage
   - V2 – Interviews
   - V1 – Production
5. Print all Network Delivery Spec documentation and put in online suite.

IF COLOR GRADING OFF-SITE

1. Deliver all elements to colorist at least 5 days prior to online screening including:
   - A. Bin with '**[TITLE_EP#] Online Upres_YYMMDD**'.
   - B. MXF folder from the '**[TITLE]_ONLINE_[EP#]_AVID_MEDIA**' partition.
     - ***VERY IMPORTANT – !!!DO NOT CONSOLIDATE TO EXTERNAL DRIVE. JUST COPY THE MXF FOLDER.!!!***
   - C. All Network Delivery Spec documentation.