



Post-production Workflow Guide

Step	Action	Status
1	<p>Organize footage</p> <p>Meet with editors to:</p> <ul style="list-style-type: none">• share ideas of what types of footage to include in the final cut• create a bin structure and scene bins• review script notes to make sure they're included	
2	<p>Edit visual and sound effects</p> <p>Confirm what visual and sound elements are required to:</p> <ul style="list-style-type: none">• tell the right story• guide viewers' perceptions	
3	<p>Add Production Effects to M&E Tracks for Foreign-Language Films</p> <ul style="list-style-type: none">• Give editors a description of what each scene should sound like	
4	<p>Use ADR to enhance dialogue</p> <p>To determine whether you need ADR:</p> <ul style="list-style-type: none">• Watch the footage and make notes on dialogue quality• Make a list of cues for ADR• Create a requirements document to specify which changes to make• Schedule recording with actors and audio team	
5	<p>Re-record to improve the soundtrack</p> <ul style="list-style-type: none">• Create sub-teams that work on specific stems	