



## SHOWBUILD GUIDE FOR ASST EDITORS

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### LOCKING EPISODES – SHOWBUILD PREP

When an episode locks, MAX Post requests certain sequence, bin and folder organization in order to properly prep for the finishing teams.

- **FOLDERS & BINS** – A folder should be made and placed at the top of the project called **99\_ONLINE PREP**, containing four bins. No other work bins or MISC bins should be in this folder.
    1. **[Full-Date] [Series-Code] [Ep#] LOCK SHOWBUILD:** (ie 080219 BSG 901 LOCK SHOWBUILD)
      - This contains any snap-ins, podbusters, or other required episodic elements.
      - This sequence should never be worked on unless there are changes to the showbuild.
      - All other bins are versions of this primary sequence.

NOTE: If there are changes to the showbuild after lock, please ensure the following:

    - a) The previous showbuild is duplicated, and changes are made to that sequence.
    - b) The new sequence is renamed to include the updated lock date.
    - c) The old showbuild bin is kept in the project for reference and is not deleted.
    - d) The Lock Email is replied to when episode unlocks and then relocks.  - 2. **[Full-Date] [Series-Code] [Ep#] REF:** This is the showbuild with timecode. This sequence is exported lo-res by the series AE for online editor/mixer reference.
  - 3. **[Full-Date] [Series-Code] [Ep#] VIDEO ONLY:** This sequence is only the video layers, compressed, with multi-cam edits committed. This is the sequence MAX Post will use for uprezzing.
  - 4. **[Full-Date] [Series-Code] [Ep #] AUDIO ONLY:** This sequence is only the organized audio tracks. This is the sequence that the series AE will export for the audio mixer.
- **SEQUENCE, VIDEO** – When the series AE is creating the locked showbuild for MAX Post, this includes:
  - ☐ verifying the formatting is correct
  - ☐ verifying that the timecode format is accurate (DF or NDF)
  - ☐ verifying that the cut starts at Hour One exactly
  - ☐ verifying the act timings and act breaks are correct
  - ☐ verifying the snap-ins are included, and located correctly in the timeline
  - ☐ dropping shots down to as few video layers as possible (no overlapping video)
  - ☐ committing the multi-cams
  - ☐ putting all titles on as few layers as possible
  - ☐ putting the subtitles on their own layer(s)
    - ☐ SubCap effect is preferred, so any title tool SubCaps should be replaced with SubCap effects
  - ☐ Catching video mixdowns and either correcting with source clips or making the post staff aware
  - ☐ Making sure all necessary textless elements are present in the timeline, under the texted version
    - e.g., a clip from a show master with text that is located on the titles layer, should have the matching clean version on the V1 layer.
- **SEQUENCE, AUDIO** – When the series AE is creating the locked showbuild for MAX Post, this should include:
  - ☐ Cleaning up the audio tracks by grouping dialogue, nat sound, SOT, music and VO onto respective tracks
  - ☐ Filling the backgrounds if the editor has left them empty
    - e.g., a video shot with no NAT/SOT should have its corresponding NAT/SOT cut in. Even if this is left muted, it still should be in the timeline for the mixer to check and use if needed.
  - ☐ Send AAF and REF to the audio mixer