













# Post-production checklist











Step-by-step checklist with example subtasks. Customize to your needs.

**At Evercast, we know post. We're proud to support post-production teams with powerful collaboration solutions that make remote production efficient and effortless. Learn more at [Evercast.com](https://evercast.com).**











## 1) Ingest & back up media

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Offload camera cards with checksum verification	 Date	Not started ▾
 Person	Create primary edit drive + onsite backup; schedule automatic backups	 Date	Not started ▾
 Person	Preserve camera originals, audio rolls, slate photos, LUTs, and reports	 Date	Not started ▾
 Person	Document folder structure and file naming (Show_Ep_Scene_Shot_Take.ext)	 Date	Not started ▾











## 2) Organize footage

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Sort by day/camera/scene; tag circled takes	 Date	Not started ▾
 Person	Apply viewing LUTs and color labels for quick ID	 Date	Not started ▾
 Person	Create selects bins (interviews, b-roll, pickups, alt lines)	 Date	Not started ▾











## 3) Sync & prep audio

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Sync double-system sound to picture (timecode or waveform)	 Date	Not started ▾
 Person	Label tracks (DX, BOOM, LAVs)	 Date	Not started ▾
 Person	Quick cleanup and mark ADR needs	 Date	Not started ▾











#### 4) Create proxies (if needed)

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Transcode to edit-friendly codec/resolution	 Date	Not started ▾
 Person	Verify audio channel mapping	 Date	Not started ▾
 Person	Relink sequences to proxies; keep masters for conform	 Date	Not started ▾

#### 5) Build assembly / choose the best takes







Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Review circled/best takes; build selects reels with notes	 Date	Not started ▾
 Person	Assemble story beats (paper edit → stringout)	 Date	Not started ▾
 Person	Add temp titles/graphics placeholders	 Date	Not started ▾

## 6) Rough cut (structure & story)

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Trim for clarity; confirm act/reel breakpoints if used	 Date	Not started ▾
 Person	Add temp music/SFX to test tone	 Date	Not started ▾
 Person	Share review and collect timestamped notes	 Date	Not started ▾

***Whether you're reviewing sequences, VFX shots, music, or any other piece of the puzzle, Evercast has become a post-production staple for the top post-production pros in the business. Video conference with your team as you stream content from Media Composer, Pro Tools, Premiere, Maya, or any other software in 4K, 60fps, 10-bit 4:4:4 with ultra low latency (<100ms). Each virtual room offers the ability to draw, chat, take notes, and record so you can not only discuss every detail, but clearly document every piece of feedback. [Learn more about Evercast here.](#)***

## 7) Fine cut (details & pacing)

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Tighten performance and rhythm; refine b-roll/alt angles	 Date	Not started ▾

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Check continuity, eyelines, screen direction, title/caption safe	📅 Date	Not started ▾
👤 Person	Confirm legal/brand elements	📅 Date	Not started ▾

## 8) Picture lock

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Lock runtime/timecode; tag shots needing VFX/retouches	📅 Date	Not started ▾
👤 Person	Freeze edit changes; prep turnovers (reference movie, EDL/AAF/XML, LUTs)	📅 Date	Not started ▾
👤 Person	Confirm handle frames for downstream teams	📅 Date	Not started ▾

## 9) VFX & graphics

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Build a VFX shot list with unique IDs, owners, and due dates	📅 Date	Not started ▾

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Define pull specs per shot (format, color space, bit depth, handles) and include camera/lens metadata + LUT/CDL	📅 Date	Not started ▾
👤 Person	Deliver pulls/WIP to vendors on a set cadence and track versions	📅 Date	Not started ▾
👤 Person	Review comps (AB/wipe vs offline) and log notes by shot ID	📅 Date	Not started ▾
👤 Person	Finals QC: frame count, color tags, alpha/premult status, grain/noise match	📅 Date	Not started ▾
👤 Person	Ingest finals (replace temps, update cut/tracker) and check graphics (lower thirds/end cards spelling & font licenses)	📅 Date	Not started ▾

## 10) Color / grade (DI)

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Agree color pipeline and viewing calibration	📅 Date	Not started ▾
👤 Person	Hero pass → client pass → notes pass	📅 Date	Not started ▾

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Export graded masters and archival files	📅 Date	Not started ▾

## 11) Sound post

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Dialogue edit: cleanup, clip gain, crossfades; mark/resolve problem lines	📅 Date	Not started ▾
👤 Person	ADR: cue sheet (TC in/out, line, intent), schedule/record, edit to match production tone	📅 Date	Not started ▾
👤 Person	FX/Design & Foley: hard effects + design elements; record/cut feet/props/cloth as needed	📅 Date	Not started ▾
👤 Person	Backgrounds/Atmos: build location beds/room tones; check phase against dialog	📅 Date	Not started ▾
👤 Person	Mixing: do predubs (DX/ADR, FX/BGs, Foley) then final mix to platform spec (loudness/true-peak)	📅 Date	Not started ▾

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Deliverables: Full Mix + stems (DX/FX/MX) + M&E/DME; verify channel order and naming	📅 Date	Not started ▾

## 12) Music

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Run a spotting session; brief composer; maintain temp-music cue log	📅 Date	Not started ▾
👤 Person	Licensing/clearance: secure sync/master rights; track terms/territory/expiration	📅 Date	Not started ▾
👤 Person	Deliver music stems at spec + submit final cue sheet	📅 Date	Not started ▾

## 13) Titles, captions & accessibility











Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Credits assembly/creation: collect names/roles; decide order/sections (Main Titles,	📅 Date	Not started ▾

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
	MOE, End Crawl); legal/spell-check		
👤 Person	Final titles/lower thirds/end cards; confirm font licenses	📅 Date	Not started ▾
👤 Person	Create/spot subtitles & captions (SDH/CC); readability pass	📅 Date	Not started ▾











## 14) Quality control (QC)

Task tracker			
👤 Assignee	📄 Title	📅 Date	🔄 Status
👤 Person	Technical QC (codec, color tags, cadence, audio mapping, peaks)	📅 Date	Not started ▾
👤 Person	Content QC (typos, supers, credits, logos, clearances)	📅 Date	Not started ▾
👤 Person	Sub/caption QC (timing, character limits, speaker IDs); fix issues and re-QC	📅 Date	Not started ▾











## 15) Exports, versions & cutdowns

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Master + textless + M&E	 Date	Not started ▾
 Person	Required versions (broadcast/OTT/theatrical); social cutdowns	 Date	Not started ▾
 Person	Verify naming; generate checksums	 Date	Not started ▾

## 16) Delivery

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Deliver via approved portal	 Date	Not started ▾
 Person	Include paperwork and metadata	 Date	Not started ▾
 Person	Confirm receipt and pass/fail status	 Date	Not started ▾

## 17) Archive & wrap

Task tracker			
 Assignee	 Title	 Date	 Status
 Person	Decide what to archive (camera originals, projects, VFX finals, audio sessions, LUTs, fonts)	 Date	Not started ▾
 Person	Write to long-term storage and verify restore	 Date	Not started ▾
 Person	Save a “post book” (contacts, pipeline settings, final deliverables, changelog)	 Date	Not started ▾