

**ROCKET JUMP**  
FILM SCHOOL

## PROJECT ORGANIZATION BREAKDOWN

# ORGANIZE BEFORE YOU IMPORT

This is so you have everything you need for this project all in one place.

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## PROJECT FOLDER



### 1\_MAIN PROJECT FILES

*This is where you keep your main editing project file(s), and any subsequent versions or copies of the file(s). Date everything!*

### 2\_PROJECT\_FOOTAGE

*Any and all footage pertaining to your project must live here, organized in subfolders according to you or your primary editor's preferences.*

### 3\_PROJECT\_AUDIO

*All audio should be organized here. Boom mic recordings, lav mics, sound effects, music cues, interviews, etc.*

### 4\_PROJECT\_ELEMENTS

*Elements can mean anything from titles, still images, animations, graphics, layouts, credits, reference images, title and end cards, etc.*

### 5\_PROJECT\_VFX

*All finished VFX shots should be organized here. Also, if you have to export clips to send to your VFX artist, an outgoing folder can also reside here.*

### 6\_PROJECT\_OUTPUTS

*Everytime you export a version of your project, it should be dated and placed into the outputs folder. (Do not label anything "FINAL" until you are sure!)*

### 7\_PROJECT\_MISCELLANEOUS

*Anything that doesn't fit in the other folders can go here!*



# ORGANIZE & DATE EVERYTHING

Everyone has a different system. Here are some examples of how we organize our folders.

## 1\_MAIN PROJECT FILES

- PROJECT\_ASSEMBLY\_011516
- PROJECT\_VERSION2\_012016
- PROJECT\_LOCK\_012316 ←
- OLD VERSIONS
- Adobe Premiere Pro Auto-Save
- Adobe Premiere Pro Preview Files

The number "012316" tells me this file was created on Jan 23rd, 2016. (230116 for non-US editors!) We can quickly see that this is the most up to date project file without opening it.

Everything pertaining to the editing project lives in the same folder as the project file. We use Premiere Pro, but this also applies to other editing programs when you choose your project's folder.

## 2\_PROJECT FOOTAGE

- DAY ONE\_010616
  - A CAMERA
  - B CAMERA
- DAY TWO\_010716
  - A CAMERA
  - GO\_PRO

We first organize all our footage into shooting days. If needed, we can look at our production schedule for the date (January 6, 2016) to quickly see what scenes were shot that day.

Then each day is organized by the camera used. Usually on set, the script supervisor will have taken notes of the shots taken by each camera, if you need a quick reference.

## 3\_PROJECT AUDIO

- DAY ONE\_010616
  - BOOM
  - LAV1
- MUSIC
- VOICE OVER

Production audio is also organized by shooting date, and the way it was recorded.

## 6\_PROJECT OUTPUTS

- PROJECT\_ROUGHS
- PROJECT\_LOCK
  - PROJECT\_LOCK\_wTIMECODE\_012316
  - PROJECT\_LOCK\_QC\_012516 ←
  - PROJECT\_LOCK\_FOR SOUND\_012416

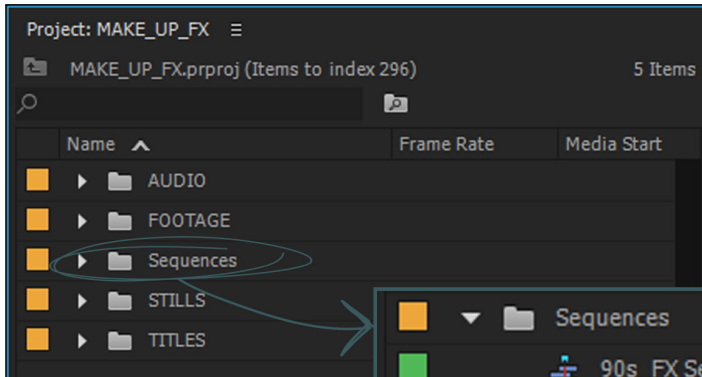
When naming files, it always helps to be specific. Sometimes you'll have different versions of rough and locked cuts (one with timecode, one without, one for the sound editor, one for the composer, etc.)

Again, the date 012516 (January 25th, 2016) lets us know this is the most recent output. "QC" tells us it's the locked picture for a Quality Check.



# IMPORT AND ORGANIZE YOUR BINS

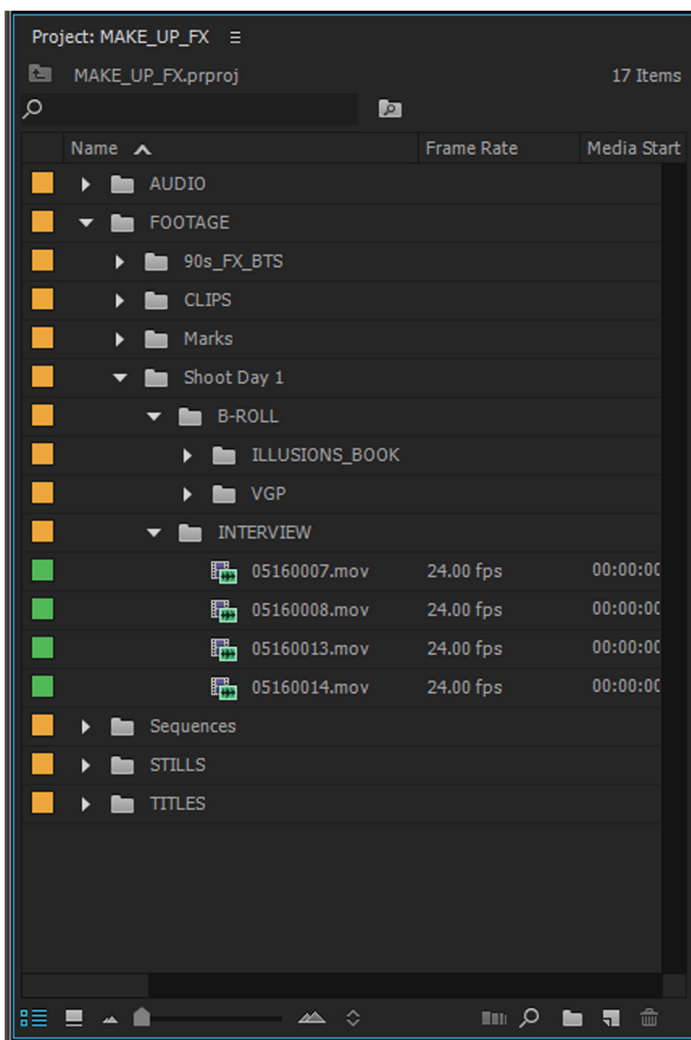
Bring in the footage and media you need and organize it in a way that makes sense to you.



Here is the media window for the RJFS Field Trip video we made when we visited Vincent Guastini's workshop.

Joey has organized everything he needs to edit the video into their own bins. A lot of these are the same folders we created in our project folder.

Create a bin specifically to hold your edit sequences in. Making duplicate sequences for new cuts or big changes can help you preserve your work just in case you need to go back to an older version of a cut.



Here is the footage bin, opened to show further organization. *(This has been modified from the video slightly to make this guide a little clearer!)*

Footage can be organized in the way that best makes sense for your project, as long as it's clear and easy to find.

You can see we have a lot of footage to work with. BTS from the 90's commercial, clips from movie examples, footage from a previous RJFS video about setting marks, and our shoot day.

Because our shoot day itself had multiple parts, we separated it into B roll, containing footage of the studio tour and make up effects books, and interviews, containing the interview with Vincent Guastini and Dez.

This is just an example from one of our own projects, You can organize by scene, or camera, or shooting day, etc...

Whatever makes the most sense for your project!

Just make sure you (and the other people who need to access your project) can find your stuff quickly and easily.