



EDITOR CHECKLIST



	Task
<input type="checkbox"/>	Brainstorm with the team about ideas, genre, concepts and the movie's theme.
<input type="checkbox"/>	Genre chosen, research conventions of it, watch relevant films in that genre.
<input type="checkbox"/>	Study your editing software so in depth that you can edit using almost only shortcuts.
<input type="checkbox"/>	With the first draft done, think about transition between scenes.
<input type="checkbox"/>	When storyboard is done, double check to see if there is any effects/specific looks needed.
<input type="checkbox"/>	Collaborate with the writer on the film timing/pacing for each scene.
<input type="checkbox"/>	Collaborate with the director about pacing, transitions, effects and style.
<input type="checkbox"/>	Check the shot list and talk with the cinematographer to ensure that there is enough coverage.
<input type="checkbox"/>	Ask the cinematographer to do some test shots in the format she/he will use (RAW, HiRes so on).
<input type="checkbox"/>	Production: Be present! Make sure there are enough coverage shots.
<input type="checkbox"/>	Production: any pause for setup/lunch/break, make sure to copy all shots as backup.
<input type="checkbox"/>	Production: Make sure to mark/know the best shots chosen by the director
<input type="checkbox"/>	Create dailies: edit and share with everybody all shots done in the day.
<input type="checkbox"/>	Plan the opening and closing credits to save time later.
<input type="checkbox"/>	Post: Organize all media, tagging/keywording all of them.
<input type="checkbox"/>	Prepare a rough cut just laying down the clips in the proper order and share with the CPT ASAP.
<input type="checkbox"/>	Keep a list of questions for every rough cut to ask the director.
<input type="checkbox"/>	Keep a log of what you've done in every cut and share with your CPT.
<input type="checkbox"/>	Every time you create a cut that you will share with the CPT, copy a timeline and set aside the previous one.
<input type="checkbox"/>	Do not use effects just for "fun". If don't help the story flow, do not use.
<input type="checkbox"/>	Use transition with moderation; do not use 10 different transition in your film if the story does not need.
<input type="checkbox"/>	Make sure to save your project frequently.
<input type="checkbox"/>	Make sure to have backup of your media with all your CPT.
<input type="checkbox"/>	Make sure your color grading helps the story and it's not done just for the sake of having it.
<input type="checkbox"/>	Make sure your scenes have a pace. If you are shooting a dialogue, don't cut like a fight scene.
<input type="checkbox"/>	Listen to your director. The film is his vision.
<input type="checkbox"/>	Make sure to finish editing with enough time for the sound designer to lay the sound tracks.

Based on the IBO handout "13. The Role of the Director" available at the TSM - Rev Nov 09, 2019