

REEL EDIT PREPARATION FORM

In order to best edit your reel, it's important that you first do an "OFFLINE" edit, which means you view the clips you want included in your reel and you LOG them on the following form, so that you don't have to spend valuable money just locating your clips to format. Use as many sheets of the form as needed.

1. Sit down with a stopwatch or by watching the TIMER (not the counter) on your tape/DVD player and log the time that your clip appears. We always view the clip and include a few seconds before and after your clip when we upload. That way we have "headroom" for editing purposes.
2. If it's a VHS tape and there is only one clip on it, CUE the tape to the beginning of the clip you want included in your reel. ALSO, on the form, you'll see where we ask for a description of the action and the first spoken line. Also, you see for the END of the clip, we ask for a description of the action and the LAST spoken line. Please fill that out so we have a good map of what to upload.
3. If it's a VHS tape and you have multiple clips, CUE to the first clip and fill out the full information, including timer number, then fill out the information fully for each additional clip. You will see where we ask for TIMER NO. for each clip. Please use that from the beginning of the tape and we will compute the difference for each clip. It's easier for you that way.
4. If it's a DVD that you provide, please give a TIMER NUMBER and fill out the description of action and the dialogue lines completely. If you have multiple clips on the same DVD, fill out each one completely.
5. Please put a POST IT on each TAPE/DISK with a number to refer to on the form. An easy way is to number your tapes/disks beginning with 1 and going from there. Place this number where it says: TAPE/DISK NUMBER. The CLIP NUMBER refers to the order you want them to appear on your reel.

BRING with YOU!

1. All your VHS tapes or DVD disks numbered for edit (see instructions above).
2. Off – line edit form.
3. Any headshot photos on CD in jpeg format that you want included on the reel.
4. Contact information you want on your reel.
5. Do you want contact information in the content of your reel? YES _____ NO _____

If yes, Please list : _____

YOUR NAME _____ Phone # _____

Off- Line Edit Form

Make multiple copies of this page to continue the numbers in sequence

CLIP #	NAME of PROJECT	DVD CHAPTER NAME & NUMBER	TAPE/DISK # <small>Mark your originals so we can see easily.</small>	Time Code BEGIN SCENE	Time Code END SCENE	IF MULTIPLE CLIPS, THIS IS Clip NUMBER ___ ON THIS TAPE/DISK	DESCRIPTION OF ACTION or FIRST LINE OF DIALOGUE	DESCRIPTION OF ACTION OR LAST LINE OF DIALOGUE
EXAMPLE	Bodi Saves the World	N/A	1	2:30 min	2:55 min	# 2	<i>Handsome big black dog enters park & sees big man and a big white dog.</i>	<i>"Bodi I love you! Thank you for saving me from that bad dog."</i>
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<u>3</u>								
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YOUR NAME _____ Phone # _____

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YOUR NAME _____ Phone # _____