

1

CONTRACTING

- Post Production Budget
- Post Production Schedule
- Negotiate Delivery Schedules

2

PRE-PRODUCTION

- Produce Workflows & Checklists
- Oversee Tests Dailies
- Setup & Distribution Plan
- Analysis Post Facilities Quotes

3

PRODUCTION

- Editorial Liaison
- Workflow Support
- Handover to Post-Production

4

POST-PRODUCTION

- Post Budget & Schedule Management
- Scheduling & Booking (Screenings/ADR)
- Visual Effects Tracking
- Post Vendors Troubleshooting

5

COMPLETION

- Supervise Picture Mastering Stages
- Sound Mix Schedule Management
- Declaration of Completion

6

DELIVERY

- Supervise Production of Materials
- Prepare Delivery Documentation
- Deliver to Contracted Parties
- Arrange archiving