

Efilm's policy on receiving material from clients:

In order to serve our clients in the most efficient manner, it is important that we receive material with a standard file format and naming convention.

file naming conventions:

All files that are delivered to EFILM for immediate use should follow standard unix naming conventions.

- ** NO spaces between words at start or end of filename.
- ** NO spaces between numbers and/or the format extension at the end of filename.
- ** NO dashes, slashes, hyphens or stars in the file names
- ** NO commas, parentheses, brackets, or strange characters (i.e. # \$ @ & % * { }) must not be included in the file names.
- ** all frame ranges must have 5 digit padding.
- ** all files delivered from a client must have full permissions (readable, writable, and executable)

a proper, immediately available file name should follow this standard:

file_name.00001.cin example - **shot_01_ver2.00001.cin**

Number padding must be surrounded by a dot (.) no dashes, no underscores, no spaces (please see above example)

We prefer all lower case naming when possible.

for EFILM's Digital Intermediate projects, the files must be 10 bit cineons and contained in a character matching sub-directory followed by a resolution sub-directory.

i.e. **shot_name/resolution/shot_name.00001.cin** **vfx_cut03_v2/2048x1556/vfx_cut03_v2.00001.cin**

data delivery medium:

The most efficient way to receive and load material.

** **DLT IV** tape formatted on a 7000 drive with a .nrnsv driver - written *unix tar per directory or unix tar per scene.*

(tar per frame requires the longest load time, 1 tar mark per tape is inefficient when extracting only one shot)

** **DTF** written with a .nrnsv driver - written *unix tar per directory or unix tar per scene.*

(tar per frame requires the longest load time, 1 tar mark per tape is inefficient when extracting only one shot)

** **DTF2** written with a .nrnsv driver - written *unix tar per directory or unix tar per scene.*

(tar per frame requires the longest load time, 1 tar mark per tape is inefficient when extracting only one shot)

** **LTO or LTO2** written with a blocking factor of 1024 with a .nrns driver - written *unix tar per directory or unix tar per scene.*

(tar per frame requires the longest load time, 1 tar mark per tape is inefficient when extracting only one shot)

Please run all tar utilities from the directory level above the resolution sub-directory.

(e.g. tar cvf /dev/mt/tpsXdYnrnsv **abc_v2/2048x1556/abc_v2.00001.cin**)

Directory should extract from tape in the following structure:

abc_v2/2048x1556/abc_v2.00001.cin

**** Firewire Delivery**

PC firewires should be formatted on "Windows 2000" or "Windows XP" operating system using a NTFS file system.

MAC firewires should be formatted on "OS-10" (MAC OS extended) operating system using only HFS+ (plus) file system.

All files must be written to firewire using the following directory structure

shot_name/2048x1556/shot_name.00001.cin (abc_v2/2048x1556/abc_v2.00001.cin)

file formats:

file formats that require no processing for immediate availability

.rgb - 8, 12, and 16 bit rgb files can be loaded and ready for filmout, or inferno / fire session and require no extra processing unless dictated by the Project Manager or required for inferno / fire uploads (ie. if the proper framestore partition does not currently exist.)

.cin - 10bit cineon files can be loaded and ready for immediate filmout or inferno / fire session and require no extra processing unless dictated by the Project Manager. This is the only file format that EFILM's colortime system can read.

.tga - 8 bit targa files can be loaded and immediately available for filmout only. If these files are for the inferno / fire, they will need conversions, which will require extra time

All other files formats, such as .pic, .tiff, .jpeg, or movie files, all require conversions to **.rgb** or **.cin**, and may not be available for immediate use.

Illustrator, Photoshop, Elastic Reality files can not be converted by Data Management. This requires a Photoshop, or Illustrator artist, other arrangement will need to be made to convert these files.

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