Student Short Film Edit Handoff Checklist

Project		Package version		Shoot dates		Handoff time	
Sender		Receiving editor		Supervisor			

#	Record / evidence checked	Result	Owner + next time	Receiver note
1	Transfer window: version, sender, receiver, start time			
2	Media reconciliation: expected folders and real counts			
3	Folder map: locate picture, audio, records without help			
4	Preferred takes: open three choices and match evidence			
5	Sync state: test start/end of two longer clips			
6	Permission holds: filename, evidence path, reviewer			

Page 1 counts

Expected folders		Present		Held		Missing		Working location	

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#	Record / evidence checked	Result	Owner + next time	Receiver note
7	Titles and graphics: open editable and exported examples			
8	Music and sound cues: identity, use state, reviewer			
9	Proxies: relink two files to matching originals			
10	First sequence: open project and play picture + sound			
11	Backup path: compare counts/bytes and open three files			
12	Receiver acceptance: run all six locate/open checks			

Acceptance summary

Accepted folders | **Open issues** | **Primary storage** | **Backup storage**

Sender signature / time | **Receiver signature / time**

Supervisor decision or unresolved boundary

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