Create Pro Tools spotting sessions using tracks that are ‘cue sheeted’ with regions that link to **offline** media.

**THREE** types of sessions should be delivered:

- **PROPS** for each reel at corresponding consecutive TC hour  
  [R4 starts at 04:00:00:00 e.g.]
- **FS** for each reel at corresponding consecutive TC hour
- for any “**SPECIAL**” elements that recur in multiple scenes and require extra props and/or setup, please create a **SEPARATE** master session containing **all reels** at their respective consecutive hour with only the cues for this special setup.

Please ensure that frame rates, sampling rates, and pulldowns are at the correct settings for the show.

Acceptable **QUICKTIME** codecs are ProRes or Avid DNX at 1280x720.
PROPS SESSION:

track layout:

  1  all SKIN
  2 - 3  body PATS
  4  embraces / HUGS
  5  all MOUTH sounds - sips, chewing, breaths, etc
  6  HANDS on table or any surface
  7  ARMS on any surface
  8 - 9  OBJECTS on any surface

10 - 15  MISCELLANEOUS PROPS (water pours, etc)

  16  DOOR knobs / grabs (including car doors)
  17  DOOR action - creaks, locks, hits, scrapes
  18  HANDS on chair / bed / car seat
  19  KNEES on chair, bed actions, car seat
  20  BODY on chair / bed / car seat
  21  CREAKS - chair / bed / car seat
  22  MOVEMENT - leather bag / luggage / purses / briefcase squeaks / backpacks
  23  RUSTLE - leather bag / nylon bag / specific jackets or garments
  24  general RUSTLE
  25  WATER action - swimming, splashing, drips
      (not pours or bottle sloshes)
  26  WHOOSHES

[ for props on specific surfaces, inclusion of the surface type in the region name is appreciated ]
FOOTSTEPS SESSION:
FS session contains all fs as well as certain props and sweeteners
[bodyfalls, wood creaks, knees or hands on floor, floor squeaks, and
ANYTHING that takes place on a floor surface]

track layout:
   1-8  principal characters
   9-16  secondary characters
   17-24  group/background

FILE NAMING conventions for FS:
   R1 FSx SALMA WOOD FLATS
   R3 FSi KANYE SNOW SNEAKERS

Please color code:
   interior cue regions BLUE
   exterior regions GREEN

COMMON SURFACES:

PLEASE also DENOTE the “Under” surface of wood or concrete where
appropriate:
LINO should be WLINO or CLINO for
   wood under linoleum or concrete under linoleum
CARPET should WRUG or CRUG
CONCRETE should CONC or WCONC for wet concrete
WSTAIR for wood stair
WLADDER for wood ladder
CSTAIR for stone or concrete