

**Most of this applies to Tomás/if another producer comes on board to help. Don't stress too much, ha

FLA: LEAL

Folder Structure: Always numbered

- LEAL
 - o Level of Production (1. Pre-Production)
 - Split into categories (1. Development Files)
 - Numbered Files – starting number is always 1

File Naming:

- Excel Files – four digits – 0001_YY.MM.DD_WHAT (0001.25.09.26_Budget)
- PowerPoint Files – Three Digits – 001_YY.MM.DD_WHAT (001_25.09.28_Location References)
- Word Files – Two Digits – 01_YY.MM.DD_WHAT (01_25.09.29_Meeting Notes)

0001 – is just the number of files down. The version number goes at the end, if two copies are made on the same day. E.g

0001_25.10.02_Budget

0001_25.10.02_Budget.02 – This is the second version of the file saved on the 2nd October.

0001_25.10.03_Budget – But this is the third version, just saved another day.

- Anything else – x.01_YY.MM.DD_WHAT (x.01_25.09.30_Photos)

Video:

- YY.MM.DD_CODEEC.RESOLUTION.FRAME RATE.AUDIOCODEC.BITRATE.WHAT.01
 - o (26.03.24_H.264.1080p.25fps.ACC.24Bit.Video export.05)

Any finalised documents go in all caps – whereas ongoing docs are in lowercase.

E.g.

0001_25.10.03_Budget

0001_25.10.04_BUDGET

At the start of each document, its place within the file structure should be numbered. E.g

1.4.01_25.10.05_Pitch Speech

1 = Pre-production folder

.4 = Pitch folder

01 = First word document in that folder

25.10.05 = date

Pitch Speech = what it is