

The order that stops an edit collapsing in its final week.

Stages, in order, each locked before the next.

1

Ingest and back up

Two copies on separate drives before any card is reused.

2

Organise and sync

Consistent names, bins by scene, external audio synced and labelled.

3

Assembly to rough cut

Structure only. Do not polish anything that may be cut.

4

Picture lock

Stop changing the edit. Everything downstream depends on this.

5

Sound and music

Dialogue clean-up, effects, mix to the delivery loudness target.

6

Grade and deliver

Colour, titles, captions, then export to the required specification.

Changing the picture after lock forces the mix and grade to be redone. That is where schedules and budgets are lost.