

In-Studio Workflow Checklist

Client:

Date:

Card #	File Number	Download 1	Back Up 1	Back Up 2	Build Cache	Apply CR Default	Confirm Integrity	Rename	Apply Metadata	Ratings	Camera Raw	Create DNG	Backup DNG	Catalog	Make sets	Notes
1	6725-6935	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Card did not mount properly
2	6936-7125	x	x	x	x	x	x	x	x	x	x	x	x	x		

The Workflow described above is one I use for single-camera in-studio shoots.

On-Location Workflow Checklist

Client:

Date:

On-Location Work																			
Card #	File Number	Download 1	Back Up 1	Back Up 2	DNG	Format	Transfer to Desktop	Build Cache	Sort	Rename	Apply Metadata	Apply Ratings	Camera Raw	Rank & File	Create DNG	Backup DNG	Catalog	Make sets	Notes
1	6725-6935	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	Card did not mount properly
2	6936-7125	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	

This Workflow is one I would use for on-locations shoots. Notice that there are a few extra steps. I use the DNG converter to confirm file integrity before formatting a media card. These files also must be transferred from the Laptop to a desktop machine for processing.

