

Raw footage handoff checklist

Send the source files and editing decisions together so the next person can continue.

WHEN	FOR	UPDATED
Before transferring source files	Creators handing footage to an editor	2026-10-08

00 Fill in

2 FIELDS

Files included	Missing files or unresolved decisions
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01 Review checks

10 CHECKS

- ☐ Include the untouched source recording.
- ☐ Use filenames that distinguish camera, microphone and take.
- ☐ Include the latest approved edit and its version identifier.
- ☐ Attach time-specific feedback for that exact version.
- ☐ Include correct spellings of names, figures and technical terms.
- ☐ Attach approved logos, imagery and music with usage information.
- ☐ State aspect ratio, export format and whether captions are burned in or separate.
- ☐ Identify sections that contain sensitive information or need factual review.
- ☐ Confirm the receiving person can open the actual files.
- ☐ Keep a backup before deleting local copies.

Next Send the recording as captured.

Studio accepts the raw take with retakes included. Check your plan's upload allowance before transferring files.

[Edit this recording in Studio](https://studio3.itskaivalya.com/signup?src=resource-video-handoff-checklist)

30 free editing minutes when you sign up

<https://studio3.itskaivalya.com/signup?src=resource-video-handoff-checklist>

SCAN TO OPEN