Delivery checklist

Blank template

Project	Revision	Prepared by
_____	_____	_____

Master and handoff

Item	File	Version	Responsible	Status	Notes

Working notes

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Delivery checklist

Last Ferry / Fictional short film

Project	Revision	Prepared by
Last Ferry	01	Nina Vale

Master and handoff

Item	File	Version	Responsible	Status	Notes
Last Ferry	LF_MASTER_v03.mov	v03	Nina Vale	Ready	Check the master before delivery.
Dialogue	LF_SUB_v02.srt	v02	Lina Hart	To check	Leave the key on the bench.
Sound	LF_MIX_v01.wav	v01	Eli Lane	Ready	Room tone

Working notes

Watch the exported master through once. Check subtitle sync at the final cut and verify the backup before sharing the link.