DIT documents information

The attached documents are templates to get you started. They are fully customizable with Microsoft Excel, Word or any other similar software that will import Microsoft Office documents. I have also sent the InDesign versions of the Pre-Production worksheet. Feel free to edit them, making them your own. This requires a basic knowledge of spread sheets, which I can't go over here.

The best way to handle this template is to make the basic changes listed below, then Save-As the corrected form for later use. You can Save-As a template. This will create a form that can be changed as needed but NOT saved over. It will force a Save-As so the original form will not be altered unless you want to do that.

DIT Daily Report-

Lets start at the top of the form and work our way down.

- [Company name]. Click and drag over the [company name] part of the field and enter your name or the name of your business.

- Address(s)- This is where you enter your business address(s). Same goes for the other information I this area of the form.

[Company Name] DIT Dailies Report

[Company Slogan]

[Address Line 1]
[Address Line 2]
[Address Line 3]
[Phone]
[Web Site]
[E-mail]
[Fax]

At this point, you can do a Save-As, and create the master form for later use.

The upper right part of the form is for the specific production you might be working on.

Day of days	?? Of ???
Date:	[Date]
DIT:	
Data Wrangler:	
Production:	
DIT in:	
DIT out:	
Data Wrangler in:	
Data Wrangler out:	

Day-of-days (DoD): This is the day you are working on within the total run of production. If it's a day shoot and this is day 1, then you would enter 1 of 3.

Date: This would be todays date. The date you are currently logging. This field should auto fill. If not, just enter the date.

DIT: Enter the DITs name here.

Data Wrangler: Enter the person who offloads the cards and assists the DIT.

Production: The name of the production you are working on.

The next fields are for logging the hours you work on the production. The UPM keeps track of this for their reports.

Enter the time **In** (arrive on set) and **Out** (left set for the day).

The core of the form is for logging what you offloaded and how much data was handled.

Change the Description of the activities as you like, for the camera cards. The totals to the right are based on the number of cards for that line item times the number of gigs on that card. (Units x Gigs/card=Amount (gigs)). If you only did 3 cards all day, you can delete the descriptions …but leave the line, or row. Do NOT delete the Rows if at all possible. It will throw the math off for other

totaling cells in the sheet.

Description		Units		Gigs/card		Amount (gigs)	
A-Cam card offloaded		1		56		56	
A-Cam card offloaded		1		47		47	
A-Cam card offloaded		1		38		38	
A-Cam card offloaded		1		212		212	
A-Cam card offloaded		1		114		114	
B-Cam card offloaded		1		51		51	

LTO Tape Backup: Do NOT mess with this line item. You can change the name but do not move the line item or delete the line item. This has it's own specific math behind the cells that relate to the totals. If you don't use LTO tape, just leave it.

Cloud upload: This is the same as LTO Tape Backup. Leave it alone even if you don't offer Cloud services on a particular shoot.

Audio card offloaded	1	9		9
LTO Tape backup (In gigs)				0
Cloud upload (In gigs)				0

Total Gigs backed up (inc. LTO and Cloud): This is a fairly complex totaling field. It indicates the volume of work you did for the day. Here's the math behind this so you'll understand what's going on:

Units = the number of hard drive backups you did for the days media.

Gigs/Card= this is add up the total data from camera mags and multiply it by the number of backups (Units).

Amount= This number is the total gigs backed up to all drives indicated in Units, plus any data backed up to LTO and Cloud.

So the math is: (Units X Gigs backed up from cards)+ LTO backup + cloud backup

Total Gigs backed up (Inc. LTO and Cloud)	2	1,390		1390
Notes: (this is where you add notes that would be helpful. Like 'circled takes flipped to DNxHD36 and H.264)				

Notes: This area is for you to enter notes about what you did. Remember, document your activities. If the someone in authority decides to send drives off to a different location, change shipping modes, VFX needed a few shots processed and offloaded to their drives, not that here. You are validating your work, and this is important.

Botton of the form:

Drives used for backup:	DIT Array	Total Gigs Throughput		2085
Backup Drive A:		LTO Backup		0
Backup Drive B:		Cloud Upload		-
LTO tape #		Other		
		TOTAL		**2085**

Drives used for Backup: Typically you will backup to your workstations array. Then to other drives. Those drives should be labeled on the outside of the drive and that should match the name of the drive. This naming structure will be decided by the production company, the post house or you might have offered a naming structure, if they can't decide.

There is an open field below LTO tape# for you to enter an additional drive, like a shuttle drive.

NOTE:

I have included a sample daily report from a recent DIT job I did. You notice that I changed the individual camera cards to the total from that camera during the day. I just kept a scratch pad log of what was backed up, changed the line test to reflect the camera and put the totals in the 'gig's' column.

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DIT Pre-Production Notes Form-

During the pre-production phase of the project, you will be asked to create a

bid, or discuss what deliverables and services the production might need. It is absolutely critical that you keep notes so it is clear what they said they wanted and what you understood they asked you to do. This form can be used to document any pre-production meetings, phone calls, etc. It can also be the basis for a work/services contract with the production company, as referenced in the book.

This is a legal document. The client and you can be held accountable for what you were told would happen or what you did/didn't deliver. I would suggest, that if you send the document to the client to fill out and return, that you make it clear that if you do not receive the filled out document 48-72 hrs. before the production, you can't promise delivery dates/times.

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