

### 3.5) FINAL DELIVERY & VFX ARCHIVING *(UPDATED)*:

- VFX vendors are required to deliver the shots' project files, media, and assets as part of their final delivery. Per Sony's standard VFX Agreements, "Final Delivery" shall consist of all completed and final approved visual effects shots as well as the source asset for each shot. There is no need to back up production fixes or paint-outs.
- For all steps below, please fill out the "*SPT VFX and CG Asset Archive Form*"
  - Please include asset cost information on the form
  - A printed copy should be placed in the box with the LTOs or a digital copy should be included on the hard drive
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#### 3.5.1) EXTERNAL VENDOR VFX TURNOVER *(UPDATED)*:

1. If your VFX vendor would prefer, they can send VFX archival materials through the TechOps / Lab24p's online portal, where Lab24p will write the data to LTO-8 tape on behalf of the vendor, then deliver to the Sony Archival Department:
  - a.
  - b. VFX archival can be uploaded to Lab24P's online portal in approx. 20TB segments and may be uploaded in as many segments as necessary to complete the transfer.
  - c. VFX Vendor can also send a drive to Lab24P.
    - i. Lab24P and SPT Post Production can provide high-capacity RAID protected drives to be shipped to the vendor for turning over VFX. Drives utilized for this purpose cannot be returned to vendor (Please see section 1.7 before purchasing a drive).

- ii. Lab24P will then offload material from the drive onto an LTO-8 tape, and then will send the tape to the Sony Archival Dept.
- 2. If your VFX vendor prefers to write to LTO-8 tape themselves:
  - a. Your vendor will copy all visual effects to an LTO-8 tape, using guidelines from Sony Archives. See section 3.5.2 below for a summary of the requirements.
  - b. Vendors can ship tapes with material on them to Lab24P (10202 West Washington Blvd, Slauson Building, Suite 1100, Culver City, CA 90232) who will then verify the tape format and contents before delivering to Michael Friend at Sony Archives.
- All VFX archival turnovers should include final renders and all assets that were necessary in the completion of each shot, including (but not limited to) project/script files, clean plates, pre-renders, video & image elements, mattes, wire frames and textures, clean plates, tracking data, 3D models (assets) & scenes, etc.
- Projects with layers, such as Photoshop, should be uncollapsed. Please provide a neutral 3D file format (.obj/.stl) for each 3D model in addition to the project, textures, shaders, images, scenes, etc.

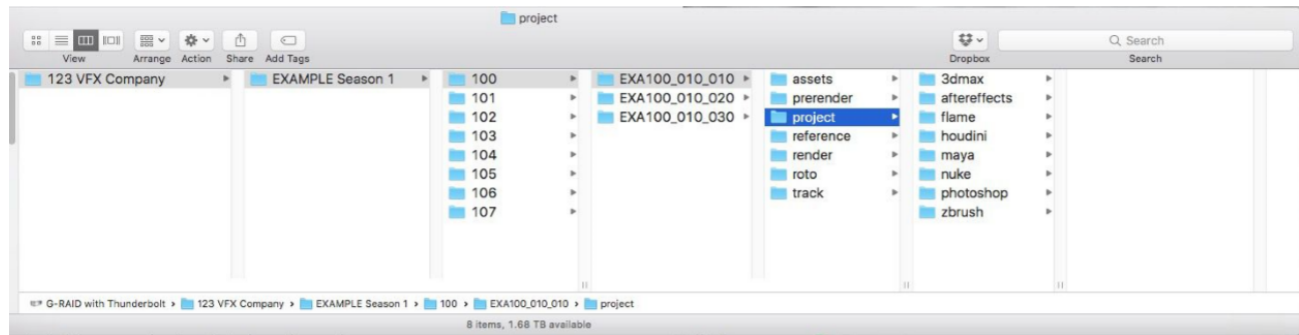
### 3.5.2) GENERAL DELIVERY FOLDER STRUCTURE *(UPDATED)*:

*Note: If providing LTO Tapes, ensure they are formatted as LTFS 2.2 or later- BRU/TAR/MTF/AXF/ETC are not supported. Drives should be formatted as ExFAT or NTFS. Please contact SPT Tech Ops / Lab24P for any technical questions: [ops@lab24p.com](mailto:ops@lab24p.com)*

*Please organize the show's VFX assets on a drive in the following manner:*

1. Vendor Name
  - a. Show name and season
    - i. Episode #
      1. Shot name
        - a. assets or elements
          - i. images
          - ii. video
        - b. prerenders
        - c. projects or scripts
          - i. 3dmax
          - ii. aftereffects
          - iii. flame
          - iv. houdini
          - v. maya
          - vi. nuke
          - vii. photoshop
          - viii. zbrush
        - d. publish or renders
        - e. references
        - f. roto
        - g. tracks
    - b. VFX Asset Packages (folder)
      - i. Asset Name (folder)
        1. thumbnail.png (file)
        2. preview.mp4 (file)
        3. Folder Containing all other asset package elements (folder)

*Below is an example illustrating file structure:*



- Note: Additional folders should be created as necessary to provide all the assets.
- Please input metadata information into the “*SPT VFX and CG Asset Archive Form*”
- For any questions, please contact BJ Maier ([BJ\\_Maier@spe.sony.com](mailto:BJ_Maier@spe.sony.com)) and Rey Fernandez ([Rey\\_Fernandez@spe.sony.com](mailto:Rey_Fernandez@spe.sony.com)). (please cc: [vlynnmoreno@gmail.com](mailto:vlynnmoreno@gmail.com))

### 3.5.3) CG ASSET ARCHIVAL REQUIREMENTS FOR VFX ACCESS & REPOSITORY **(NEW)**:

- SPT Post requires that all VFX archival turnovers include any and all source 3D asset and models.
  - These assets are **NOT** final VFX shots, but rather the building blocks of a CG Asset used in a VFX shot. These assets could be something large like an SUV used in a car chase to something small like a teapot that gets comp’d into a background of a dinner scene. Regardless of size and type, these VFX elements contain all parts of the 3D asset files, ideally in USD containers, including, but not limited to, matte paintings, project files from various software packages, textures, lighting, photographs, videos, solids, etc. In essence, it is comprised of everything that must be required to open the CG asset properly, for use in a VFX shot.
- Vendor Packaging
  - At the appropriate time, as discussed with SPE, the vendor(s) need to package up the CG asset with any software’s archiving procedure.
  - Example packaging:
    - Maya
      - Turn on Include external files of unloaded references in the Archive Scene Options. This will enable the inclusion of files associated with unloaded file references,
      - Select File > Archive Scene.
        - The file and any dependencies are packaged into a .zip file and placed in the same directory as the current file.
    - Adobe Substance Painter (formally Allegorithmic Substance Painter)
      - Open the “Explorer window.”
      - Right-click a Package and choose Publish .sbsar file... You can also use the keyboard shortcut ctrl + p (option + p on macOS) to access the same dialog.
        - For any software package relying on a dependency from a common format, PNG, JPG, TIFF, TARGA, etc., it is IMPERATIVE that these dependencies be able to be relinked and properly applied to the software package archive.
        - Thus, it is better to err on the side of giving “too much” rather than “too little” in terms of dependencies for the packages.
        - \*\* “If it’s used, it should be included”. \*\*

- Thumbnail / Preview Creation
  - All asset packages shall be accompanied by a “**preview.mp4**” (up to 1080p60, h.264 codec as a container – file can be of alternate aspect ratio contained within the 1920x1080 pixels) and/or “**thumbnail.png**” (up to 1080p container – file can be of alternate aspect ratio contained within the 1920x1080 pixels) file for easy viewing. Figure 1 illustrates a typical thumbnail that would be included for a model of a pickup truck.



Figure 1

- Metadata for Assets
  - Reminder: Please input metadata and cost information into the “*SPT VFX and CG Asset Archive Form*”
- Asset Delivery
  - The Vendor(s) can provide multiple asset package folders each of which contains this folder naming and file structure. Each vendor on a production should have their own MASTER FOLDER containing the multiple asset package folders.
    - Top level folder name “VendorName\_AssetName”
    - Preview.mp4 – currently, this will be the video file for the video preview of the asset package.
    - Thumbnail.png – currently, this will override the generated video preview thumbnail (if necessary).
    - All other assets (of the package) should be contained within other folders on a lower directory layer of the asset package.
    - For detailed folder hierarchy of the VFX Asset Requirements, see section 3.5.2 below and specifically, the hierarchy under Section b) “VFX Asset Packages”
    - No files other than the preview.mp4 and thumbnail.png should exist on the first level below the top-level folder. All must be enclosed within a folder structure.
      - Example below:

Vendor1_helicopter_GMPSID#####				
Name	Date Modified	Size	Kind	
helicopter	Sep 9, 2022 at 11:18 AM	--	Folder	
textures	Nov 30, 2022 at 2:52 PM	--	Folder	
vehicle_helicopter_main_lookdev_hi.editMA	Apr 18, 2022 at 2:48 PM	59 KB	Document	
vehicle_helicopter_main_model_hi.mb	Apr 18, 2022 at 2:48 PM	23.3 MB	Document	
vehicle_helicopter_main_model_hi.mtl	Apr 18, 2022 at 2:48 PM	104 bytes	OBJ material file	
vehicle_helicopter_main_model_hi.obj	Apr 18, 2022 at 2:48 PM	48.4 MB	Wavefr...OBJ file	
preview.mp4	Apr 18, 2022 at 11:28 AM	945 KB	MPEG-4 movie	
thumbnail.png	Apr 18, 2022 at 11:27 AM	374 KB	PNG image	

For any questions or additional guidance, please contact SPT Tech Ops / Lab24P at [ops@lab24p.com](mailto:ops@lab24p.com)