

Subject: Re: Cue Sheet - TV10 example project
Date: Saturday, January 17, 2026 at 9:55:52 AM Pacific Standard Time
From: Megan Elmo
To: Jonathan Gitlin
Attachments: image467466.gif, image996070.gif, Screenshot 2026-01-17 at 9.02.26 AM.png, Screenshot 2026-01-17 at 9.12.39 AM.png, Screenshot 2026-01-17 at 9.14.52 AM.png, Screenshot 2026-01-17 at 9.21.51 AM.png, Screenshot 2026-01-17 at 9.31.07 AM.png, Screenshot 2026-01-17 at 9.31.49 AM.png, Screenshot 2026-01-17 at 9.33.17 AM.png, Screenshot 2026-01-17 at 9.33.59 AM.png, Screenshot 2026-01-17 at 9.34.48 AM.png, Screenshot 2026-01-17 at 9.37.38 AM.png, Screenshot 2026-01-17 at 9.41.30 AM.png, Screenshot 2026-01-17 at 9.49.05 AM.png, img-9c2856f1-1577-4ab7-a43a-82d2853d61c9, image495051.gif

Hi JG!

Just in case, I've gone step by step from getting the duration to finding the information for the cue sheet that you requested. Scroll straight to Step 2 for finding cue info. Hope this helps, I can show you in person on Tuesday as well!

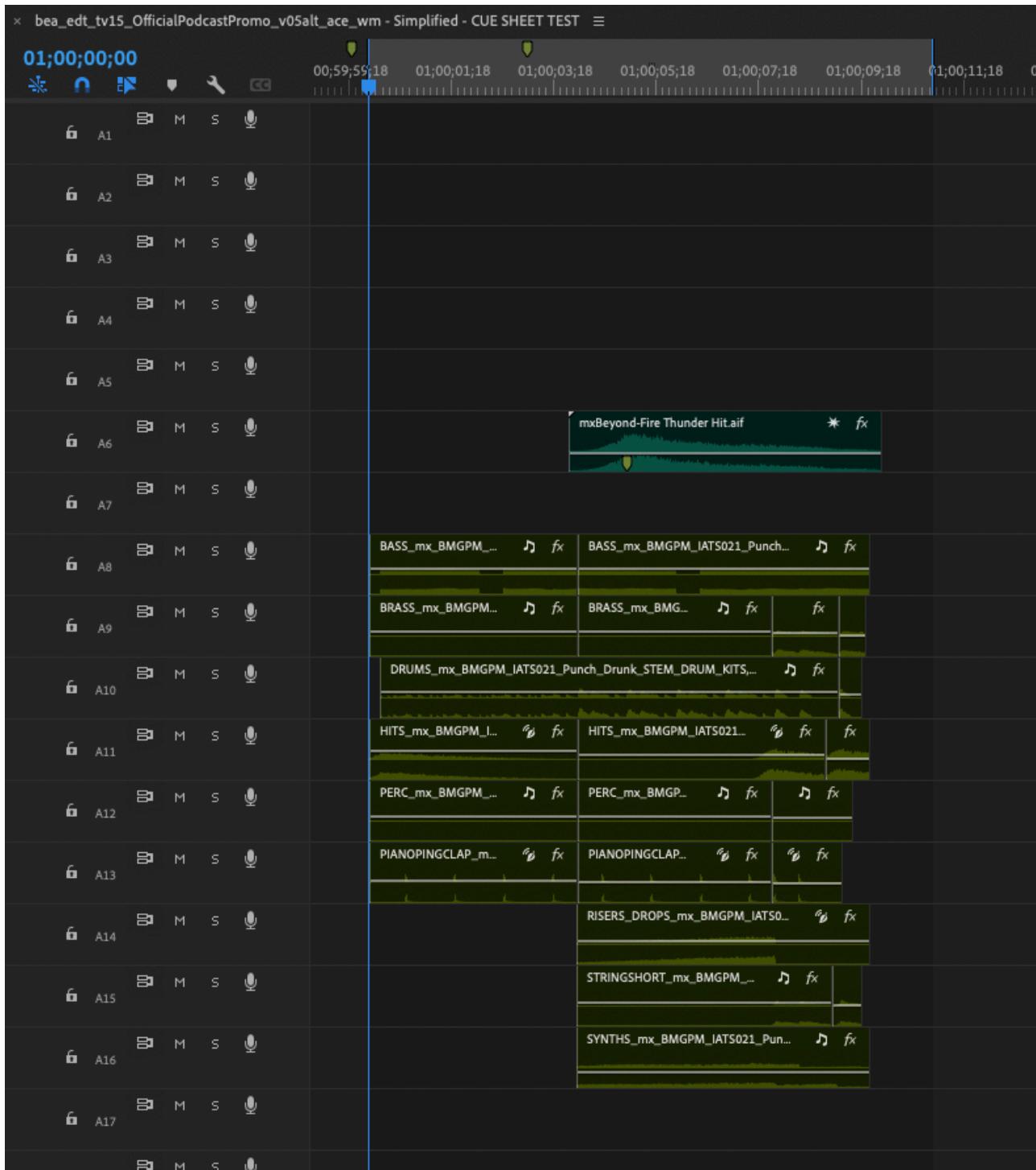
Cue Sheet Process: STEP 1 gathering cues and finding the durations

Once I've cleaned up the project and made sure no video clips have any music tied to them or are from a finished spot, as well as removing everything from the boneyard. The project should look like this:

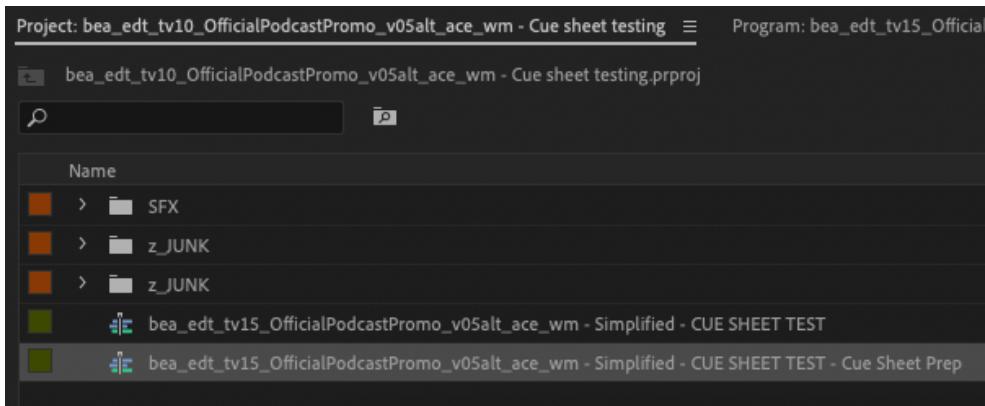


Here, I'll identify all the main cues, sfx and free sfx by color coordinating them. I'll identify the free SFX first by control+ f and searching _CPSFX - after finding them click "delete." Next up main cue + all the stems, once found I'll group them together by color and mute them. I'll do the same method for SFX, finding all the SFX and color coordinating them as well.

Pro Tip: This is an FX project which they have approved libraries we need to stick to. Because of this, I use specific colors to help mark the approved cues.

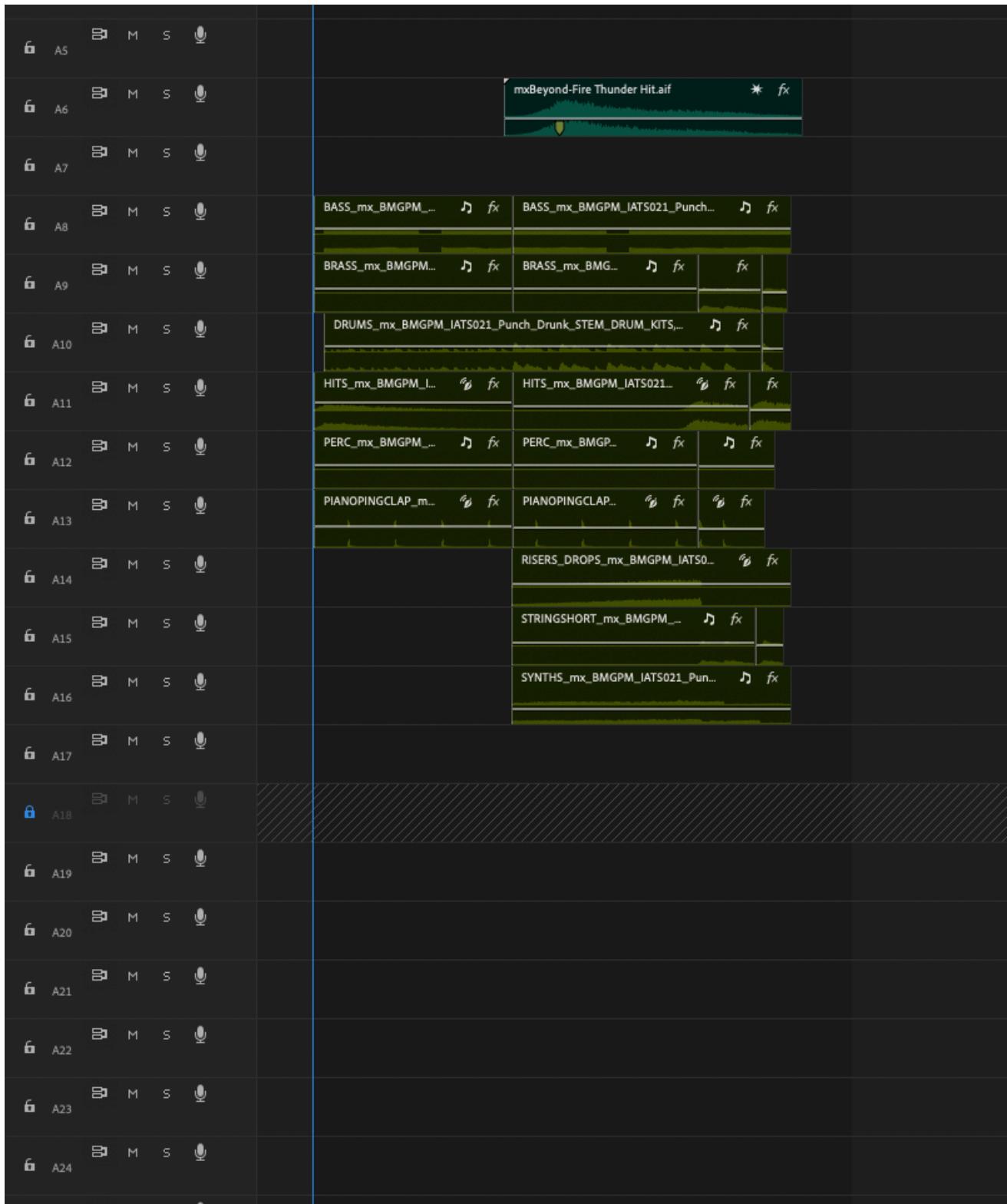


From here ill make a duplicate project to build the cue sheet and retrieve TRT for each cue:

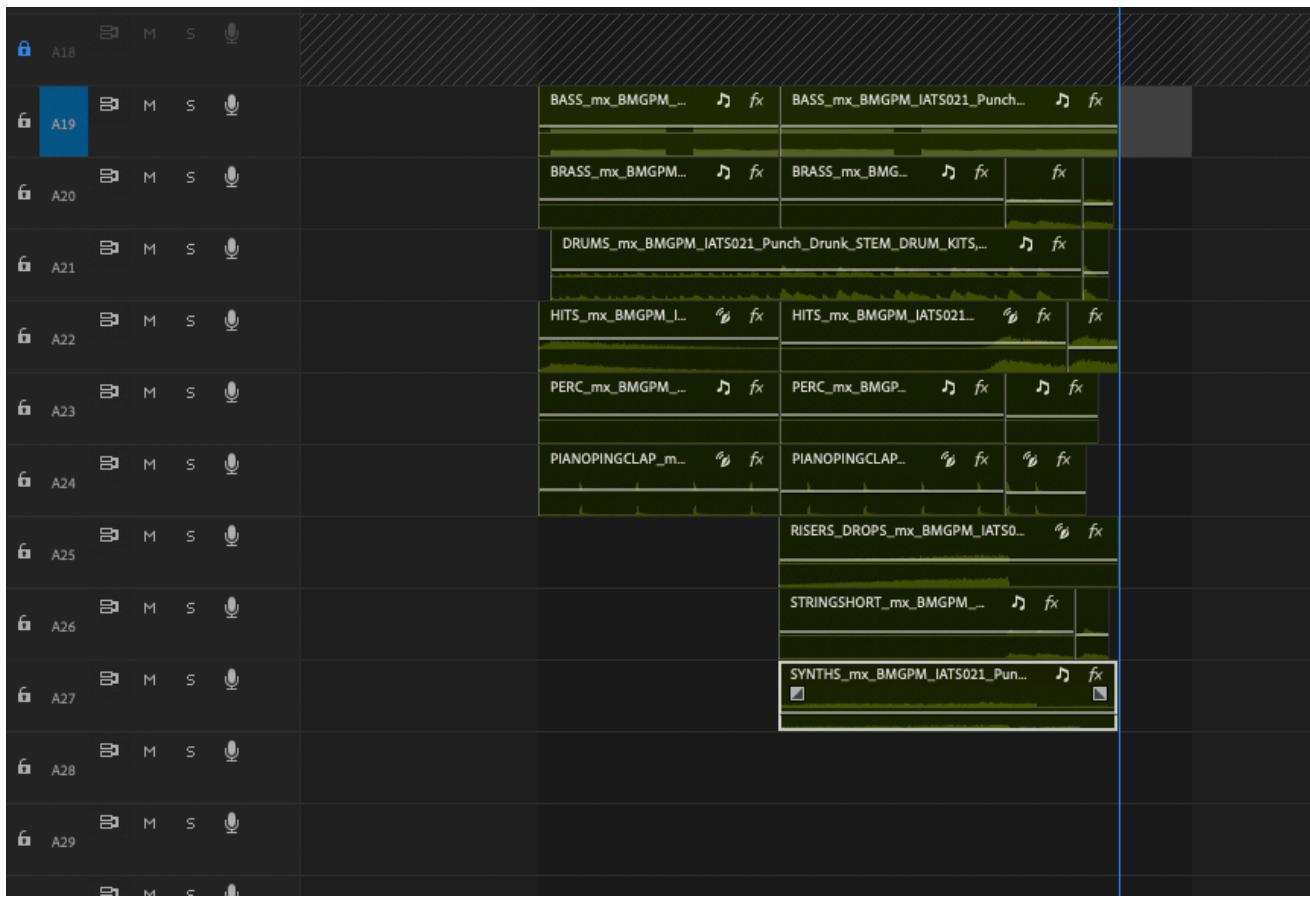


Building the cue sheet in premiere:

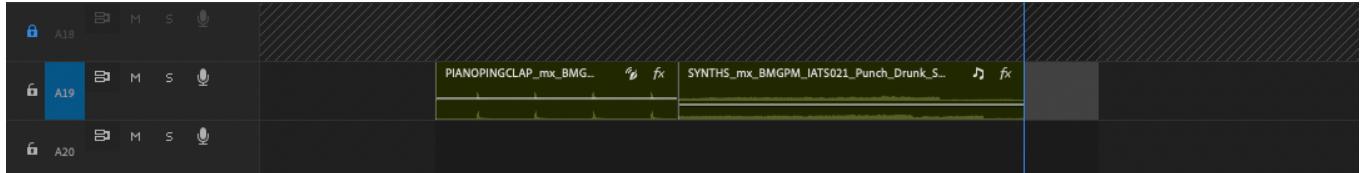
At the bottom of the sequence where there's empty space, lock one of the lines to help separate your build vs the sequence. We do this so we can make sure the cues are listed properly from start to finish.



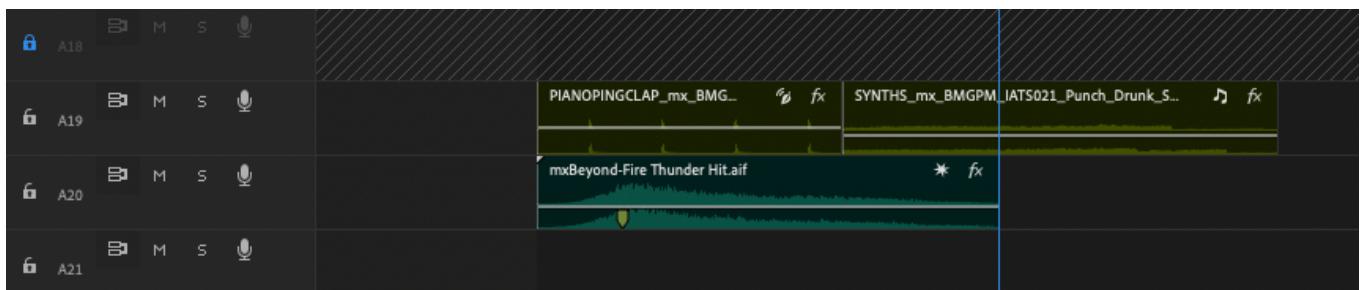
Starting with the first cue that's at the front of the sequence, for this one its our main cue. Since we've colored them, you'll click on one clip of the main cue and hit "shift +1." Andrew and I created codes to help us, this might not be the same for you. Basically you want to select them all move them and copy and paste them below the locked line. Now by starting at the bottom, you'll move each clip up by selecting all on line A27 and moving to the top line, line by line to combine. When selecting the cues you want to make sure you click and drag to highlight the entire line + empty space so you don't miss any clips that might be too small to see.



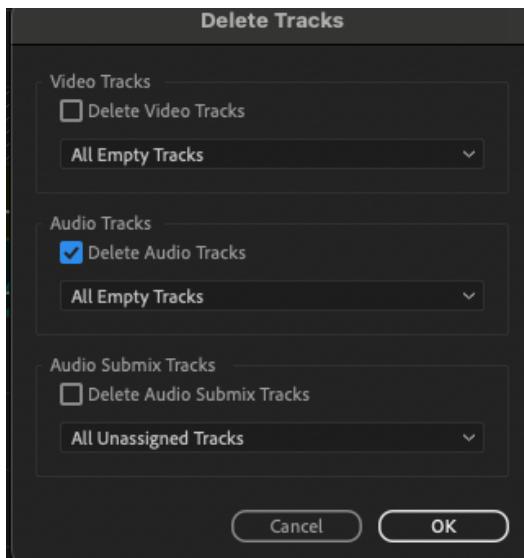
At the end it should look like this:



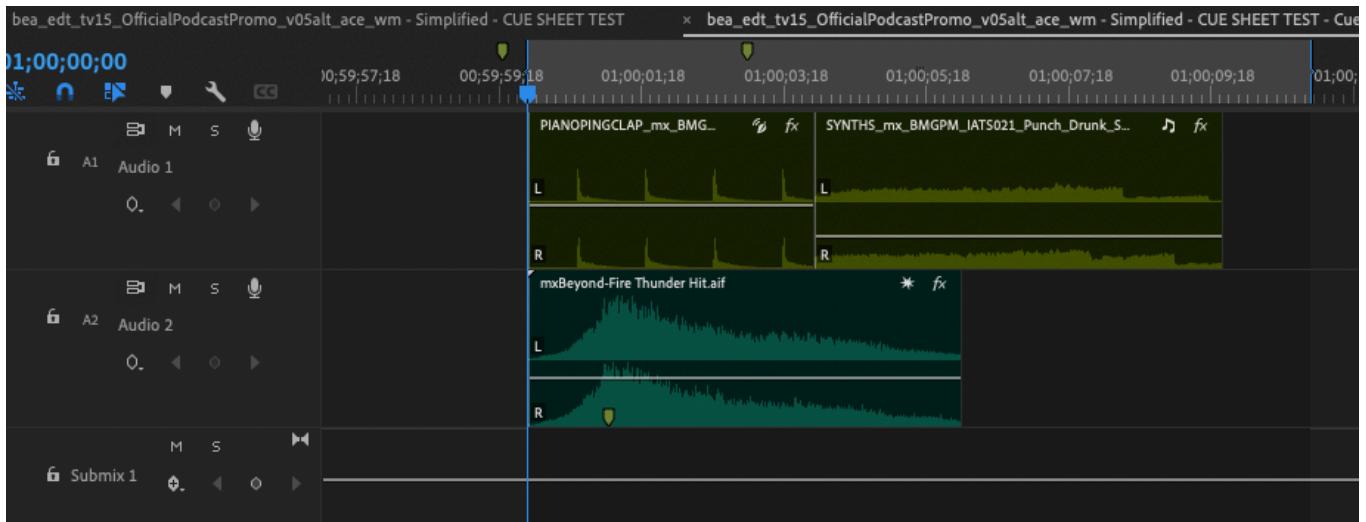
Repeat the process with SFX:



Delete all empty cues -> right click on the left side -> “delete tracks...” -> select Audio Tracks “Delete Audio Tracks” All Empty Tracks



Timeline will look like this:



Starting with the first track, double click the end to generate duration. This will be at the top corner



We don't include frames, so we round up at :12 - for this it'll be :10 seconds. Repeat the process for sfx.

STEP 2: gathering cue information for our excel doc.

Usually, the cues will have meta data we need. I'll find it on the server by right clicking -> reveal in finder. Here, open it in iTunes, and get info. The main cue doesn't have all the information. Here, I'll log into the library's website. This is BMGPM you don't need a log in to search the track on their site - <https://bmgproductionmusic.com/en-us>

PUNCH DRUNK

GENRES: BEATS, HEAVY, SWAGGER, AMBITIOUS, BIG SHOT, CHEERFUL, CHILLED, CONFIDENT, COOL, DETERMINED, GAME DAY, HIGH RISK

FILTERS

LENGTH: MIN 00:00 MAX 5:00+

TEMPO (BPM): MIN 0 MAX 200+

INSTRUMENTALS & VOCALS: GUITAR, BASS, DRUMS, VOCALS

STEMS: Only show tracks with stems

Advanced filters

TRACKS **ALBUMS**

✓ Multi-select W Track view

Punch Drunk - Main
IATS021 Ka-Pow

02:43 +4V STEMS

6 TRACKS Best Match

Click on the track name and you'll be able to find all the info as you scroll down, to the right.

COMPOSER(S)				
Name	PRO	IPI	Share	Role
Robin Hall	ASCAP	707004190	100.00%	C

PUBLISHER(S)				
Name	PRO	IPI	Share	
BMG Production Music (UK) Limited	PRS	01149052665	100.00%	

Fill in the track info across the template and for master information, we just pull the email to the direct contact. I have an excel spreadsheet of all our contacts that I can show you Tuesday if needed. Repeat the process for each cue. Thankfully for this one the SFX has all the information in the track itself so iTunes get info will suffice!

BYND-Fire Thunder Hit
BEYOND (musicbeyond.com)
FX _ Trailer FX I (BYND001)

Details Artwork Lyrics Options Sorting File

title	BYND-Fire Thunder Hit
artist	BEYOND (musicbeyond.com)
album	FX _ Trailer FX I (BYND001)
album artist	BEYOND (musicbeyond.com)
composer	Walter Werzowa (BMI) / 1545 Publishing (BMI) FX
<input checked="" type="checkbox"/> Show composer in all views	
grouping	