

PARK ROAD GUIDELINES FOR DATA STRUCTURE FOR DIGITAL CINEMA ACQUISITION

OVERVIEW

The file structure we prefer here at Park Road has been honed over many years and many different productions to give a robust and eminently achievable/online suitable data management path.

There are reasons for 'redundancy' in the path naming – and reasons why every layer in the path has a defined number of characters – this allows both automation, and simplifies 'hunting down' for those shots which are a little, ahem, odd... stuff happens!

THE RULES

- Use a 3 Letter Code to identify the production
- Identify the Unit, Shoot day, date and split using numbers (e.g. please do not type in 'morning unit' or 'evening stuff' in the folder names, use incrementing split numbers instead)
- Try and keep the number of characters utterly consistent 'down' the path. It is always OK to make a new split if you're having a problem, even if it's just for one magazine.

This is crucial for ALL camera types – consistency saves time, money, and heartache.

- Do NOT add comments in the file path – a folder named "A001_R036_again_coz_clip2_is_bad" is really suboptimal... move the problem mag into its own split, notify camera dept and producer, note your actions on camera report and save a .txt file in that split's _DOCS folder with a clear view of the issue experienced.

People want to help, they don't want to guess. In other words make it clear what is where and lean on your collaborators for support with problems but do NOT allow these to get in the way of shooting.

- If you can, please do scan Camera Reports, and any other notes you think would be useful into the _DOCS folder for each split. If you need to communicate with a note to editorial or the post house, save the note as a boring old .txt file if possible.

THE STRUCTURE IN PRACTISE

OWN_Rushes_20091215

```
|--OWN_Rushes_TD001_20091215_01 ←TD Unit = Test Day (of any kind)
  |--20091215_T_RIG
    |--_DOCS
      |    |--T001_20091215_TD001.pdf ←Camera Reports
      |    |--T002_20091215_TD001.pdf   roll,date,shoot unit/day
    |--_SOUND
      |    |--Diva_Folders_from_CF etc
    |--T001_1512XF ←The Camera Mags (exactly as per camera)
    |--T002_1512GB ←The Camera Mags (exactly as per camera)
```

OWN_Rushes_20091218

```
|--OWN_Rushes_A_001_20091218_01 ←Split 01for A=MainUnit, ShootDay 001
  |--20091218_A_RIG
    |--_DOCS
      |    |--A001_20091218_A_001.pdf
    |--_SOUND
      |    |--Diva_Folders_from_CF
      |    |--A001_15188V
  |--OWN_Rushes_A_001_20091218_02 ←Split 2 for Main Unit on ShootDay 001
    |--20091218_A_RIG
      |--_DOCS
        |    |--A002_20091218_A_001.pdf
        |    |--A003_20091218_A_001.pdf
      |--_SOUND
        |    |--Diva_Folders_from_CF etc
        |--A002_1518FU
        |--A003_1518XJ
```

OWN_Rushes_20091219

```
|--OWN_Rushes_A_002_20091219_01 ←Split 01for A=MainUnit, ShootDay 002
  |--20091219_A_RIG
    |--_DOCS
      |    |--A004_20091219_A_002.pdf
    |--_SOUND
      |    |--Diva_Folders_from_CF etc
      |--A004_1519DE
  |--OWN_Rushes_B_001_20091219_01 ←Split 01for B=2ndUnit, ShootDay 001
    |--20091219_W_RIG
      |--_DOCS
        |    |--W001_20091219_B_001.pdf
      |--_SOUND
        |    |--Diva_Folders_from_CF etc
        |--W001_1519TP
```

IDENTIFYING UNITS

It's generally a good idea to have some structure to unit naming on a large production.

Avoid some letters

ABCDEFGHIJKL MNOPQRSTUVWXYZ

There is no solid rule around what letters productions do and do not use – but almost everyone agrees on avoiding I J and O as they're the most often messed up. We prefer avoiding U and V also as they're often written poorly on slates and sheets, and many productions avoid F as it's too similar to an E.

Typical Unit identification on a Big feature

A	Main Unit	A_042_20100321	Main Unit, Shoot Day 042
B	Second Unit	B_023_20100321	Second Unit, Shoot Day 23
AZ	Main Unit (Splinter)	AZ042_20100321	Main Unit's Splinter, Shoot Day 42
K	Miniatures	K_003_20100321	Miniatures, Shoot Day 3
W	Aerials	W_002_20100321	Aerials, Shoot Day 2
Z	VFX Unit	Z_011_20100321	VFX Unit, Shoot Day 11
TD	Tests	TD002_20100321	Test Day 2 content (lens test)

Note that there may (and probably should) be different, incrementing, shoot days for each unit – regardless of the actual date of the shoot.

3 LETTER PROJECT CODES

We assign a three letter project code for all productions, it forms part of the identifier for archiving, VFX tracking, file management and backups.

- e.g. The project named “Ownzored” is coded as OWN

DATE FORMAT

The date format we use is: **YYYYMMDD**

Using this format and avoiding spaces will make your life a LOT easier!

- e.g. the 18th of December, 2009 would be 20091218

IMAGE SEQUENCE PADDING

We use 6 digit padding in all image sequence names (e.g. for VFX deliveries).

- e.g. OWN_023_132_v005.000023.dpx

AVOID ILLEGAL CHARACTERS ON YOUR LTO OR HARD DRIVE

All files that are moved to the production network for use need to follow standard UNIX naming conventions.

Data transfer is mainly done via command line at Park Road for efficiency and speed and there are also a number of scripts used on a regular basis, failure to follow the guidelines below will cause problems.

- **NO** spaces anywhere in the filename path. This includes, between words or numbers.

- **NO** dashes, slashes, hyphens or stars in the file names.

- Absolutely **no use of any of the following characters** in the file names:

! @ # \$ % ^ & * () = + ? “ : ; { } [] \ / | ~ ` ' < >

- The characters above are used in UNIX scripting languages and are problematic when used out of context.

ALEXA SUP 7+ STRUCTURE FOR ARRIRAW

OWN_Rushes_20091215

|--OWN_Rushes_TD001_20091215_01 ←TD Unit = Test Day (of any kind)

|--20091215_T_RIG

|--_DOCS_TD001_01

| | |--T001_20091215_TD001.pdf ←Camera Reports scanned

| | |--T002_20091215_TD001.pdf roll,date,shoot unit/day

|

|--_SOUND_TD001_01 < if external

| | |--Diva_Folders_from_CF etc

|

|--audio <internal alt loc

| | |--T001C021_091218_R2P0.wav etc

|

|-- T001_091218 ←The Camera Mags - per mag system used

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| | |-- T001C021_091218_R2P0 ←The Clip Flldr

| | | | |--2880x1620 etc opt. resolution

| | | | |--T001C021_091218_R2P0.0023645.ari

| | | | |--T001C021_091218_R2P0.0023646.ari

| | | | |--T001C021_091218_R2P0.0023647.ari

| | | | |--T001C021_091218_R2P0.0023648.ari

| | | | |--T001C021_091218_R2P0.0023649.ari etc

| | |

| | | | |--opt. wav if int. sound

| | | | |-- T001C021_091218_R2P0.wav

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| | |-- T001C022_091218_R2P0 ←Next Clip FLldr

| | | | |--2880x1620 opt. resolution

| | | | |--T001C022_091218_R2P0.0031986.ari

| | | | |--T001C022_091218_R2P0.0031986.ari

| | | | |--T001C022_091218_R2P0.0031986.ari

| | | | |--T001C022_091218_R2P0.0031986.ari

| | | | |--T001C022_091218_R2P0.0031986.ari etc

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