VFX Vendor Brief & Plate Checklist

Tick each item before you send a turnover to a VFX vendor. A complete package lets the vendor quote accurately, start without a round of questions, and deliver work that drops straight into your pipeline.

Project / show code: _____ Turnover date: _____ Prepared by: _____

PROJECT

- ☐ Project name and show code
- ☐ Main contact, email and time zone
- ☐ Who gives notes and who approves shots
- ☐ Overall deadline, with date and time zone (YYYY-MM-DD)
- ☐ Delivery waves or priority order, if any
- ☐ NDA signed by both parties
- ☐ Purchase order or award reference, if required

SHOTS

- ☐ Shot list (spreadsheet or tracking export)
- ☐ Shot names match plates, notes and deliveries
- ☐ Cut-in / cut-out frames for every shot
- ☐ Handle frames stated, and whether to work them
- ☐ Task per shot: roto, paint, keying, matchmove, rotomation, comp
- ☐ Written description of the work per shot
- ☐ What to leave untouched
- ☐ Shots likely to change in the cut flagged

PLATES

- ☐ Full-quality plates, not review proxies
- ☐ Resolution and any crop or resize stated
- ☐ File format and bit depth stated
- ☐ Colour space and transfer (camera log or scene-linear)
- ☐ Viewing LUT or display transform for review
- ☐ Sample frame with the viewing transform applied
- ☐ Project frame rate; off-speed shots flagged
- ☐ Frame numbering and padding consistent
- ☐ Clean plates included, where shot

REFERENCE

- ☐ Annotated frames showing what to isolate, remove or key
- ☐ Required edge quality (hair, motion blur, soft edges)
- ☐ Approved shot or reference frame for the target look
- ☐ Editorial QuickTime with burnt-in names and frames
- ☐ Temp comps or concept frames, if available
- ☐ Downstream use of the work explained

MATCHMOVE DATA

- ☐ Camera body and sensor size / recording format
- ☐ Lens type and focal length per take
- ☐ Zooms during the shot noted
- ☐ Focus distance and lens metadata, if recorded
- ☐ Lens distortion grids for each lens
- ☐ Camera reports
- ☐ Set measurements, survey or LiDAR data
- ☐ Set photography and tracking-marker positions
- ☐ For rotomation: actor photos, scans or rig

DELIVERY

- ☐ Delivery format and bit depth
- ☐ Delivery colour space (normally matches plates)
- ☐ Matte channels and layers required
- ☐ QC render or review format required
- ☐ Naming convention: show_seq_shot_task_version
- ☐ Folder structure for deliveries
- ☐ Per-shot or per-wave delivery dates, with time zone

SECURITY

- ☐ Secure, access-controlled transfer method agreed
- ☐ Login details sent separately from files
- ☐ Studio or distributor security requirements shared
- ☐ Rules for storage, retention and deletion agreed
- ☐ Access limited to people working on the project

REVIEW

- ☐ Notes reference version and frame numbers
- ☐ Annotated stills attached to visual notes
- ☐ Notes consolidated into one list before sending
- ☐ Fixes separated from new requests
- ☐ Revision rounds included in the quote agreed
- ☐ Approvals confirmed per shot and version
- ☐ Regular review call time agreed for both time zones

> **Tip:** on a new vendor relationship, send one complete shot first and check the delivery in your own pipeline — naming, colour space, channels — before sending the full turnover.

NOTES