

MercerMedia General Guidelines

Video:

Please let us know what time code format you are using (Drop Frame, Non Drop Frame) as well as the formats of all your source media, in advance.

The formats we can work with directly are as follows:

Video Tape:

Preferred: Beta SP*, miniDV (NTSC & PAL), DVCAM (NTSC & PAL)
Available: VHS (NTSC & PAL), 3/4" SP, Hi8, 1/2" open reel, 1" open reel (SONY and IVC)

Audio:

Preferred: DAT, Time Code DAT, Audio CD
Available: Audio Cassette, 1/4" open reel.

Computer data:

Preferred: external firewire drive, CDROM, DVDROM
Available: 1GB Jaz, 100MB zip, or standard SCSI drives (Mac formatted).

* for ProTools editing and mixing to picture, please bring a Beta SP work tape (final locked submaster), with reference audio mix, if possible.

Non-Linear Editing:

If you are working on a NLE system (Avid, Media100, Final Cut Pro, etc...) please take care when digitizing your audio. With any luck this is the sound with which we will be editing and mixing. Set audio levels so that no overloading occurs, and be sure to disable any EQ if the audio is being routed through a mixer.

Sampling Rates:

For digital audio sources you need to know at what sampling rates your material is recorded. Audio CD's are recorded at 44.1khz, professional digital video is recorded at 48khz. Other digital audio formats usually let you select the sampling rate at which you will record/digitize. If you plan on creating a professional digital video master (D1, D2, DigiBeta etc...) you should work with audio sources recorded at 48khz whenever possible.

EDL's:

It can be very helpful to have a copy of your project's Edit Decision List. This is a useful reference, especially if we find we need to re-digitize any source materials. Please export EDLs in a CMX-3600 format Mac text file, and also make a paper copy.

Voice over recording:

Please have a copy of the Voice-over script available for the engineer to use as reference during the session. If the recording is being matched to picture we generally recommend that you determine the timings of the video in advance of the session.

Delivery Formats:

Please let us know in advance what formats the project needs to be output to. That way we can format and pre-stripe tapes before your session. If there are any special formatting requirements for distribution please let us know well in advance.

Cancellation Policy:

All sessions need to be canceled with 48 hours notice or there will be a charge of 50% of the original session fee.