

# Image Delivery Specs

Hello!

We are really looking forward to seeing your stills for this production.

When you have completed all of your photography days, we just need a copy of your stills in their RAW format, please.

## RAW files:

Please deliver your RAW files either in a TIFF or DNG format so that any edits you may wish to do are contained in the image file itself. We will then export the JPGS from these for you. It is these JPGS that will be viewed by cast so please ensure that any editing you wish to include is contained within the RAW files.

## Folder Structures:

Please ensure your folder system on the drive you send us is one level deep and is as follows:

>Production Name Stills

>ShootingDate1\_Day1\_RAW

>ShootingDate2\_Day4\_RAW

>ShootingDate3\_Day5\_RAW

**Never use periods (.) in your folder names – it can corrupt the filepath.**

## Filenaming:

Please ensure your file naming follows this protocol:

*ProductionName/Abbreviation\_Episode(if TV)\_YYYYMMDD\_PhographersInitials\_4DigitSequenceNumber*

Eg: HarryPotter\_20210101\_AB\_0001

Eg: Season 1 Episode 1 of The Walking Dead would be: TWD\_101\_20220101\_AB\_0001

1. Start each day's image count at 1.
2. **Do not include periods (.) in any part of your filename other than the format extension eg .JPG .DNG etc. Doing so risks corrupting your images.**

Renaming images this way takes seconds. [Follow this guide from Step 4](#) if you are unsure how to automatically rename your images this way using Adobe Bridge (free software). We also recommend [Bulk Rename Utility](#) (also free) for a lighter app that allows for more complex renaming.

**ONCE AGAIN: NEVER INCLUDE PERIODS (.) IN YOUR FOLDER OR FILE NAMES. THIS CAN CAUSE THEM TO CORRUPT.**

## Delivery:

When you are near the end of your time on this production, we will send you a secure drive with a pre-paid return parcel.

Please copy your images to this drive (retain your own copy as back up – DO NOT SEND US THE ONLY SET OF IMAGES) and send to us via the address on the returns parcel.

Thank you, and we really look forward to seeing your work!

Many thanks,

The Image Approvals Team!