

An approach to editing workflow and checklist

		NOTES
<p>Sound</p> <p>Listening to the sound with your eyes closed will enable you to focus on it.</p>	<p>Is there anything distracting? Clicks? Rustle of pages? Clipped words?</p> <p>Is the sound balanced? Can you hear the words? Is the music too loud?</p> <p>Is any ambient sound consistent throughout?</p>	
<p>Visuals</p> <p>Concentrate on the visuals, with the sound off.</p>	<p>Look around the edges of the screen to see if anything is distracting.</p> <p>Are there any unsteady visuals that need to be removed (unless deliberately filming in that way)?</p> <p>Do the lines of movement flow in the right direction?</p> <p>Does anything ‘jar’ in places you don’t want it to?</p> <p>Does the camera movement work?</p> <p>Is the zooming smooth?</p> <p>Is the panning smooth?</p> <p>Is there too much movement – pans, zooms, transitions?</p>	
<p>Voice and text editing – concentrate on the text of the poem</p>	<p>Are any words redundant because they are obvious from the imagery?</p> <p>If the poem is quite dense should the visuals be redacted? Or vice versa?</p> <p>Is the pacing of the voice, right?</p> <p>Are there any gaps that should be reduced?</p>	
<p>Transitions</p> <p>Review each transition separately.</p>	<p>Do they lead seamlessly from one clip to the next?</p> <p>Do any cross dissolves take up footage that you didn’t want to use?</p> <p>Do they match compositions within the frame?</p> <p>Do they serve the film?</p> <p>Are there too many different types of transition?</p> <p>Is it the right transition at the right time?</p> <p>Is any camera movement clashing with a transition?</p> <p>With the sound on – do any of the transitions clash with the sound? (Sometimes the viewer can miss a word at this point.)</p>	
<p>Words on screen</p> <p>Concentrate on any words on the screen, again, with the sound off.</p>	<p>Check spellings!</p> <p>Are the lines paced right?</p> <p>Are the words on the screen for long enough?</p> <p>Are any textual edits needed?</p> <p>Do you need the <i>ands</i> and <i>full stops</i>?</p>	
<p>Overall</p> <p>Now look at the whole film again.</p>	<p>Does it all work together?</p> <p>Would you do anything differently?</p>	