

Captioning Checklist

1. Datasat Digital Serial Number	<ul style="list-style-type: none"> ❑ Producer/ Post Production Manager email Datasat Digital postproduction@datasatdigital.com ❑ cc Optical Facility Captioning Agency SA Project Manager
2. Optical Facility	<ul style="list-style-type: none"> ❑ Optical sound negative is produced with Datasat Digital timecode track.
3. Captioning Agency	<ul style="list-style-type: none"> ❑ Guide Image required by caption agency can be produced at deliverable stage. ❑ Check the specifications on the information sheet. ❑ Caption file created by agency ❑ Agency to send file to Datasat Digital for encoding. ❑ Agency to notify: <ul style="list-style-type: none"> - Producer/ Post Production Manager - Optical Sound Facility
4. Datasat Digital Encoding	<ul style="list-style-type: none"> ❑ Datasat Digital encode files ❑ Datasat Digital send encoded files to Optical Sound Facility for Quality Control Check. ❑ Datasat Digital to notify: <ul style="list-style-type: none"> - Producer/ Post Production Manager - Caption House
5. QC Check	<ul style="list-style-type: none"> ❑ Producer/Post Production Manager to request creation of master disc by Optical Sound Facility ❑ Producer/Post production Manager to arrange QC at an equipped facility ❑ Once approved, Producer/Post Production Manager informs Datasat Digital for further replication. ❑ Once approved, Producer/Post Production Manager to notify: <ul style="list-style-type: none"> - Caption House - Distributor - Screen Australia
6. Datasat Digital Replication	<ul style="list-style-type: none"> ❑ Datasat Digital to replicate approved captions and send multiple copies to nominated party to distribute for cinema release.
DVD RELEASE	<p>Once caption agency creates the captions for DVD then the caption file is sent to the DVD authoring house for inclusion on the release DVD.</p>