

VIDEO EDITING

MASTER

CHECKLIST

1

PREPARE & SET UP

- ☐ Transfer all video and audio files to your computer
- ☐ Collect any additional B-roll, images, music or stock footage
- ☐ Create a clearly named folder for the project
- ☐ Organise footage and resources into project folder
- ☐ Create a new project in your chosen editing software
- ☐ Set the correct resolution and frame rate
- ☐ Save the project to the correct project folder
- ☐ Create the required video and audio tracks
- ☐ Import all footage, audio and other media

2

BUILD - VIDEO & SOUND

- ☐ Add the main footage to the timeline
- ☐ Remove mistakes, pauses and unwanted sections
- ☐ Cut, trim and rearrange clips
- ☐ Add B-roll or supporting visuals
- ☐ Check that the video has a clear beginning, middle and end
- ☐ Adjust the pacing to keep the video moving
- ☐ Remove or reduce unwanted background noise
- ☐ Balance the volume between clips
- ☐ Make speech clear and consistent
- ☐ Add music or sound effects where appropriate
- ☐ Lower music beneath speech
- ☐ Add fades to avoid abrupt audio changes
- ☐ Check the sound using headphones and speakers

3

POLISH & COMPLETE

- ☐ Add titles, captions and text
- ☐ Add transitions
- ☐ Apply filters and visual effects
- ☐ Add overlays, graphics and branding
- ☐ Correct brightness, contrast and colour
- ☐ Check fonts, colours and graphics
- ☐ Watch the full video checking content
- ☐ Make the final adjustments
- ☐ Confirm the required resolution, format and quality settings
- ☐ Export a draft version
- ☐ Watch the exported file in full
- ☐ Upload draft and send for the client for review
- ☐ Apply any requested changes
- ☐ Export the final approved version
- ☐ Save the final version in the project folder
- ☐ Back up the project files and final exports
- ☐ Archive or remove unnecessary temporary files