

Autoclave

Motion Picture Services

File & Folder Naming Guidelines | Updated 22/2/2024

This file naming policy is designed to establish a consistent and organised approach to naming files and folders within Autoclave's Film & TV production and post-production environments.

It applies to all Autoclave personnel and contractors and is in accordance with standard industry practices as well as streaming provider requirements.

Adherence to this file naming policy ensures uniformity and consistency in file organization and retrieval, making it easier for all to manage and access files throughout the production and post-production process.

Principles

- Files and folders must be named descriptively and informatively to facilitate easy identification and retrieval.
- Filenames should be concise and avoid excessive length.
- Use only alphanumeric characters, underscores and hyphens, avoiding special characters and spaces.
- Avoid using abbreviations or acronyms that are not commonly understood.
- A file or folder, taken out of its hierarchical structure, should be able to be identified as unique.

Folder Naming

- Folders should be named in a descriptive and logical manner.
- Use a consistent folder structure that reflects the project hierarchy.

Examples

- ProductionName(Season)/MEDIA/(Episode or Location/)OCF/PN-DAY01_YMMDD/(CAMERA/)CARD-ID/(Media Structure)
- ProductionName(Season)/MEDIA/(Episode or Location/)PROXIES/PN-DAY01_YMMDD/(CAMERA/)CARD-ID/(Media)
- ProductionName(Season)/MEDIA/(Episode or Location/)DAILIES/PN-DAY01_YMMDD/(Scene/)(Media/)
- ProductionName(Season)/MEDIA/(Episode or Location/)SOUND/PN-DAY01_YMMDD/(CAMERA/)CARD-ID/(Media)
- ProductionName(Season)/(Episode/)OFFLINE/GFX/
- ProductionName(Season)/(Episode/)ONLINE/GFX/(DISCARDED/)
- ProductionName(Season)/(Episode/)MASTER/(Aspect Ratios)/

File Naming

Suggested format:

```
(SxxExx_) Project_SequenceName_ (ShotName_) vX_YYYY-MM-DD_Description.ext
```

- File names for episodic content must include the episode identifier (e.g. "S01E01" for Season 1, Episode 1) at the beginning of the file name.
- The date in the format of YYYY-MM-DD should be used whenever possible.
- HH-MM-SS should be included only when necessary to differentiate files or folders of the same name.
- All files must include a unique identifier, such as a version number, to ensure proper identification and tracking.
- The description should be clear and concise, indicating the content or purpose of the file version if not otherwise clear.

Version Control

- All files must include a version number or revision date to facilitate version control.
- The version number should be indicated by the letter "v" followed by a number, e.g. v1, v2, v3, etc.
- The revision date should be included in the file name in the format of YYYY-MM-DD, indicating the date when the file was last modified or revised.
- Whenever a file is modified, the version number and/or revision date must be updated accordingly.

In situations where multiple individuals will be making revisions to a file version independently, they should additionally include their initials after the description and further version their own work until the forks can be merged into a new major version:

```
(SxxExx_) Project_SequenceName_ (ShotName_) vX_YYYY-MM-DD_Description_AA_vX.ext
```

Examples

- CommercialTVC_30sEdit_Shot010_v2_2023-04-01_RevisedTitles.mov
- CommercialTVC_30sEdit_Shot010_v2_2023-04-01_16-59-04_RevisedTitles.mov (a second export of the above revised titles, not yet warranting a new version as work is ongoing)
- CommercialTVC_RoughCut_v4_2023-04-02_NewMedia.xml
- FeatureFilm_Dailies_Seq01_v1_2023-04-02.mov
- FeatureFilm_AssemblyEdit_v13_Seq01_v1_2023-04-02.mov