

Project File Structure

As an editor, we will ask you to periodically upload your project to our team storage so that, in case you become inactive for an extended period with the project unfinished, another editor can complete the video. As such, you should keep all files related to the project in a single folder. Video clips, images, audio, everything used in the video editing project should be in a single folder per project.

We will now be following this industry standard with regard to folder organization:

- 01 RAW FILES
- 02 PROJECT FILES
- 03 ASSETS
- 04 EXPORTS

The video editing project folder **MUST** contain these four folders in particular. Each folder can also contain sub-folders for further organization.

Raw Files

This folder will contain either the unsubbed clips or the hardsubbed clips, or both.

Project Files

This folder will only contain project files for both video editing and motion graphics. For example, your `.prproj` Premiere project files and `.aep` After Effects files live in this folder. Should you pursue motion graphics for a project, it is recommended to place them in a GFX sub-folder within the `02-PROJECT-FILES` folder.

Assets

This folder will contain any additional files required for the project; images, music, sound effects, meme videos, etc. Due to the variety of possible media in this folder, it is recommended to split the content here into sub-folders. For example, the `03-ASSETS` folder would be divided into these sub-folders:

- BGM
- SFX
- MEMES
- ILLUSTRATIONS

Dividing into sub-folders can greatly help and the format for this is up to your discretion.

Exports

This folder will contain only exported files from your project files. It is recommended to use version numbers when naming your exports so that QC is aware of which export is which when referring to it in QC docs.

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