

Naming Conventions for local programming

WHUT video editing

1. Local programming studio recording
PROD_whatever_show_or_project_and_maybe_episode_number
2. Local programming field recording There isn't one for WHUT
3. Local programming ProTrack final
 - a. NOLA_season-and-episode_package-type_NOCC
 - b. NOLA_season-and-episode_package-type_CC
 - c. For more naming conventions for the final version of local programming, please refer to Broadcast and Engineering.

Current workflow:

Editors can distinguish which files come from the studios because it has PROD in the beginning. There aren't any for field recordings, but they have their own way of naming and organizing files, which is fine since they can find their assets if the final product can be done in a standardized manner.

Recommendations:

The following is a possible naming conventions for the files and projects for local programming that will air at WHUT.

To maintain consistency with the production workflow and video collaboration, WHUT requires controlled vocabulary for certain . Developing vocabulary for generation of digital is essential to setting a groundwork for accurate identification and cataloging.

The point of the following controlled vocabulary example is to allow creation and easy modification of these terms. Here are some other resources that production and media companies use:

Open Metadata Registry: metadataregistry.org/concept/list/vocabulary_id/147.html

BAVC preservation glossary: www.bavc.org/preservation/resources/preservation-glossary

Example: date_project_location_event_type-version.extension-file			
Naming convention	Example	Description	Staff responsibility
[record] date	20170504	Year-month-date Full year-double digit-double digit No spaces The date when the footage was recorded on	Editor
Project	RNSH ARTICO	NOLA code Project title The official NOLA or project title that will be on documentation (like budget or legal work)	Administration (producer and/or manager)
Location	NMAAHC Hirshhorn	The proper spelling and title of the geographic location	Administration
Event	broil interview	The type of event will come from a controlled vocabulary list that WHUT staff has created. Below are some recommendations	Editor (but agreed amongst WHUT staff)
Type	source edit	The type refers to which step in the production workflow the digital asset is in	Editor
Version	001	The number/version of the project sequence. There can be multiple revisions and edits	Editor

- Do not use periods, colons, commas, apostrophes or other illegal characters.
Only underscores _ or dashes -
- WHUT staff needs to communicate changes and problems to the team. If administration changes a working title, some sort of documentation like a one-sheet or clear email needs to be circulated.

Controlled vocabulary	
Event: the type of recording	
brill	Supplemental footage
studio	Recordings in WHUT studios such as studio C and D
interview	One-to-one discussion with questions
performance	Can be broken down to what kind of performance such as dance, concert, festival, but some form of entertainment
panel	One-to-many or Panel-to-audience discussion
workshop	Group of people engaged in discussion and activity on a particular subject or project (ie. education/outreach events)

Type: refers to which step in the production workflow the digital asset is in. NOTE: It was commented by editors that there should be an indicator for which camera	
a-cam	This will mostly be used with studio
b-cam	This will mostly be used with studio
source	This is raw footage
edit	This is the edit or draft
final	This is to help keep track which digital asset is the final product for broadcast. ProTrack and MassTech has at least two different final products: (1) Video segment with closed captioning; (2) Video segment without closed captioning

At times, media and production companies would use take and then break down into shot types (close-up, extreme close-up, crowd, cutaway, etc.) I don't know if that would be necessary or wanted in this type of workflow. Such keywords could be added as metadata. Another vocabulary list and images can be created – if not for the workflow, it can be used as a teaching aide for students.