

precomposed

authoring & packaging solutions

Project Submittal Guide

Please use the following guide to verify you have included all the necessary files in order for us to author your project. Precomposed will not be responsible for any additional costs associated with the submittal of incomplete or incorrect content. Please refer [here](#) for a list of Frequently Asked Questions.

Quick Submittal Checklist

- Completed Project_Info_Form.pdf
- All video/audio files that will be used in your project
- All videos or still images to be used in the motion menu Drop Zones (usually a single 50 second clip)
- Music to be used throughout the menus (unless we have a premade song on file for your company)
- Still images to be used with the Cover & Label template (if we will be creating these for your project)
- Cover and Label artwork (if you will be designing the cover and label yourself)

Methods for Submitting Content

Assets can be submitted by mail and/or uploaded to our FTP server. For many projects, the main video files will be too large to upload in a reasonable amount of time, and should be mailed on a portable drive.

Mailing Information

Precomposed Media LLC
12792 Valley View St, Ste 205
Garden Grove, CA 92845

It is best to mail drives that do not require power, as this will reduce the cost of shipping, and is easier for us to use. We can also use bare internal SATA drives (typically used in docking stations).

FTP Information

host: ftp.precomposed.com
port: 21
username: guest@precomposed.com
password: precomposed

If you will be uploading assets to our FTP server, please use an FTP Client program. We highly recommend the free, open source, and cross-platform ftp client, "FileZilla", which can be downloaded from <http://filezilla-project.org/>. Please upload all assets into a new folder with your company name and notify us. Once we have received your files, uploads will be deleted.

Recommended Formats/Codecs

- Apple Pro Res 422, Apple Pro Res 422 (LT) – (.mov) **required for Apple Final Cut users*
- MPEG2 @ 100 mbps CBR – (.m2v) + (.wav)/(.aiff) **recommended for Adobe Premiere users*
- Lagarith Lossless Codec (free) – (.avi) **recommended for Sony Vegas users*
- Matrox MPEG2 I-frame @ 100 mbps – (.avi) **if you own the matrox codec*
- Cineform Codec – (.avi)/(.mov) **if you own the cineform codec*
- Quicktime Animation Codec – (.mov)

All videos should be exported in their native resolution, framerate, and fields (upper, lower, or progressive). Please do not change any of these settings from your project's settings, which should be the same as your source footage. If your footage was shot in 24 fps progressive, you should be exporting in 24 fps progressive. Please let us know if you need additional assistance with exporting the correct file type out of your NLE.

Music Preparation

Music can be submitted in one of two ways:

1. You can submit an entire song, which will then be edited down at our discretion to fit the menu and transition segments. You can submit multiple songs for different menus, and label it accordingly (e.g., main_menu.mp3). If you would like it prepared a specific way, please refer to option 2.
2. You can submit pre-edited music segments for each part of the menu. Here are the durations for the following segments:
 - a. Main Menu – 1:00
 - b. Scene Selection Menu – 0:40
 - c. Special Features Menu – 0:40
 - d. Transition Main Menu to Video – 0:05

It is important to remember that the first 10 seconds of each menu is part of a transition, and that the actual looping menu will start AFTER 10 seconds. The first 10 seconds of the audio segment should consist of a building-up beat or intro to the song (most songs have this), with the actual part of the song that you want to loop starting at the 10 second mark, which is the same time your drop zone video will begin. If you find this to be too complicated, you are welcome to use option 1.

You also have the option of using the music from our online sample, or from any of your previous projects.