

Standard Operating Procedure: *Upload Instructions for CP's*

1) Open the upload link

1. Open the Google Drive link we sent you in the “Upload Instructions” email.

Hi,

Hope you are doing well. **PLEASE READ THE ENTIRE EMAIL FIRST** and follow the instructions below for uploading footage to our Beige Content platforms:

Open the link, and **upload the content!** PLEASE remember **it is YOUR RESPONSIBILITY** to **double-check the number of files uploaded** to ensure **they match** the ones in your SD Card or Folder so that EVERYTHING that you have shot gets uploaded in our folder and we don't miss anything.

Here's the link for uploading the **CLIENT'S** content: ([add link](#))

Please **do not upload any zipped files**.

Important information:

- **Do NOT delete** anything from your end until you've taken and shared the screenshot of your local folder showing the total number of files.
- You **will be able** to upload all files without taking up any of your storage space.
- It is **mandatory** to send a **screenshot of your folder** that showcases the **total amount of files** you have on your end, so we can **corroborate with our drive**.

For more information, here's the Standard Operating Procedure (SOP) on **how to take and upload the screenshot**: <https://docs.google.com/document/d/129R8L8yjGIUuTKAyEPRsB-5ECiVS2lr/edit?usp=sharing&ouid=105638273351645478612&npof=true&sd=true>

If you're having trouble logging in to our account, please give us a call to the **post-production line at (415) 275-1092**. Our working hours are from **9am** to **6pm** CT, Monday through Friday.

Best regards,

Beige Post-Production Team

2. If you cannot access it, call Post-Production at (415) 275-1092 (Mon–Fri, 9am–6pm CT).

2) Locate the folders

1. Inside the main project folder you will find:
 - a. Raw Footage and/or Raw Photos
 - b. Screenshots



RAW FOOTAGE



RAW PHOTOS



SCREENSHOT

2. If there are multiple shooting days, please create (or place content into) subfolders per day inside Raw Footage/Raw Photos.

- a. Example:

- Raw Footage → Day 1
- Raw Footage → Day 2
- Raw Photos → Day 1
- Raw Photos → Day 2



3) Upload the files to the correct folders

- b. Video files → place in Raw Footage (or in Day subfolders).
- c. Photo files → place in Raw Photos (or in Day subfolders).
- d. Proof screenshot → place in Screenshots.
- e. Rules:
 - i. Do not upload ZIP/RAR or compressed archives.
 - ii. Keep original filenames (do not rename).
 - iii. Upload in batches if your connection is unstable.
 - iv. **Screenshots are a MUST.** If you are unsure how to take or upload them, please **refer to the Screenshot Upload Instructions provided.**

4) Deadline

1. All content must be uploaded and complete within 48 hours (2 days) after the event.

5) File count verification (your responsibility)

1. You must ensure no files are missing:
 - a. Count your local files (per card/camera/day).
 - b. Compare the count with what appears on Drive.
 - c. Take a screenshot of your local folder showing the total file count.
 - d. Upload this screenshot to the Screenshots folder.
 - e. Do not delete your local copy until we confirm everything matches.

6) Prohibited formats

1. The following are not accepted for delivery (unless specifically requested by Post):

- BRAW (Blackmagic RAW)
- RED R3D (RED RAW)
- ARRIRAW
- ProRes 4444 XQ
- CinemaDNG
- DNxHR 444
- AVI Uncompressed
- QuickTime Animation
- JPG (as a photo deliverable – exception: proof screenshot is allowed in JPG/PNG)

7) Accepted formats

- Video: MOV/MP4 (H.264/H.265), ProRes 422/422 LT/422 HQ, DNxHD/DNxHR 422.
- Audio: WAV/BWF (48 kHz, 24-bit).
- Photos: Camera RAW (CR3, NEF, ARW, DNG).

8) Quality & integrity checks (before uploading)

1. Spot-check that files open and play (no corruption).
2. Ensure you are uploading the camera originals (not proxies, unless requested).
3. Maintain card structure when possible (DCIM/PRIVATE/etc.) to preserve timecode and metadata.

9) Optional but highly recommended: Editing Notes

- Whenever possible, please include a simple Editing Notes document to help the post-production team understand the footage.
- Format suggestion:
 - Title: Editing Notes – [Date]
 - Columns: Clip – Description – Notes (Camera/Audio/Context)
- Example (shortened):

C9379.MP4	Groom prep
C9380.MP4 Thru C9396.MP4	Bride prep – Rings (Use shots that show the perfume)
C9396.MP4	Exterior of Hotel for Bride prep
C9397.MP4	Venue sign
C9398.MP4	Venue exterior
C9401.MP4	Groom prep at venue
C9405.MP4 Thru	Ceremony Audio” - Ch 1 – Grooms mic - Ch 2 – direct feed from DJ
C0002.MP4	Medium shot of the Gazebo – Audio , Camera Mic - Unfortunately Only runs up to the vows
GH019687.MP4	Ex wide – Ceremony – Part I
GH029687.MP4	Ex wide – Ceremony – Part II
GH039687.MP4	Ex wide – Ceremony – Part III
GH049687.MP4	Ex wide – Ceremony – Part IV

10) Final confirmation

Once uploaded, send a **text message** (not email) confirming:

- Total number of files uploaded (per Raw Footage/Raw Photos/day).
- That counts match your local copy.
- Any issues or missing files.
- Example:
Hi! The upload process is completed.
 - Raw Footage: 152 files (Day 1), 97 files (Day 2)
 - Raw Photos: 320 files (Day 1)
 Counts match my local copy and the screenshots (152, 97, 320).
 No issues, all files uploaded.

11) Support

- Access/login issues or urgent questions: (415) 275-1092 (Mon–Fri, 9am–6pm CT).
- Outside those hours, reply to the email thread and we’ll assist ASAP.