

Free DIT Media Handover Template

CINEVIEW COMMUNITY RESOURCES · ORIGINAL EDITABLE TEMPLATE

Record media identifiers, copies and handover details.

Project: _____ Date: _____ Version / owner: _____

Card and reel reference

Source and destination

Card / reel / source	Copy destinations	Checksum / verification / handover

Details, checks and handover

Verification method and result

Handover and outstanding issues

Action / open question	Owner	Due / completed

How to use this template

Use a documented verification process and the production's backup policy. A copy operation is not the same as checksum verification. Obtain explicit authorisation before any media is erased.

Complete project identifiers first. Duplicate log rows or pages as needed, keep a dated version and share the current copy with the relevant team. These documents are optional to share with Cineview; tell the studio your space, dates and equipment requirements.

Use and limits

Free to adapt for your production. Keep the website credit when sharing the unchanged template. Educational planning aid, not legal, financial or safety advice. Check facts and permissions for your project, protect personal information and obtain competent professional input where needed.