

# Free Post-Production Delivery Checklist Template

CINEVIEW COMMUNITY RESOURCES · ORIGINAL EDITABLE TEMPLATE

Check deliverables, versions, approvals and archive handover.

Project: \_\_\_\_\_ Date: \_\_\_\_\_ Version / owner: \_\_\_\_\_

**Deliverable and version**

\_\_\_\_\_

\_\_\_\_\_

**Picture, sound and caption checks**

\_\_\_\_\_

\_\_\_\_\_

| File / version | Checks / approval | Delivery / archive |
|----------------|-------------------|--------------------|
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# Details, checks and handover

## Approval status

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## Delivery and archive record

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| Action / open question | Owner | Due / completed |
|------------------------|-------|-----------------|
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## How to use this template

Confirm technical specifications and approved versions with the recipient. Review exported files, not just the timeline, and document what was delivered.

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.