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REEL BREAK DOWN INFORMATION

1. Make sure you always start your show at hour 01:00:00:00
2. Split the show into sections no longer than 21 minutes but as close to this length as possible.
3. Make sure you split your reels on a cut between images with strong visual contrast (i.e. interior to exterior, day to night).
4. If you must make your split within the same environment, choose wide to tight or vice verse.
5. Never make your split at the end or beginning of a fade or in black even if audio is running underneath.
6. Never make your split where audio/music overlaps into the next scene. Try to keep dialogue at least a second away from either side of the break.
7. At the beginning of each split, you need to include a 2 POP (one frame of bars and tone works fine) two seconds before the first frame of video. If the show starts with audio in the black before video, the pop need to happen 2 seconds before first audio).
8. At the end of each split there needs be a TAIL POP, two seconds after the last video frame, but with audio continuing to the tail pop. This creates an "Audio pull-up) which is critical to ensure smooth transition between reels.
9. Always include a detailed breakdown log sheet which includes the following:
  - IN/OUT time-code for the start of each scene and end of each scene,
  - IN/OUT scene description for the start and end of each scene.
10. It is not necessary to create separate master tapes for each reel; you may include as much footage/audio on the same tape by doing the following:

EXAMPLE

	RECORD TC	SOURCE TC
Head Pop 2 seconds before show start	00:59:58:00	00:59:58:00
Show starts at	01:00:00:00	01:00:00:00
Last VIDEO Frame of split point	01:20:49:20	01:20:49:20
AUDIO trails to Tail pop at	01:20:51:20	01:20:51:20
Head pop for next split	01:20:53:00	
First VIDEO frame	01:20:55:00	01:20:49:21