



Post Production Handbook

FALL 2026

As of September 2026

www.postlmu.com

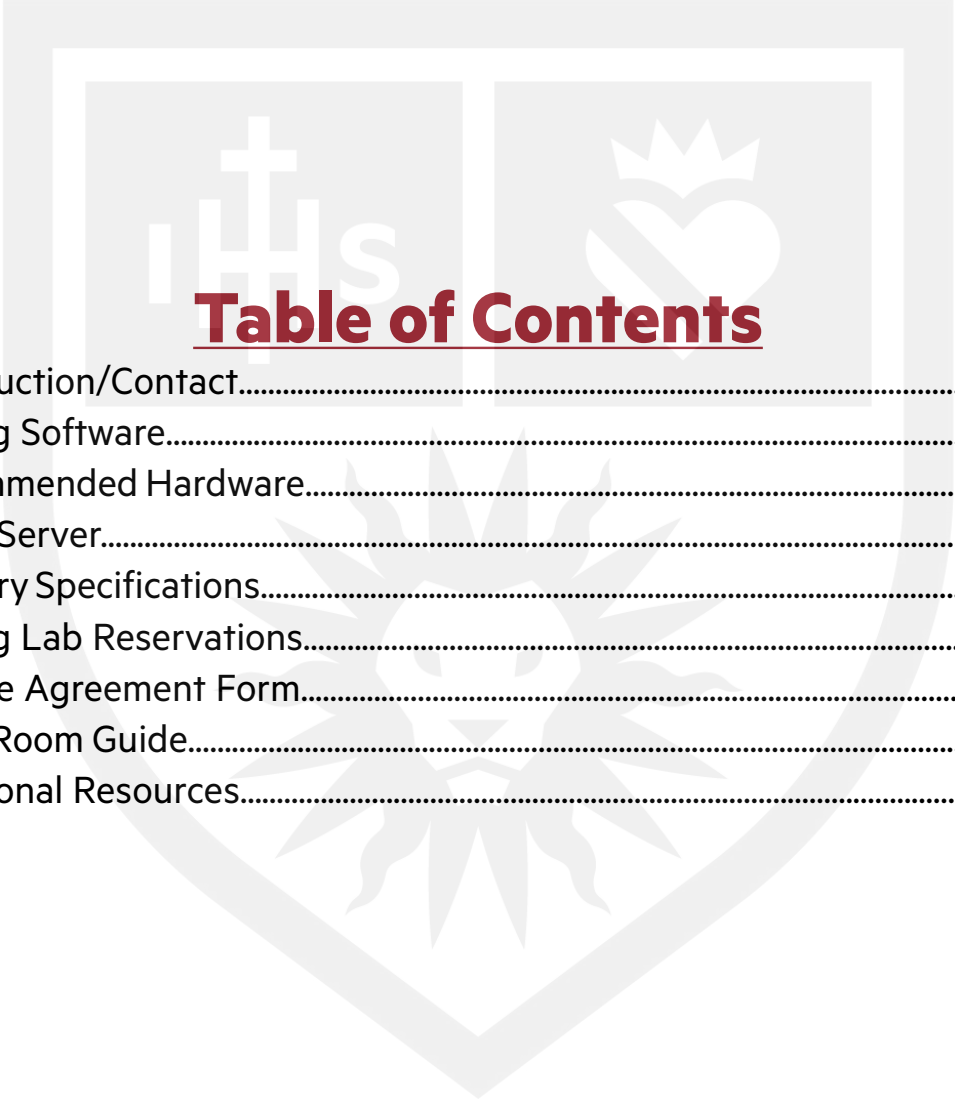


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Fall 2026

Here for all of your Post-Production needs.

The Post Production Office offers a wide variety of support for our Production and WPTV programs. If you have questions or need assistance with DIT, Editing, Coloring, Sound Mixing, Finishing, Digital DCP Authoring, or anything related to Post Production, reach out to us at PostTech@lmu.edu.

Student Leadership Team



Yu Che Shen (Jerry) - Graduate Assistant



Fia Franz-Knight - Undergraduate Office Manager

Recommended Software

Editing Software

Avid Media Composer - 2025.12.2

LMU is an Avid Learning Partner® (ALP) and Avid Media Composer is the primary editing application used in editing classes. Avid is one of the most used NLE (Non-Linear Editors) in the entertainment industry.

In order to install Media Composer on your personal computer, you must first verify your computer specifications qualify. - [WINDOWS](#) - [MAC](#)

[Installer Link](#) - [Student Discounts](#)

Adobe Premiere Pro 2026

Installed in edit labs and suites. Login with your student Adobe subscription.

[Adobe CC For Students Instructions](#)

[Student Discounts](#)

DaVinci Resolve - 21.0.2

[Installer Link](#)

**Studio version installed in edit suites*

Additional Software

Avid Pro Tools - 2026.4.1

LMU is an Avid Learning Partner®, so Pro Tools is SFTV's sound editing software, and the most wide-ly used sound mixing software in the industry.

[Installer Link](#) - [Student Discount](#)

Adobe Photoshop, Illustrator, After Effects, and Media Encoder

All of these creative cloud titles are useful in film-making. Available as part of your student Adobe subscription.

Final Draft

Final Draft is the industry's leading screenwriting software. Final Draft is accessible in COM 204, 205, and 106. If you would like your own copy of Final Draft please visit this [link](#).

Movie Magic Budgeting and Scheduling

For narrative films, Physical Production requires submission of both Budgets and Schedules using this format. For assistance please contact the Student Production Office staff. Movie Magic is available in labs. If you want your own copy please visit this [link](#).



Recommended Hardware

Post Production Hardware

We suggest buying at least one 4TB Hard Drive, and one SSD (Solid State Drive). We recommend purchasing a G-Drive for the HD, and Samsung for the SSD. Below you will find the guide we created to assist you in purchasing and formatting your Drives.

LMU School of Film and Television is almost entirely Mac-based, and as such, we only suggest drives compatible with Mac systems, and ONLY formatting hard drives as APFS or HFS+ (Mac OS Extended).

Recommended Models:

Externally-powered hard drives with at least 7200 RPM, or Samsung T7 SSD.

Connections Needed: USB-C (3.1) with provided adaptors. We do not provide adaptors for students or faculty, you must bring your own. Most are provided with the devices.

About SSDs:

Solid-state drives are wonderful options for long-term stability and higher read/write speeds. If you need more than 4TB of space, you should use using “spinning” drive.

APFS or HFS+

APFS (Apple Proprietary File System) is the latest file system by Apple. It has been optimized for solid-state drives, but also works well with older spinning drives, as long as the computer is running High Sierra or later. It runs significantly faster than HFS+ (commonly seen in the menu as Mac OS Extended Journaled).

We still recommend to format your drives as Mac OS Extended Journaled for maximum compatibility. **DO NOT** choose any type of encryption for your drive!

Why Can't I Format as exFAT?

ExFAT was supposed to be the format that would allow people who use both Mac and PC to move hard drives back and forth with ease, but unfortunately, it is fraught with problems. Once Apple moved to APFS for its Operating Systems, exFAT developed errors where, over time, users' permissions for the drives would corrupt. For students, this means that at some point they would be locked out of their hard drives.

After a good amount of testing, we have found no current workaround that guarantees an exFAT formatted drive will maintain its permissions on a Mac computer. For that reason, we recommend ALL HARD DRIVES TO BE USED FOR EDITING BE FORMATTED APFS OR HFS.

If you need to open a Mac formatted hard drive on a PC, we recommend using [Mac Drive](#). It is well worth the minimal cost.

Tips:

- Do NOT edit on drives that do not have a separate power supply. If your drive only uses one USB cable for both power and data, it is going to fail much more quickly. First, power and data are moving through the same port, forcing the drive to work hard, work hotter, and the drive is 5400 RPM, meaning it has to work even hotter to maintain proper data rates. These are great for storage and transferring files, but NOT EDITING.*
- Drive should be 3.5", 7200RPM or higher.*
- Do not buy any drives that include hardware encryption. If the drive goes down, you may not be able to recover encrypted data.
- Do not buy any drives with "eco-friendly" options. This means the drive spins down constantly, which will cause it to wear out faster.*
- Buy the size you need. You generally don't need hard drives bigger than 4TB. Invest in 1 or more back-up drives.

**= only applicable to non-solid state drives (SSDs)*

Student Discounts for Western Digital Products

Computers

- At least 16 GB of RAM "32 GB recommended"
- At least 1 TB of storage capacity
- Apple M2 Pro, M2 Max, or M2 Ultra minimum is recommended.
- A GPU (Graphics Card) with at least 4GB of dedicated memory

Apple typically offers student discounts and promotions in summertime. In addition, Apple and many other websites sell certified, refurbished computers, which are often an excellent deal compared to buying new.

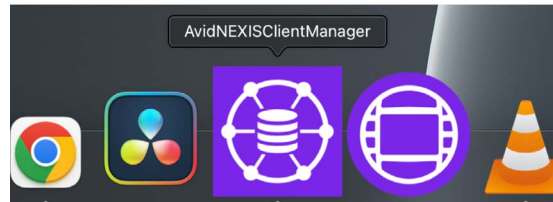
Student Discounts for Apple Computers



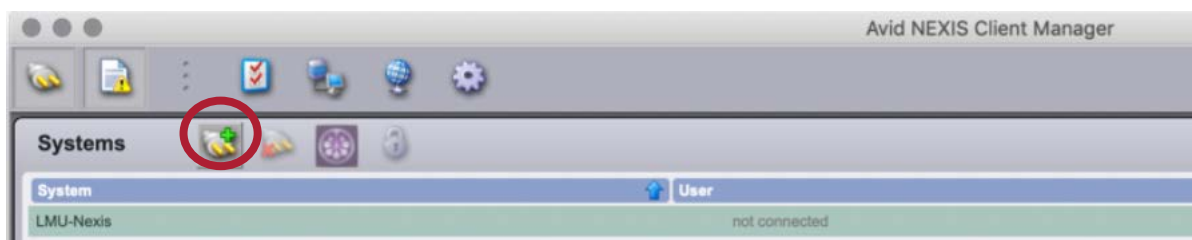
Nexis Server

Student Guide to the Avid Nexis Server

Every student workstation in SFTV has access to the Avid Nexis Server. To access the server, launch AvidNEXISClientManager from the dock or from the Applications window.



1. Double-click LMU-Nexis or type 10.0.100.159 in the SYSTEMS menu. If blank, restart the computer.



2. Enter your login credentials and click the plug icon to connect. The username is **FALL2026** and the password is **SFTVFALL2026**.



3. Once signed in, you will see a workspace, **FALL26 FILM UPLOADS**, highlight it, and double-click the **MOUNT WORKSPACE** button. It will then show up on the desktop.



4. Find your class folder, (PROD###), and upload your film into that folder. Ex - PROD650.

SFTV Delivery Specifications

Delivery Specifications

Naming Conventions

All files should be named as follows:

SemesterYear_Class_StudentLastName
**if in 4K (BROCCOLI ONLY) then place _UHD after last name*

Example: F2026_PROD650_Smith **or** F2026_PROD650_Smith_UHD

Slate

Your film must include a four second slate at the beginning of your film, followed by one second of black. The slate should be left justified to the title safe margin, white text on black, and include semester, year, class number and section, student first and last name, title of film, the total runtime (TRT), video and audio format information.

Example:

Fall 2026
John Smith
"The Movie"
TRT: 5:00:00
Apple ProRes 422, 1920x1080, 23.976 FPS, Rec709
24bit, 48kHz, WAV, Stereo

Timecode

All films should have the first frame of the actual film, meaning the first frame of picture or first frame of movie sound, start at 1:00:000:00. That means your timeline should start at 00:59:55:00. Your slate should be the first thing in the timeline, then one second of black/filler, then the film should start right at 1:00:000:00.

Formatting

Regardless of what NLE/Software you use for editing, you must export to these specifications:

Specification	Settings for Mayer or PVC	4K for Broccoli	Additional Notes
Video Codec	Apple ProRes 422	Apple ProRes 422	Not HQ, LT, XQ, Proxy, or anything else.
Video Format	1920x1080 (1080p)	1920x1080 (1080p) and 3840x2160 (2160p)	Other aspect ratios must be exported with 16:9 output blanking.
Framerate	23.976 FPS	23.976 FPS	Projection must be notified of other frame rates prior to screening day.

Cont. next page

Formatting Cont.

Specification	Settings for Mayer or PVC	4K for Broccoli	Additional Notes
Aspect Ratio	16:9 (1.78:1)	16:9 (1.78:1)	All other aspects should be in 16:9 window with black bars or output blanking.
Color Space	Rec. 709	Rec. 709	Set color to Video or Head Level, not Full or Data.
Audio Format	AIFF or Wave, 24bit 48kHz	AIFF or WAV, 24bit 48kHz	Projection must be notified of 5.1 mixes several days prior to screening day.
Audio Mix	-20dB Reference Level	-20dB Reference Level	Adjustments will not be made to unity gain level during screening. Mix accordingly

Delivery

You will upload files by connecting to the Avid Nexis Server, opening the SCREENINGS workspace, then navigating to the folder for your semester and respective class. File delivery deadlines are assigned by your instructor and must be strictly followed. Late submissions will not screen and will impact your final grade. Files are never to be changed, deleted, or copied.

**** If you are submitting a UHD version of your film, you MUST also upload an HD version. ****

Technical Assistance

If you encounter problems exporting or delivering your film, contact the Post Production Department immediately. If you have sound export issues you can also contact Recording Arts.

Post Production Offices

COM 001 - 310-338-3020(
PV 263B - 310-338-3090
posttech@lmu.edu

James Watts

(Recording Arts)
310-568-6662(
james.watts@lmu.edu

Stefan LaToure

(Post-Production)
310-338-3020
stefan.latoure@lmu.edu

End of Film

- Your film should include the SFTV Logo for 5 seconds immediately following your credits. You can download the LMU SFTV logo from the Screenings Folder on the server in a folder called "Required Logos".
- There should be at least 2 seconds of copyright information (ex. © 2026 Your Name Here).
- After the copyright there should be 1 second of black.

NOTE: If you are an MFA Candidate (in the grad program) you **must** include the following text, centered, for five seconds between the LMU Logo and copyright: This production was done in partial fulfillment of degree requirements for a Master of Fine Arts at Loyola Marymount University.

Editing Lab Reservations

Post Production Office

The office is open from 9am until 8pm, Monday through Friday. Our main campus location can be found in COM 001, and our Playa Vista location is in PVC 263B. To be able to reserve a room, you must complete the [Agreement Form](#) and then book a room through our website www.postlmu.com. If you have issues, email us at posttech@lmu.edu.

You must use your legal name, provide a correct university ID number, and a working phone number. Next steps are available in our [tutorial video](#) beginning at 0:33. Students are encouraged to use COM 204, 205, HFP 200, and PVC 262 after hours and on weekends.

Booking Guidelines

- Non-seniors/first and second year grad students can book **two three-hour slots per week** for a total of **six hours**. Students are allowed **unlimited** bookings in non-peak times (6am-1pm).
- Seniors and third-year grad students are allowed **four three-hour slots per week** for a total of **twelve hours**.
- The color suite may **not** be booked for more than six hours/week by the same user.
- Students who violate rules on the agreement form are subject to disciplinary action, including restricted checkout times and/or loss of edit suite privileges.
- Post Tech reserves the right to cancel any bookings deemed excessive or that impede other students' abilities to access facilities.

Walk-in reservations are accepted at any time during business hours. If you make a booking outside of business hours, you will have to pick up an access card while we are open, otherwise you will not be able to gain access.

Workspaces *Red denotes communal computer lab*

- Com Arts: **204, 205**, 005, 006, 007, 008, 009, 029
- HFP: **200**
- Playa Vista Campus (PVC): **262**, 231, 232, 234, 235*, 236*, 237, 238, 239

**Denotes multi-purpose rooms that can also used for sound mixing*





Post-Production Agreement Form

IF YOU NEED TECHNICAL SUPPORT EMAIL POSTTECH@LMU.EDU OR CALL 310-338-3020

I will not have any food or drinks in the room at any time.

I will not be more than 15 minutes late, leave more than 15 minutes early, not show up to my reservation, or stay past my reservation time. If I leave early, I will notify staff.

I will close the door after my reservation, and turn off the equipment. If I fail to power off the reference monitors or projector, I may be subject to prorated wear and tear/repair fees.

NON-STUDENTS are not allowed in rooms without current students present at all times.

If you enter your editing suite and find signs of food, missing/damaged equipment, or other problems, I will **immediately** report it to post-production staff. The previous user of the room at the time evidence is discovered will be considered responsible.

I will close the door after my reservation, and turn off the equipment. If I fail to power off the reference monitors or projector, I may be subject to prorated equipment/maintenance costs.

I agree to follow all the rules stated in the Post-Production Handbook, and understand if I break rules I am subject to disciplinary action, including but not limited to loss of edit suite privileges.

I will follow all posted signage.

I will not update, install, or permanently alter any software.

By signing below, I agree to all of the above rules and understand if I violate them I am subject to disciplinary action, which may include loss of access, and/or being reported to Student Conduct for violation of other university-wide policies.

PRINTED NAME

SIGNATURE

DATE

Student ID: _____

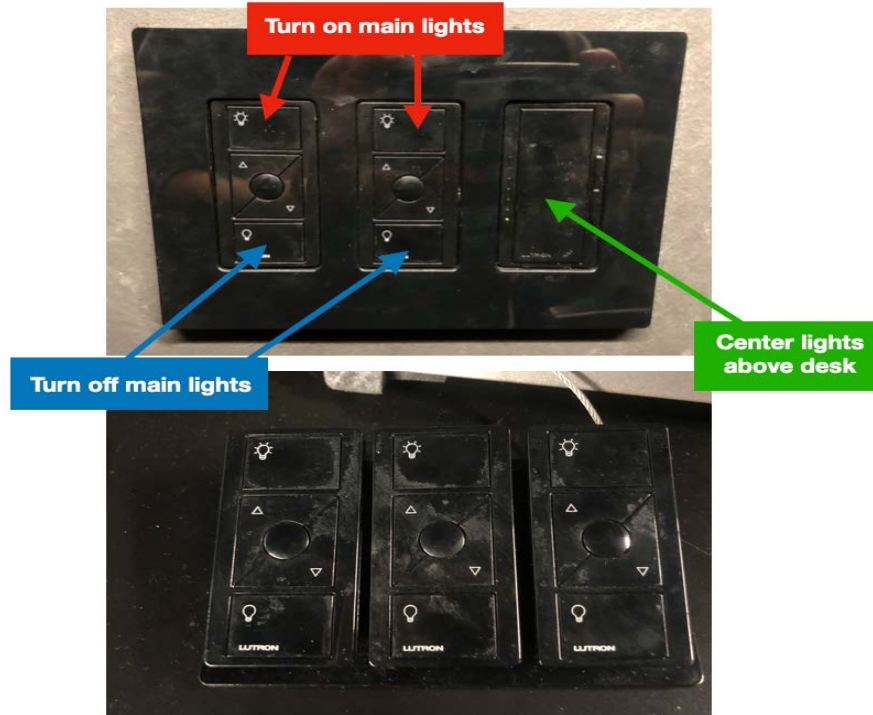
Phone Number: _____

Lion Email: _____

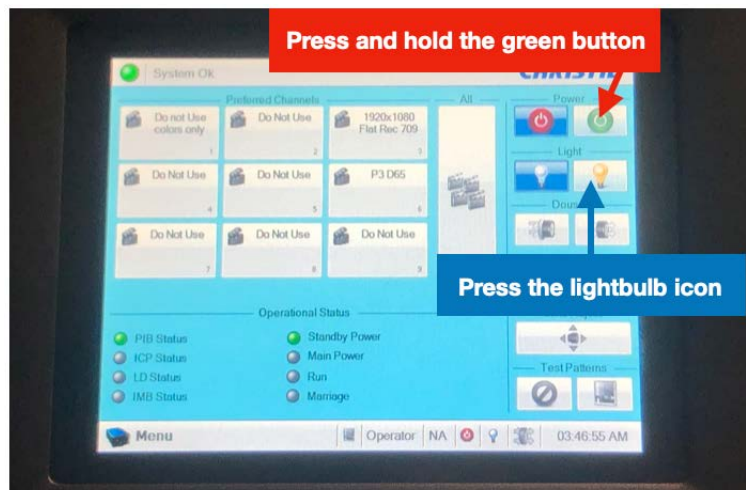
Color Room Guide

Step by Step

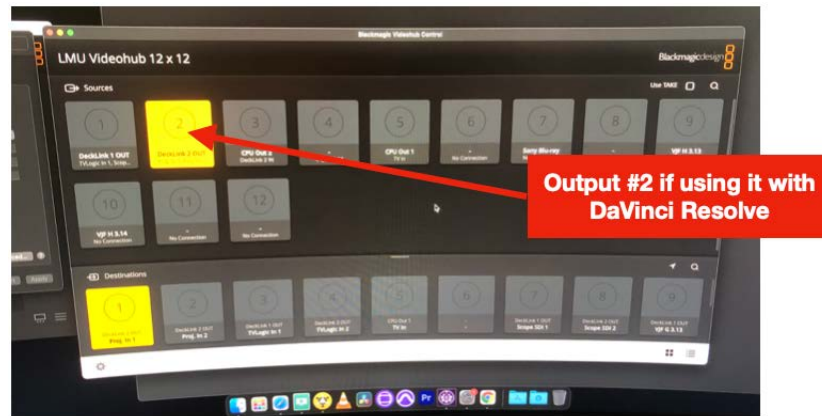
1. Turn on the lights. Lights switches can be found in two locations: on the wall next to the door, or at the desk.



2. Press the space bar on the keyboard to turn the system on. If the system doesn't turn on please see someone in the Post Tech Office.
3. On the computer, log in to Student. Password: **Welcome1**
4. Projector - Use the panel on the projector behind the desk.



5. On the computer, open **Blackmagic Video Hub Control** from the dock and choose the desired source and destination from the options provided.

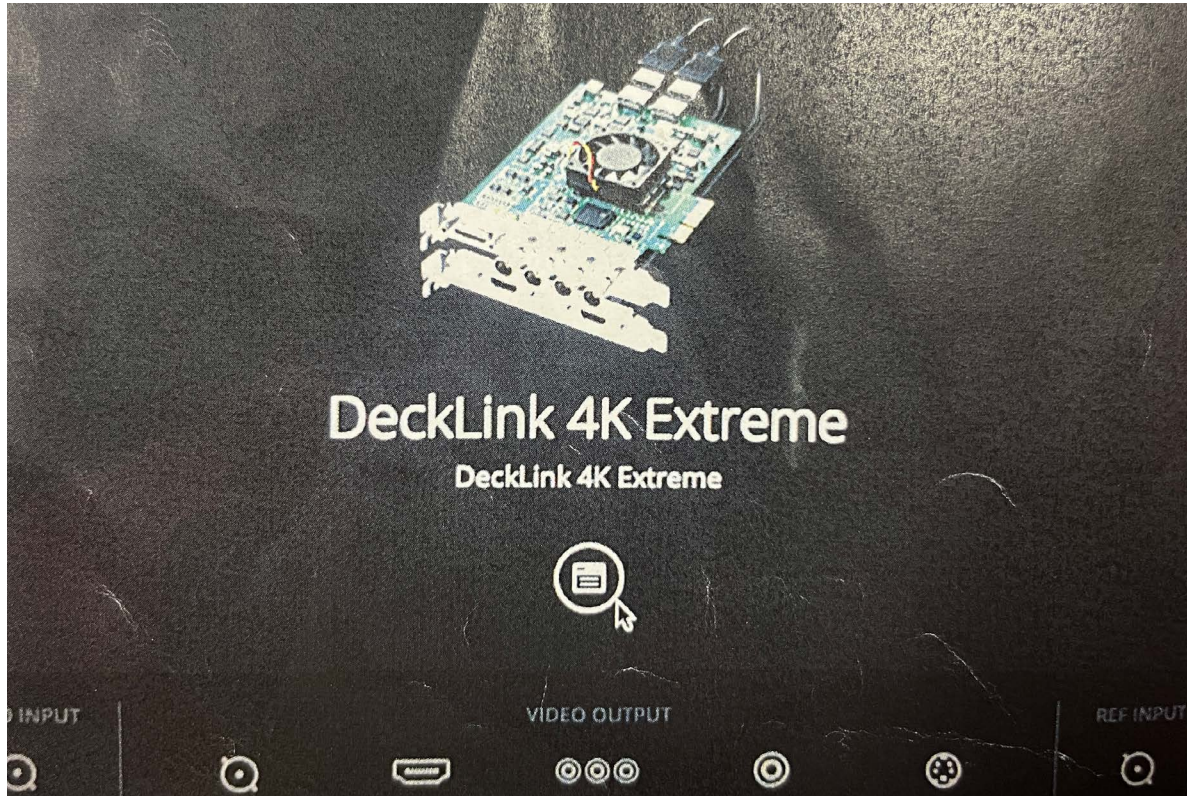


Common Issues

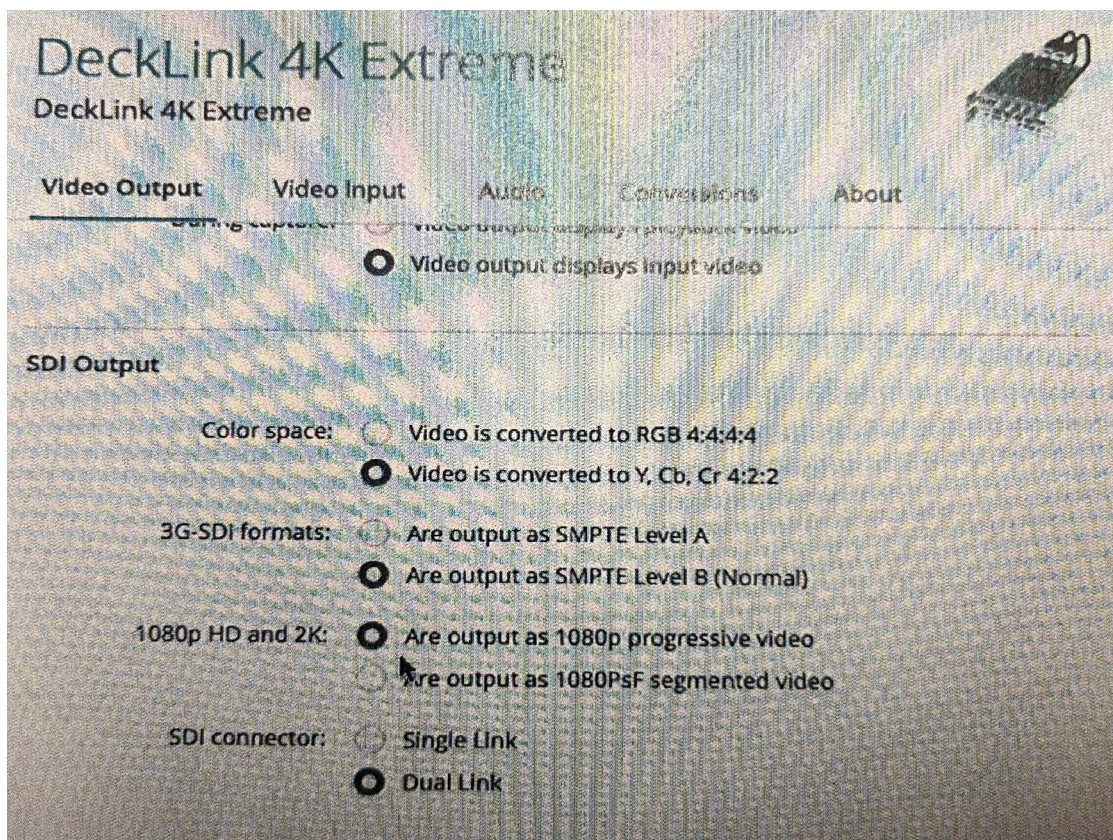
If the picture is squished and jittery on the projector like this:



Open Blackmagic Desktop Video folder in Applications. Then open the Desktop Video Setup app. Click this button to open the settings window.



Under the Video Output tab in the SDI Output section, change progressive or segmented video option.



Additional Resources

Tutorials

- [Final Export Tutorials](#)
- [LinkedIn Learning](#)
- [LMU Post Production Tutorials](#)

Additional Services in Post Tech

- Digital DCP Creation
- Color Calibration

Music Library

1. Use Google Chrome and go to www.TheSupervisor.com.
2. Click on Sign Up (on upper right)
3. Fill out the form and be sure to enter the "GROUP ACCESS CODE" at the bottom. The group access code for this school year is **authentic**. If you do not enter the group access code, your account will not be activated.
4. You can now sign in to search for and download music for your LMU projects.

If you previously had an account, you will need to sign up for a new account for the new school year. Accounts for previous years are deactivated. You can use the same email address, but you must have a different username.

Sound Effects Library

The sound Effects Library is on the Avid Nexis server. Mount the partition "SFX" to your computer and copy the files that you need. Please watch the [tutorial](#) for help searching.

