**Tool: Task List Editor**

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| **Task List Editor:** |
| **Development**  ❑ Research the whakataukī |
| **Pre-production**  ❑ Consult Storyboards  ❑ Make a list of audio, video and photographic material required for editing (stock footage, sound effects, etc.)  ❑ Create department schedules |
| **Production**  ❑ Find or produce additional material required for editing  ❑ Work with sound operator to record additional sounds required  ❑ Work with camera operator to record additional video footage |
| **Post-production**  ❑ Ensure footage logs exist of all materials  ❑ Create paper edit  ❑ Import footage into editing system  ❑ Assemble rough cut  ❑ Create paper cut including visual transitions and titles  ❑ Add soundtracks containing music, sound effects or narration  ❑ Export project for distribution |
| **Distribution**  ❑ Work with publicist to create electronic press kits |