

Project Setup Checklist

NAME

DATE

bins • Program Monitor • scratch disk • sequence preset • Source Monitor

1. **New Project:** name (LastName_FirstName_Unit#), confirm scratch disks point to your project folder.
2. **Import footage** into the Project panel.
3. **Create at least 3 bins** (for example: A-Roll, B-Roll, Audio) and sort every clip.
4. **New Sequence:** choose the preset matching your footage's frame size/rate. Check the Properties panel if unsure.

MONITOR	SHOWS
Source Monitor	A raw clip, before it's on the timeline
Program Monitor	The sequence as assembled

Your sequence settings should match your footage, not the other way around.