



1.0 PRO TOOLS ELEMENT REQUIREMENTS

2.0 RECORDING PARAMETERS

3.0 ELECTRONIC FILE TRANSFER DELIVERY OF FILES

4.0 DOCUMENT HISTORY

The following information pertains to the delivery of all unmixed Pro Tools dialogue sessions intended for the final 5.1 print master mix at Universal Studios, created for video use.

1.0 PRO TOOLS ELEMENT REQUIREMENTS

1. Pro Tools session parameters:
 - a. Pro Tools session must be at least version **7.x** or higher.
 - b. All files must be Macintosh OS 9-based.
 - c. Sound files must be in the Broadcast Wave file format.
2. The time code hour should match the corresponding movie segment or film reel. (e.g. hour 1 for part one or reel 1AB, hour 2 for part two or 2AB, etc).
3. Files should contain complete label identification on physical elements and “readme” text file with electronic file transferred elements. Specifically required information includes: Title, Language (must delineate between LA Spanish and Castilian Spanish, etc.), Bit Rate, Sound File Type, Time Code, Source Film Speed (24 vs. 25), and Channel layout.

2.0 RECORDING PARAMETERS

1. ADR levels should be;
 - a. Normal speech level equals -2 to 0 VU (-20 dBFS).
 - b. Loud speech or yelling is not to exceed $+18$ VU (-2 dBFS).
2. The recording room must have sufficiently low ambient room noise so as not to be noticeable on the recording. Voices should be free of distortion. Cell phones should not be permitted in the sound booth during recording to avoid GSM interference.
3. Proper microphone techniques should be used when recording voices, including the use of main mics and perspective mics.
4. All walla (group or crowds) shall be in stereo.
5. 1kHz reference tone printed at the top, for each track used (0 VU + -20 dBFS = 4 dBu).
6. ADR track layout should be as follows. (These are general guidelines, and some variance is to be expected for particular situations or varying numbers in the cast.)
 - a. English guide track (Mono or Stereo) must be included on one track for reference.

- b. Tracks 1-6: Principal characters. All principal characters should have their own tracks throughout the film, in order of importance; e.g: Lead actor(s), lead actress(es), supporting actor, supporting actress, etc. Necessary splits for perspective (going from a close-up to a distant wide shot in the middle of a sentence, for example) should be on the next available adjacent track. This does not include splits for Futz's or special FX treatment.
- c. Tracks 7-8: Split for Futz's or special FX. Phone conversations with two perspectives should have separate Futz splits. Tracks 9-12: Secondary characters who may appear only a few times within the film. If possible, interacting characters should be on adjacent tracks. These tracks may be shared between different characters.
- d. Tracks 9-12: Secondary characters who may appear only a few times within the film. If possible, interacting characters should be on adjacent tracks. These tracks may be shared between different characters.
- e. Tracks 13-16: Group specifics and walla tracks. Stereo walla is required. Necessary splits for perspective or double tracking may go to adjacent tracks.

3.0 ELECTRONIC FILE TRANSFER DELIVERY OF FILES

1. All Pro Tools sessions uploaded to this FTP site must be sent in StuffIt compression files (.sit). Software can be found at www.aladdinsys.com.
2. Any Pro Tools files sent via FTP must also be followed with a physical delivery element (see section I.4 for acceptable mediums).
3. Access to the Universal Studios FTP sound element site may be made through the internet through one of two methods below and used in the following manner:
 - a. If using an ftp client, enter the following:
 - Host address: [ftp2.universalstudios.com](ftp://ftp2.universalstudios.com)
 - User: audio01 (must be lower case)
 - Password: generic! (must be lower case)
 - b. If using an Internet Explorer browser, enter the following:
 - i. Type [ftp2.universalstudios.com](ftp://ftp2.universalstudios.com) into the address field. (There is no need to type http:// or www in front of it.)
 - ii. You will see an error message called "FTP Folder Error." Simply click OK.
 - iii. Go to the File drop-down menu and choose "Login As".
 - iv. You will be prompted for your user name and password. Enter the following and click "Login":
 - User: audio01 (must be lower case)
 - Password: generic! (must be lower case)

- c. You should now be entered in the Universal Studios FTP sound element site for uploading files.
 - d. To upload files, simply drag and drop them from your computer into the open FTP browser window.
4. Dubbing Labs may alternatively post to their own DigiDelivery servers, providing download access to John Edell (john.edell@nbcuni.com) and Andrea Aguirre (andrea.aguirre@nbcuni.com)

4.0 DOCUMENT HISTORY

Version #	Date	Revised by	Reason for Change
3.0	12/10/2025	Henry Thompson	Migrated to Confluence
2.0	06/11/2022	Harvey Landy	Version 2.0 Created
1.2	04/04/18	Megan McMicking	Spec number changed from TS-072 to CM-001A
1.1	02/14/18	Megan McMicking	Document formatting
1.0	06/04/10		Old format