Shot Files - File Naming

Layout Files:

[Scene]_LO-user-version.blend

ex: 010_LO.blend <-Pipeline-valid sequence file

ex: 022_LO-tony-v003.blend <-user backup or working copy

Sequence Files:

[Scene]_[Sequence]_STEP-user-version.blend

ex: 010_B_ANIM.blend <- Pipeline-valid sequence file

ex: 022_C_FX-baku-v002.blend <- user backup or working copy

Shot Files:

[Scene]_[Sequence]_[Shot]_DescriptiveName_STEP-user-version.blend

ex: 010_B_030_YokoDrives_ANIM.blend <- Pipeline-valid shot file

ex: 022_C_010_SierraSings_FX-baku-v002.blend <- user backup or working copy

- Scene = Scene Number
  Typically three numbers. Scenes always count up by tens (10s) to leave room for additional insert scenes.
  - Scenes always start counting at 010. The next scene, by default, would be 020.
- Sequence = Sequence Letter
  Typically a single letter. Sequences count up through the alphabet starting at 'A' and going to 'Z'.
  - Always Uppercase
  - 'I' and 'O' are skipped

- Shot = Shot Number
  Functions the same as Scene Numbers
- DescriptiveName = Optional! A user may choose to give a shot a *very brief* descriptive name to aid comprehension when working with multiple shots.
  - Can denote a distinguishing factor such as a camera angle, character, or action in the shot.
  - Limit to 3 words, if possible.
- STEP = Marks the pipeline step for the shot file
- User = Optional! While working on a shot, a user may use this space to denote:
  - alternate versions
  - progress
  - their name to show who is working on it
  - backups
- Version = a temporary addendum to the shot file to save versions or backups.

IMPORTANT! Shot files MUST NOT include "-user" and "-version" tags in order to be Pipeline-valid.

Rules:

- Underscores '_' separate items that identify the shot (Scene, Shot, DescriptiveName, Step)
- No spaces. Use PascalCase to denote word separations
- Hyphens '-'are used to mark versions or users for local files. Should not be present on final pipeline files
- No special characters like +=#^*&^$()?!
- Keep DecriptiveNames simple, less than 3 words if possible.
- Steps are always ALLCAPS for legibility

Possible Steps:

- LO = Layout
- ANIM = Animation
- FX = Effects, 2D and/or 3D
- LGT = Lighting
- RENDER = Final, Renderable file

Best Practices:

- DescriptiveNames are optional, but should be used wherever possible
- If a user adds User/Version tags to a file locally, they should always push their changes into the main pipeline file when they are done, and make sure it saves without the additional tags
- When inserting a new shot between existing shots, give it a number halfway between the two original shots
  - ex: Shot 020_015 would go between 020_010 and 020_020

Revision #7
Created 2026-07-24 01:01:41 UTC by Wyatt
Updated 2026-08-18 22:33:09 UTC by Wyatt