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M&E Creation & Delivery Guidelines

For selected titles, GEM will provide specific notes for the mixing of the M&E elements. Unless those notes specify otherwise, please apply the following general guidelines to the M&E mix and contact GEM Post or International Dubbing if they cannot be followed.

M&E QC REQUIREMENTS
To ensure viewers experience an accurate presentation of the creative intent, the following assets are required for M&E QC:

- **Reference Video (ProRes, DNxHD etc.)** - The same picture used during Mix. (M&E Request).
- **M&E Track (5.1 wav)** - M&E Request.
- **Optional Tracks (5.1 wav)** - M&E Request[1].
- **Dialogue Guide (5.1/5.0 Dialogue Stem or Mono Mix down of 5.1/5.0 Dialogue Stem)** - M&E Request[2].
- **Print Master (5.1 wav)** - This is uploaded to the Printmaster Request in Content Hub (per episode number).

What is a Dialogue Guide?
A Dialogue Guide is either the 5.1/5.0 Dialogue Stem or Mono Mix down of 5.1/5.0 Dialogue Stem. It is used and usually included with an M&E for reference.

What is an Optional Track?
An Optional Track is a separate audio track containing valuable but language-specific material. For more information see [Optional Tracks] guidelines below.

M&E GUIDELINES AND BEST PRACTICES
Preparing M&E assets

- The audio deliverables should sync to the final IMF picture. Head leader and pops may be present on these assets.
- A step-by-step guide to create M&E assets can be found in the [M&E Creation] video.

Alternate Audio:
Links to versions in Brazilian Portuguese, Castilian Spanish, French, German, Italian, Japanese, Latin American Spanish, Polish, Turkish, Korean, Mandarin, Thai.

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Naming Convention

- All pertinent information regarding the M&E asset should be included in the file name.

Optional Tracks

- An Optional Track is a separate audio track containing valuable but language-specific material.

- **Examples include:**
  - Non-dialogue vocalizations (breaths, effort, neutrals, humming, crying, laughing, etc.)
  - Language-specific walla, crowd chants, cheers
  - Dialogue from TV shows playing on-screen or from real-life/historical people
  - Pre-Existing IP/Archival Material (Film, TV program, Radio, game, etc.)
  - Digital voice and public announcements (transportation, airport, elevator), phone announcements, etc.
  - Language(s) being spoken that is foreign to the original language of production
  - Vocals from a character singing on-screen (may be dubbed if the song's lyrics are story pertinent)

- **However, exclude:**
  - Breath and effort vocalizations during brief pauses in dialogue
  - Any breath and effort vocalizations within 2-3 seconds before or after a line of dialogue
  - Character's telephone-filtered voice, not telephone announcements
  - PFX ambience and sound effects

- Optional tracks also contain dialogue of other languages spoken in the Film/Show.

- You may provide any number of optional tracks in any channel configuration from

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- **Mono to 7.1.2. Examples of organization:**
  - Optional A - Principal character vocalizations (breaths and efforts)
  - Optional B - Group ADR and Walla (separated by language if necessary)
  - Optional C - Foreign language dialogue
  - Optional D - Archival material
  - Optional E - Song vocals (separated out if possible)

Category	Music and Effects Mix	Optional Tracks	DX Guide/Remove
Crowd	- Walla and non language-specific crowd noises, reactions, cheers, etc. - Generic crowd walla bed that matches the intent of the crowd reaction in original mix (if production bed contains crowd noises with discernible language that must be removed)	- Group dialogue that is not discernible in mix but is made up of distinct individual dialogue (possibly on group-specific stem) - Live (and/or database) audience laughter/reactions (should be placed on reax-specific track) - Crowd chants of a person's name	- Specific, distinct lines of dialogue within walla bed or crowd stems - Discernible language within audience reactions

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Music	- Background music exactly as it is represented in the original language mix - Instrumental tracks for on-screen musical performances original to or produced for show.	- Vocals from performances original to or produced for show. - Instrumental/vocal mix if isolated vocals from on-screen performance are not available	- Discernible dialogue overlapping with musical performance
Foreign/Fictional Dialogue		- All dialogue that is in a language (recognized or original to content) different than the original version language. Separate overlapping speakers if possible.	- Short words/phrases interrupting lines of original language dialogue
Existing IP/Archival Audio	- Music and effects from audio source	- Dialogue of audio from outside sources (archival, outside film/television IP, etc.) - Full audio mix of outside sources if tied together	- Dialogue of anything scripted and recorded specifically for mix

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Babies	- Babies/young children crying, screaming, etc. in non-discernible language - Non-language "mouth sounds": groaning, coughing, grunting, heavy breathing, etc. occurring separate from dialogue	- Non-language "mouth sounds": groaning, coughing, grunting, heavy breathing, etc. if it occurs close to dialogue	- Babies/young children speaking in a discernible language

Optional Track Recommendations:

If GEM does not provide specific instructions, use your professional judgment to determine if this material should be placed on Optional tracks.

Category	Body of M&E	Optional Tracks	DX Guide/Remove
Yelling	- Non-dialogue yelling, screaming, crying, etc. from characters who never speak discernible language in program	- Non-dialogue yelling, screaming, crying, etc. from speaking characters	- Yelling, screaming, crying, etc. that contains dialogue

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Breaths/efforts	- Breaths/efforts from characters who never speak discernible language in program	- Breaths/efforts from speaking characters not occurring next to dialogue	- Breaths/efforts from speaking characters occurring within lines of dialogue

Delivery Guide

- M&E is delivered to GEM via [Content/Creator Hub].
- If you have never delivered to Content Hub, visit the article detailing how to access [Content Hub for the first time].
- Before delivery, you should be onboarded to your given project(s) in Content/Creator Hub. If you cannot access your project, contact your GEM Post Production representative.
- In preparation for upload, organize files accordingly:
- Nearfield M&E mix uploaded with the Stage Mix Reference Video.
- The Stage Mix Reference video is defined as the video file the Sound team used as a reference for mixing and Print Mastering.
- Do not transcode this file; deliver as received.

Once organized, navigate to CreatorHub

- Search the title in the search bar at the top.
- On the Requests page, open the 5.1 Nearfield M&E request by clicking the Request row.
- Click the Upload files button (Auto submit to request selected by default).
- If all required tracks are not included, deselect the auto upload option.
- Select files from the folder location (folders accepted; subfolders not allowed; deliver tracks in one folder).
- Upload begins and Aspera Connect plugin launches.
- After successful upload, email your GEM Post Production contact confirming delivery completion.