



PREMIERE SOURCING SPEED PACK

A keyboard-first checklist, search brief and file naming system for getting media from idea to timeline with fewer detours.

01 / SEARCH BRIEF

Know exactly what to look for before opening another tab.

02 / FILE SYSTEM

Name, route and retrieve assets without Downloads-folder chaos.

03 / FLOW CHECK

A repeatable 5-minute sourcing sprint for every edit.



SEARCH WITH A TARGET.

Fill this before sourcing. It prevents vague searches, repeated downloads and unusable assets.

1

SHOT JOB

What must this asset do in the edit? Establish place, hide a cut, add energy, explain context, or create emotion?

2

VISUAL SPEC

Subject + action + location + shot size + camera movement. Example: editor typing, dark studio, medium close-up, slow push-in.

3

TECH SPEC

Orientation, minimum resolution, approximate duration, frame rate needs, transparent background, and audio/no-audio.

4

THREE SEARCHES

Write one literal search, one mood search and one alternate concept before you begin.

5

STOP RULE

When an asset fits the job and passes the technical check, import it. Do not keep browsing for an imaginary perfect version.



NAME IT ONCE. FIND IT FAST.

Use one predictable filename so Premiere bins, search and project handoff stay clean.

PROJECT_SCENE_ASSET_ACTION_SOURCE_V01.ext

Example: BRAND_A03_BROLL_EDITOR-TYPING_WEB_V01.mp4

PROJECT BINS

- 01_FOOTAGE
- 02_AUDIO
- 03_GRAPHICS
- 04_SEQUENCES
- 05_EXPORTS

ASSET TAGS

- BROLL
- SFX
- MUSIC
- OVERLAY
- REFERENCE

VERSION RULE

- V01 = first import
- V02 = replacement
- Do not use FINAL
- Keep source URL
- Add usage note

PREMIERE PRO TIP

Create these bins in a project template once. Duplicate the template for each job, then let every sourced asset land in the right place from the start.



KEEP THE CUT MOVING.

Run this sequence when the timeline needs a missing clip, sound, overlay or reference.

00:00

WRITE THE JOB

Complete the 60-second brief.

01:00

SEARCH THREE WAYS

Literal, mood and alternate concept.

02:30

PREVIEW IN CONTEXT

Check relevance, motion, audio and duration.

03:30

CHOOSE THE RANGE

Take only the section the edit needs.

04:15

NAME + IMPORT

Route to the correct project bin.

05:00

CUT, THEN CONTINUE

Return to editing. Avoid endless browsing.

WHEN THE OLD WAY FEELS TOO SLOW

Varun MediaFlow keeps search, preview, format choice, clip range, queue and direct Premiere import in one panel.

See the real workflow: framevero.com