



Submission Checklist

- O Is your video in Mp4 format?
- Is the file name the lead producer's first and last name (ex. edsheeran.mp4)?
- O Is the video 60 seconds or less?
- Did you check for typos in any text that appears in the video or description?
- O Did you check to see if any of the audio or visual content you used is under copyright?

- O Do you have signed media release forms from everyone who appears in your video?
- Are the file names of the media release forms in the following format:

[LeadProducerFirstnameLastname]mediarelease-[FormOwnerFirstnameLastname].pdf

(ex. Edsheeran-mediarelease-johnlennon.pdf)?