



## Gateway to Creativity Teacher Video Contest

### Checklist for Submitting a Video

Did you:

- \_\_\_\_\_ limit the video to 90 seconds (with no more than an additional 60 seconds for credits)?
- \_\_\_\_\_ verify that there were no factual or conceptual errors?
- \_\_\_\_\_ use any images, songs, or sound effects you found online, and if so, are they from the sites specified in the rules?
- \_\_\_\_\_ add credits at the end, even if the video is only footage you took?
- \_\_\_\_\_ get release forms signed for anyone identifiable in the video, and file them where you can get them easily if needed?
- \_\_\_\_\_ check to make sure the file is no larger than 35MB?
- \_\_\_\_\_ check to make sure the file format is acceptable (.wmv, .avi, m4v, .mov, .mp4)?
- \_\_\_\_\_ name the file according to the rules?
- \_\_\_\_\_ send your entry to [videos@nextvista.org](mailto:videos@nextvista.org)?
- \_\_\_\_\_ fill out the online entry form?
- \_\_\_\_\_ do all of this by the deadline (11:59p on Friday, February 3<sup>rd</sup>, 2012)?

This form is for your planning only - you do not need to send this to NextVista.org.

**Good luck!**