

Video QA sign-off

Title
Brief description
Running time
Production company
Contacts

Branding

Does the video comply with University template?

Yes No

If no, please provide comments

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Technical

Is the video shot in the correct 16:9 aspect ratio?

Yes No

Is the video shot in HD at 720p or 1080p?

Yes No

Format the video is supplied in eg .mpeg, .mov, etc.

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Has the audio been captured separately?

Yes No

Is the audio mix?

Mono Stereo 2.1 Surround Dolby Digital 5.1 DTS

People

Has everyone provide their written consent to be filmed?

Yes No

If children feature in the video have the legal protocols been followed?

Yes No

Content

Is there anything in the content that is inappropriate or requires removal? *Please provide list of edits with time codes.*

Style and tone

Does the video meet the standards of quality our audience expect?

Yes No

If not, please explain why?

Clearances

If the video includes copyrighted content owned by third-parties has relevant permission been sought?

Images

Yes No

Music

Yes No

Video clips

Yes No

Sign off

Is the video approved for release?

Yes No