

Student Working Checklist

- Use file naming convention:
 - File naming convention: Please include your name, school board name, contest submission request description, and your contest name in the following format when submitting your files, example: John Doe_ WRDSB_video_ TV&VIDEOCHALLENGE
- Review the scope with your teacher/supervisor.
- Make sure you know how to use your camera, audio and editing equipment independently.
- Make sure you have all the documents/files that are posted with the scope (Production Brief)
- Download the production brief and rename it using the naming convention:
- Use the naming convention for you video for your video.
- Upload final videos to **PROJECT SUBMISSION LINK**:
<http://www.skillsontario.com/virtual-competition-submissions>
- Follow all safety procedures.
- Follow all COVID-19 protocols.

Give Credit Where Credit is Due: Crediting Music

Any music from MixKit should read:

Music “name of song”

Downloaded from <http://MixKit.co/free-stock-music>

Hand-In Check List

- Correct naming convention
- Credits are complete
- Correct File Format:
 - mp4; m4v; mov
 - 1920 x 1080
 - H.264 codec
- Correct Length: 1:00 to 1:30
 - Will lose 5 marks if not within this time range.*
 - Anything under **0:58** and over **1:32** will not be judged.*
- Watch Exported Video
 - Check for Audio
 - Check for Correct Length on timeline in Quick Time or other external viewer
 - Check for export errors / corruption
- Completed Production Brief
 - correct naming convention
 - Check for all information completed.
 - Check spelling.
- Completed Safety Declaration
- Sign and submit this checklist using the file naming convention
- USB or file transferred to supervisor by 3 PM

Competitor # _____ Name: _____

Signature: _____

Supervisor Name: _____ Signature: _____

Date: _____