<u>Checklist of Included Elements</u>

Make sure all of the following are confirmed for your video, citation log, and transcript BEFORE submitting!

- ❏ Get signed media releases for everyone shown on screen and upload to the Google Drive
- ❏ Your transcript is exactly word-for-word what is in the audio of the video
- ❏ Your citation log is:
    - ❏ Complete
    - ❏ Every audio or video clip cited has the correct second-by-second time duration listed
    - ❏ The file name on the CL is exactly the same as where you downloaded/access the clip
    - ❏ You have the source included
    - ❏ You have the URL included (unless it is partner provided or your own)
    - ❏ You have the **correct**, and **full**, creative commons license listed. You MUST have this filled out. That means even if the material is public domain or received from a partner with permission, you must have it listed here! If it is team made, put "Created by *term year, node, and short title* "
    - ❏ You have specified in the appropriate column if you cited the material in the video itself (hint: these should likely all end up as Yes, so there are no legal concerns later on)
- ❏ For your listed POC email in both the transcript and citation log, use your non-SSAI email for any needed communication after the term
- ❏ Legal statements are included at the end of your credits
- ❏ If you are a continuation project, list the previous team members in the credits
- ❏ Unless you are doing a focus video, make sure to mention:
    - ❏ the EOs or data you're using
    - ❏ what node your at
    - ❏ your partners
    - ❏ NASA DEVELOP :)
- ❏ No code is shown in the video
- ❏ Any logos shown are only US Federal logos. No other logos can be shown. Cite all logos.
- ❏ **Everything (video clips, music, EO clips, partner speaking,etc.) needs to be both cited on screen and in the video credits**
- ❏ All on screen citations should be in the same corner on the screen throughout the video
- ❏ In the credits, you need to include creative commons licensing for all music and footage you use, not just the URL. See past videos if you need examples of this.

Check the Summer 2020 Video Tips document for other helpful suggestions!