

Spring 2021 Video Submission Checklist

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
- ☐ You have included the mandatory opening and closing DEVELOP clips
- ☐ Legal statements are included at the end of your credits
- ☐ Credits include your team names, science advisors, partners, narrator name, and for materials used include the title of the product, license information, website name, and URL
- ☐ 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 you’re at, your partners, and 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 Fall 2020 Video Tips document for other helpful suggestions!](#)