



New Asian American Voices Submission Checklist

Make sure you check off all of these items before you submit your entry

- Previously submitted the 3 required forms: Personal Liability Waiver, Nonexclusive Licensing Agreement, and NAAV Release Forms, which were reviewed, signed, and dated by participants and their parents if students under the age of 18 are participating.
- Subject line of **email submission**:
“NAAV 20XX (Year of submission) - First and last name of the team lead (student who registered the entry) - Name of your candidate”
Example: NAAV 2004 - Jane Smith - Frederick Douglass
- Every entry **MUST** include a **briefing document** with this file name:
“NAAV 20XX (Year) - First and last name of the team lead (student who registered the entry) - Name of your candidate - Brief.” You may submit the brief as a MS Word attachment or link to a Google Drive doc (please make sure that you provide a link that allows us to view the file). The Brief must contain the following required information:
 - A written text/bio consisting of 250 words or less (excluding photo credit and hashtags/tags).
 - All citations and reference materials. At least 3 reference sources or sites are required. All 3rd party materials (such as quotes, photos and/or audio) not created by the team should be cited..
 - Url links to all visuals and supporting documents (please check copyright and public domain information and include relevant links). Please make sure the sources are clearly identified.
 - A section for credits, i.e. your name; student team members’ names (if applicable); and teacher’s name and name of the class (if it is a school project). Please also include your school name and address.
 - Up to 6 hashtags that may help elevate the viewership of your entry when posted and any relevant tags (people or companies on Instagram).
- For **images of original works**, the format can be square, landscape, or vertical. (Static Images will be cropped to a square in Instagram’s feed.)

- The **ideal size for square posts is at least 1080px by 1080px** at a **1:1** aspect ratio.
- For landscape posts, use an image that is **1080px by 566px**, with an aspect ratio of **1.91:1**.
- Vertical images should be sized at **1080px by 1350px** with a **4:5 aspect ratio**.
- The graphic** is in JPEG or PNG image format with the file name: "NAAV 20XX (Year) - First and last name of the team lead (student who registered the entry)- Name of your candidate - Image." If there is more than one image, please end the name of each file with 1, 2, 3, etc.

- If a **video created by the participants** is included, it should be in the following format:
 - Mp3 or mp4 file.
 - Video should be in a vertical format (**1080px by 1350px** with a **4:5 aspect ratio**).
 - Make sure your videos are **no larger than 4 GB**.
 - 30-60 seconds** in length.
 - Include the video file as an attachment to the email with the following file name: "NAAV 20XX (Year) - First and last name of the team lead (student who registered the entry) - Name of your candidate - Video."

- If you are also submitting **original art**, take a picture (square images are preferred) and save the file in JPEG or PNG image format with the file name: "NAAV 20XX (Year) - First and last name of the team lead (student who registered the entry) - Name of your candidate - Art."
 - The recommended resolution for the photo original art is at least 1080 x 1080 pixels and maximum file size is 30 mb.