NAAV Submission Checklist

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

☐ Have submitted previously Personal Liability Waiver, Nonexclusive Licensing Agreement, Release Forms-NAAV have been reviewed and signed and dated by participants and their parents if minors are involved in the production of the entry or is/are appears in the entry.

☐ Subject line of **email submission**:
"NAAV: 20XX (Year of submission), full name of the team lead (person who registered the entry) – Name of your candidate"

☐ Every entry **MUST** include a **briefing documen**t with this file name:
"For NAAV: 20XX (Year), full name of the team lead (person who registered the entry) – Name of your candidate – Brief" The Brief must also contain the following required information:

  ☐ Text description/bio does not exceed 250 words (excluding photo credit and hashtags/tags).

  ☐ All 3rd party materials, such as quotes, photos and/or audio not created by the team, should be cited. Please also submit the reference source or sites where you based your entry on. All citations and reference materials are included with your submission.

  ☐ Url links to all visuals are included in the submission (please check copyright and public domain information and include relevant links).

  ☐ A section for credits is included, i.e. your name, team members' names, 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.

☐ For **images of original works**, the format can be square, landscape, or vertical. All images will be cropped to a square in the feed.
  ☐ The **ideal size for square posts is 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.**

☐ **Submit the graphic** file in JPEG or PNG image format with the file name: "For NAAV: 20XX (Year), Last name, First name, Grade level – Name of your candidate – Image." If there is more than one image submitted, please end the name of each file with 1, 2, 3, etc.

☐ If a **video created by the participants** is included in the submission, it should be in the following format:

☐ Mp3 or mp4 file.

☐ Videos may be uploaded that are the same size as the image posts found above, **anywhere between a 1.91:1 to a 4:5 aspect ratio.**

☐ **Ideal horizontal video size is a 16:9 aspect ratio** because that is the format your smartphone records when turned sideways; your video will appear most naturally when kept at its original size.

☐ 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: "For NAAV: 20XX (Year), full name of the team lead (person 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: "For NAAV: 20XX (Year), full name of the team lead (person who registered the entry)– Name of your candidate – Art."

☐ The recommended resolution for the photo original art is 1080 x 1080 pixels and maximum file size is 30 mb.