



2024/2025 BBB AKRON STUDENT VIDEO CONTEST CHECKLIST

Use this checklist keep track of your progress. **Entries must be submitted by March 14, 2025 (11:59 PM.)**

REGISTRATION

- Determine your 1 - 4 member(s) student group to work on your video.** Students in the group must be from the same school.
- Choose your team leader.** The team leader is responsible for gathering the REQUIRED Release Forms from EACH team member, registering the team and submitting the final video.
- Fill out the BBB Student Video Contest Release Form for every participant.** All participants, including actors and technical crew, must be listed on the registration form and submit the Waiver & Parental Consent Agreement forms. If participant(s) are under the age of 18, a parent/guardian MUST sign.
- Register your team.** When you register, you will submit the signed forms. Your final video is NOT DUE upon registration but will be emailed separately.

VIDEO PLANNING

- Choose your video topic.** How can you deliver your message clearly within 30 - 60 seconds?
- Make sure your theme is related to BBB.** Visit BBB.org to learn more about our services.
- Review the criteria.** Make sure to outline your video with the judging criteria in mind.
- If using any third-party materials,** you must provide proper licensing. Consider using royalty free music and graphics.

VIDEO SUBMISSION

- Introduce yourself.** Use the first portion of your video to identify your group name and school. This is NOT included in your 30 - 60 video time limit.
- Make sure your video is an .MP4 file.** If you are having trouble with formatting, please contact BBB.
- Make sure your video is under 2 GB.** If you are having trouble with formatting, please contact BBB.
- Label your video file.** The file name should include BBBVideo2024, group name and team leader last name.
Example: BBBVideo2024_TeamTrust_Smith.mp4
- Submit your video.** Email your final video to kickes@akronbbb.org by **March 14, 2025 (11:59PM)**.



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