

Rule of Thumb: It's better not to post anything than to post something that doesn't meet our standard!

Basic Items

- Verify the video is the correct one i.e. correct date that matches the sermon
- Verify the thumbnail is the correct one and proper size
- Verify the video is named properly: YYYY-MM-DD xM – Sermon Title
 - The titles should match the title recorded in the sermon blurbs Pastor provides.
 - Check both the YouTube video and the file saves saved on the Shared Drive
 - Ensure the YouTube video description includes: Speaker, Sermon Series: Sermon Title and blurb description.
- Verify the video is in the proper YouTube playlist and all settings are correct (documented in video editing guide).

Media Content

- Ensure the intro and exit clips are correct and varied from prior services
- Verify Copyright status is acceptable; prefer no Copyrighted content
- Listen to the Music Special(s) in their entirety (headphones preferred)
 - Verify the sound is of proper quality i.e. soloist mics, choir mics and music tracks are balanced correctly
 - Ensure the video camera work is of proper quality i.e. no improper panning/zooming, blank stares, etc
- Verify the various video clips (intro, music, sermon, exit) are of similar relative volume levels
- Verify cuts and transitions between video clips are smooth & proper type and timing is good (beginning & end)
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YouTube/Website Integration

- Ensure the video shows up in the CBC Sermon Playlist by descending date order
 - Go by the date in the title, not the date the video was uploaded
- Ensure that the Sermon Archive plays the correct YouTube video
- Ensure the sermon title on the website and YouTube video match

Actions if Errors are Found:

- If correctable without uploading a new video:**
 - Correct the existing video
 - As required, correct website or notify webmaster and update the YouTube Playlist.
 - Provide the video editor feedback as it makes sense
- If it requires uploading a new video:**
 - Remove from website or notify webmaster for removal
 - Remove from YouTube playlist
 - Do not delete the bad YouTube video, rather append a “bad” descriptor to the end of the title and add an explanation & time of the issue in the description field. This allows us to review & learn from the mistake.
 - Open the original video project and follow video editing guide to re-render a new video and re-post.
 - Complete a quality check on the new video
 - Correct website or notify webmaster and update the YouTube Playlist
- Note:** YouTube video URLs never change. Any new URLs will require website changes. Changes to existing YouTube videos may or may not require website changes.
 - Ex: YouTube video with a date and title for the wrong sermon will require website updates.
 - Ex: YouTube video with text or thumbnail corrections do not require website updates.