

Delivery checklist

A finished cut still needs a useful handoff. Work from the approved brief and the publishing team's agreed specifications.

PROJECT: _____

01 / REVIEW THE CUT

- ☐ Watch the entire final version, including its first and last frames.
- ☐ Check the message, product accuracy and approved brand details.
- ☐ Read every caption; check spelling, timing and legibility.
- ☐ Listen for clear speech, balanced sound and abrupt audio cuts.

02 / PREPARE THE FILES

- ☐ Check agreed duration, aspect ratio, file type and resolution.
- ☐ Keep each version clearly named; remove ambiguous final filenames.
- ☐ Play the exported file to check picture, sound and the ending.
- ☐ Confirm that every agreed cutdown and caption file is included.

03 / HAND OVER

- ☐ Keep source files, references and assets in an organised project.
- ☐ Keep the asset permissions and credits with the project record.
- ☐ Share the agreed publishing placement, action and version notes.
- ☐ Confirm access to the final files and name the approval owner.

NOTES / NEXT ACTION

The agreed brief sets the delivery specification; this sheet helps check it.