



SUBMISSION CHECKLIST FOR PRODUCTION

The best content is authentic, engaging, and created with heart. Whether you're a seasoned content creator or recording your very first project, ***this checklist will help ensure your submission looks and sounds its best.***

Step 1: Prepare Your Space

- ☐ Choose a quiet location with minimal background noise.
- ☐ Use a background that reflects your personality while keeping the focus on you.
- ☐ Turn off TVs, music, fans, and phone notifications before recording.
- ☐ Let anyone nearby know you're filming to avoid interruptions.

Step 2: Camera Setup

- ☐ Clean your camera lens before recording.
- ☐ Use the rear camera whenever possible for the highest quality.
- ☐ Place your device on a tripod or stable surface (no shaky hands).
- ☐ Position the camera at eye level.
- ☐ Frame yourself comfortably with a little room above your head.
- ☐ Record in landscape (horizontal) unless otherwise requested.

Step 3: Lighting (*lighting is EVERYTHING*)

- ☐ Face a window or light source whenever possible (ring lights are great).
- ☐ Avoid bright windows, lighting under your chin, or lights behind you.
- ☐ Keep your face evenly lit.

Step 4: Audio (*is also EVERYTHING*)

- ☐ Test your microphone or device audio before recording.
- ☐ Speak clearly and naturally.
- ☐ Pause briefly before starting and after finishing to make editing easier.
- ☐ Eliminate background noise whenever possible.

Step 5: Performance

- ☐ Remember your subject matter. If it's fun, BE FUN. If it's serious, be GENUINE.
- ☐ Let your personality come through.
- ☐ Maintain eye contact with the camera whenever possible.
- ☐ If reading from notes, keep your eyes moving naturally.
- ☐ Don't rush—Authenticity always outperforms perfection.

Step 6: Branding & Presentation

- ❑ Wear clothing appropriate for your project and audience (our viewers are families with children from birth to middle school, some a little older).
- ❑ Avoid copyrighted music, television audio, or logos in the background (again, let editing handle promoting you and adding anything to the screen).
- ❑ Double-check names, titles, and facts before recording.

Step 7: File Quality

- ❑ Record at the highest resolution available on your device (1080 is preferred).
- ❑ Keep the original file in case something happens during transfer and we need to request a copy.
- ❑ Review your recording completely before sending.

Step 8: Before You Submit

- ❑ Watch your content from beginning to end.
- ❑ Check that video is clear and audio is easy to understand.
- ❑ Confirm the correct orientation and framing.
- ❑ Name your file clearly (Example: FirstName_ProjectName_Date.mp4).
- ❑ Submit using the instructions provided by the Iron Pirate LLC team.

Step 8: Before You Submit

- ❑ Save your file as: YOURNAME_Project Name
- ❑ Watch your content from beginning to end.
- ❑ Check that video is clear and audio is easy to understand.
- ❑ Confirm the correct orientation and framing.

Step 9: Submitting (do not attach a file to an email unless otherwise requested)

- ❑ You can either upload to Google Drive and share a drive link (enabled as EDITOR) with us
- ❑ OR you can upload a PRIVATE video to YouTube and share that link.
- ❑ If you upload to YouTube, we will notify you when you can delete the video once editing is complete.

SUBMIT LINKS ONLY TO: storytimesafespace@gmail.com

SUBJECT LINE: YOURNAME_Project Name

THANK YOU

For your talent, your time, and your energy.

We know there are other projects and we are proud you chose to submit your work to us.

Legal Notice: Iron Pirate LLC reserves the right to decline material for publishing/production for any reason. If the quality of your submission does not meet our standards, may ask for you to submit again. Once you submit, you agree to our privacy and IP terms which will be provided in an online release form that you must sign in order to appear in any of our projects.