

Client video approval checklist

Agree on the exact export, requested fixes and sign-off before publication.

WHEN	FOR	UPDATED
At final sign-off	Agencies and client reviewers	2026-10-05

00 Fill in

7 FIELDS

Project	Export filename and version
Reviewer	Review date
Approved by	Approval date
Remaining changes	

01 Review checks

10 CHECKS

- ☐ The opening and ending match the agreed purpose.
- ☐ The edit preserves the speaker's intended meaning.
- ☐ Names, figures, quotes and claims have been reviewed.
- ☐ Required brand assets and approved links are correct.
- ☐ Music, footage and participant use are authorized for this publication.
- ☐ Captions and graphics are readable in the destination frame.
- ☐ Private information has been removed or covered.
- ☐ Audio is intelligible and the export plays through correctly.
- ☐ All requested changes refer to this exact export version.
- ☐ The approving person has reviewed the actual final file.

Next Approve a named version.

Studio retains the video's version list and shared chat so reviewers can identify the edit they discussed.

[Edit this recording in Studio](#)

30 free editing minutes when you sign up

<https://studio2.itskaivalya.com/signup?src=resource-client-approval-checklist>



SCAN TO OPEN