

Video publishing checklist

Review the export, captions, thumbnail and destination before you publish.

WHEN	FOR	UPDATED
Before each upload	Video producers and reviewers	2026-10-05

00 Fill in

6 FIELDS

Video title	Destination
Reviewer	Review date
Approved export filename	Items still needing correction

01 Review checks

12 CHECKS

- ☐ Watch the exported file from beginning to end.
- ☐ Check the opening and ending for accidental cuts.
- ☐ Listen on headphones and on a phone speaker.
- ☐ Verify names, figures, quotes, claims and links against the source.
- ☐ Inspect captions for spelling, timing, overlap and unreadable lines.
- ☐ Check faces, graphics and captions inside the destination's visible frame.
- ☐ Confirm music, image and participant permissions for this use.
- ☐ Review the thumbnail at a small displayed size.
- ☐ Confirm the title and description describe the actual recording.
- ☐ Remove private tabs, notifications, contact details and account information.
- ☐ Upload the file, wait for platform processing and review playback there.
- ☐ Keep the original and approved export before replacing any file.

Next Prepare the episode for publication.

Review Studio's episode, shorts and captions before uploading them to your chosen destination.

[Edit this recording in Studio](#)

30 free editing minutes when you sign up

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


SCAN TO OPEN