

Project Check List

These items must be included when you turn in your project!

1. A Student Project Form _____ (send uhwoacm@hawaii.edu for ACM Release & Other forms)
2. CM Actor Information Form _____
3. Copies of all "Talent Releases" _____
4. Copies of all "Location Releases" _____
5. Copies of all "Location Permits" _____
6. Copies of all "Certificates of Insurance" _____
7. Copies of all "Music Releases" _____
8. Copy of the project's "Credits" _____
9. Copy of the "Copyright signature page" for each project. _____

Please upload your production files to your Google drive then share it with us (uhwoacm@hawaii.edu) so we can download it. Please see below for instructions. (Movie files should be saved as H.264 or MP4)

1. Go to: www.drive.google.com
2. On the left, click New.
3. Select File upload.
4. Select the file you want to upload.
5. You'll see a box that shows the progress of your file upload.
6. After the file is finished uploading, right-click (or control click) the file.
7. Select Open with > Google Docs .
8. Click the Share icon in the top-right Share.
9. Under "People" in the sharing box type: uhwoacm@hawaii.edu
10. Press Send