

**UNIVERSITY OF HAWAI'I - WEST O'AHU
CREATIVE MEDIA PROGRAM - 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