

FINAL CHECK

General rules for all submissions

- ☐ The team reviewed youngemployeesafety.org/contest/ for details about the contest and followed all rules.
- ☐ The submission incorporates the key message, tagline, and theme that encourages teens to take the O[yes] online Safety Awareness Training.
- ☐ The personal health and safety of the team working on the submission was maintained.
- ☐ Contest entrants are high school students who live in Oregon.
- ☐ Any specific business identified in your video has given written permission, which is included with the entry form.
- ☐ All materials submitted are either your own creation or you have obtained proper legal permission to use someone else's copyrighted materials and you have included this documentation with the entry form.
- ☐ Submissions are about *workplace safety* not food safety or home safety.

Video rules

- ☐ Video submission, including any title or credits, is between 30-90 seconds.
- ☐ The video includes the title of the production.
- ☐ The video is a high-quality version in a file format of mp4, avi, wmv, mov, flv, mpg, or a YouTube video link.
- ☐ File size does not exceed 400 mb.

Graphic design rules

- ☐ The graphic design is a high-quality, electronic version in a file format of PDF, jpg, png, tif, or gif.
- ☐ File size does not exceed 75mb.
- ☐ Image must be at least 5 inches wide and 5 inches tall.

Submission rules

- ☐ File name of the submission includes the title of the project, the name of the primary contact person, and your high school's name. Homeschooled students should state "homeschooled."
For example: SafetyStars_JaneDoe_SafetyHighSchool.mp4 or SafetyStars_JaneDoe_Homeschooled.pdf
- ☐ All online or hard copy submission instructions were read and followed:
 - Online submission: Filled out the online submission form and attached all required permission forms and your video or graphic design. Note: You must complete all required documents prior to submission.
 - Thumb drive submission: Filled out entry form electronically, printed and signed the form, and included the completed entry form along with parental/guardian permission forms with your USB thumb drive.
(HANDWRITTEN FORMS WILL NOT BE ACCEPTED.)
- ☐ All participants involved in the creation of your submission, including anyone whose image or voice is on your submission, are listed on the entry form.
- ☐ Everyone under 18 years of age who appears on screen or in your graphic design, or provides voiceover in your video, must have a parent/guardian's signature and provide the parental/guardian permission form.
- ☐ The entry was submitted, hand-delivered, or postmarked by 5 p.m. on Friday, February 16, 2024.

Media submissions must follow production and submission rules in order to be eligible.