# Interview Review Checklist

The following worksheet is intended to help the video Reviewer to complete a review of an edited interview. The Reviewer has the option of indicating the changes as Required, Optional, or OK, i.e., no change needed. The only item that is absolutely required to be marked as OK before publishing is the first item, Spelling Errors. Items that are mentioned as Optional can help an Editor improve the editing of their next interview.

| Review Task | Required | Optional | OK |
|---|---|---|---|
| Spelling Errors | | ██ | |
| Display Duration of Text, Picture, Title Block | | | |
| Text Font / Size / Legibility | | | |
| Text Location (outside safe title area or over face) | | | |
| Inappropriate Material | | | |
| Duplication of Interview Topics | | | |
| Flow of Interview | | | |
| Continuity Errors | | | |
| Jump cuts | | | |
| Audio problems (left/right channels reversed, extraneous noise, etc.) | | | |
| Metadata Review | | | |
|    Abstract | | | |
|    Table of Contents (correct times) | | | |
|    Suggested Series Metadata | | | |
|    Suggested Subject Metadata | | | |

Revised November 16, 2023 by BWMcN