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| **Name** |
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| **Organisation/School** |
|  |
| **Region** |
| Orkney |
| **Content Type – e.g. Case Study, Video, Quote or Other** |
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**Guidance**

* Ensure you have checked the images sent to us have been approved for use by DYW Scotland and the regional groups.
* Ensure you seek the relevant permissions for the use of quotes/names.
* If you are submitting a case study please use our [case study template](../../../../../Case%20Study%20Template.docx) and [guidance](../../../../../Case%20Study%20Guidance.docx).
* If you are submitting a video please ensure it follows the below guidance:
* Ensure your background is tidy and professional.
* Face the camera at all times and look directly into the camera.
* Speak clearly.
* Ensure everyone in shot has agreed to be in the video.
* Ensure you reference the source of your royalty free music.
* Ensure all editing is done before submitting your video.
* Watch back over your video to check the audio and camera quality is clear.
* Don’t have branded products in the camera shot.
* Don’t use jargon or curse words.
* Don’t have music that is not royalty free.
* Don’t use images you do not own.