**Video upload – single request brief**

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| **Job Title: XXXX****Job Number: XXXX** |
| Marketing Contact: |  |
| Client / Stakeholders: |  |
| Date: |  |
| Brief description of job? | Why are we doing this? |
| Target audience? | (potential ug/pg students/current students/staff/commercial/reputation) |
| Who has produced this video? |  |
| Will it be a standalone video or part of a playlist |  |
| If to be uploaded to ntu.ac.uk, where on site? |  |
| If to be uploaded to Youtube, which playlist should this be part of? |  |
| If to be uploaded to Twitter, which account |  |
| If to be uploaded elsewhere, please state |  |
| Video title |  |
| Video description |  |
| Video keywords |  |
| **Deadlines** |  |
| Live by Date(s) | When does it need to be delivered by |
| Final sign off |  |
| Lifespan |  |