Multimedia Checklists

Audio and video checklist
All University audio and video should be captioned whenever possible.

**Audio** recorded for official University communications and educational purposes must include the following statement, customized appropriately for your unit:

“Copyright 2010 by [Your Unit Name] at the University of Minnesota, an equal opportunity educator and employer.”

**Video** produced for official University communications and educational purposes must include:

- The University of Minnesota wordmark specifically designed for video;
- The equal opportunity statement;
- The responsible publisher or information provider;
- Copyright information (e.g., © 2010 Regents of the University of Minnesota); and
- Alternative access to the communication in compliance with the University’s Accessibility of Information Technology policy.

The University’s video assets includes all these requirements.

Presentation checklist
Many presentations done at the University use PowerPoint. The presentation templates include all the following requirements:

- The University of Minnesota wordmark specifically designed for PowerPoint;
- The equal opportunity statement;
- The responsible publisher or information provider;
- Copyright information (e.g., © 2010 Regents of the University of Minnesota); and
- Alternative access to the communication in compliance with the University’s Accessibility of Information Technology policy.