Overall Checklist Form: First Aid

- ☐ Have you logged onto CMS? *Be sure to use Google Chrome*
- ☐ Have you received your first prototype from the GDPC?
- ☐ Are **all** your images in the CMS 640x320 pixels and in '**JPEG**' format?
- ☐ Have you completed and emailed your Metadata form to your GDPC contact?
  - ☐ Is your title and slogan under 30 characters each?
  - ☐ Have you included the correct contact information for your national society?
- ☐ Have you submitted your icon?
  - ☐ Is it clear and concise?
  - ☐ Is it 1024x1024?
  - ☐ Is it in **PNG format?**
  - ☐ Does your icon have square corners and no transparent background?
- ☐ *GOOGLE PLAY USERS ONLY* Have you submitted your banner?
  - ☐ Is it 1024x500?
  - ☐ Does your icon have square corners and no transparent background?
  - ☐ Does it include your slogan that is under 30 characters?
- ☐ Have you submitted your video's or confirmed that you would like to use the GDPC's stock videos?

  If you are submitting your own:
  - ☐ Is it a MP4 file?
  - ☐ Is it under 2MB?
  - ☐ Is the picture size 480x270?
  - ☐ Is the Video Codec H.264 (x264)
  - ☐ Are the frame rates per second (FPS) 30?
  - ☐ Is the Constant Quality RF 22?

  If you are not submitting your own:

  - ☐ Have you recorded your sound files for the corresponding videos?
  - ☐ Do they match the timing of the corresponding videos?
  - ☐ Are there background noises or other sounds that may disturb the video quality?
  - ☐ If you have subtitles, are they grammatically free of errors?
- ☐ Have you received your second prototype from the GDPC?
- ☐ Have you emailed your Final Sign-off confirmation? *This is very important!*
- ☐ Have you signed your User Agreement Form in the CMS? *It MUST be signed in order for your app to go live.*

Congratulations, you've completed the checklist!

Things to consider:

Promoting your new app – have you thought about future launch activities? How are you going to market the app and engage possible users?