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?

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?