

QC Steps

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Review Materials to Ensure They All Exist

- Go to the project folder and check if the following items are in the folder:
 - Final video
 - Most recent .ass file/s (look at the modified date and see if it aligns with the most recent subbed clip/s)
 - Thumbnail
- Collect names for all roles to include in the META doc (from Clipper to QC) [Will be depreciated after Ikari is deployed]
 - If you aren't sure how to credit them, look up their name in the [HLR channel](#) and check how they were credited in previous videos. Otherwise, ask the person in question how they'd like to be credited.
- If any of these files are missing, alert the appropriate person.

Edited Clip with Appropriate Intro/Outro

Check if the clip has an issue-free intro/outro, uses the correct type of intro/outro, and whether its placement is suitable for the video or if there's a better time to place it.

As of writing this document, the intro and outro videos are located here.

There are 2 types of intro and outro currently being used: Bilibili/non-hololive and hololive.

Thumbnail

There are various aspects of a thumbnail that you should be aware of:

- Check if the people present in the video are easy to see in the thumbnail.
- Check if the text on the thumbnail is readable if scaled to YouTube size.
 - You can use [figma](#) for this.
- Consider the “appropriateness” of the thumbnail to the content of the video. The artist should have watched the video to understand what is appropriate.
- If artists have internally reviewed already, skip thumbnail checking.

Catch Any Proofreading, Editing, Subbing Issues

Proofreading

Make sure the video follows the TL/PR guidelines..

- If you have concerns about the TL accuracy, ping the LQC to review the language one last time. It does not have to be extremely careful, just careful enough.
- You are the second person to review this. It should be pretty easy and quick.

Suggest better phrasings for lines whenever possible. Read every line closely.

- Ask yourself if that line would be said by an English speaker in the given context.
- If the line doesn't feel clear or natural to you, think about why it doesn't, and come up with a solution to fix the issue.
- If a line in a video disappears too quickly for you to read closely, pause the video at the line, and read it two or more times. You may need to download the video and play it at a slower playback speed.
- If you still aren't sure about what you suggested or couldn't come up with anything, ask other QCers for their opinions on how to fix the line/s.

Subbing

Make sure the video follows the subbing guidelines.

- While the SubQC should take care of this, you should still review the subs for any misses. This process should also be easy and quick.

Ideally, every line should be readable and understandable with the display time given for it.

- If you think a line fades too quickly compared to other lines in the video, decide whether extending the lead-in/out or a better phrasing is favorable for that line.

Keep in mind that the subber subs the raw video and you QC the edited clip with an intro, so it's best to add a screenshot for every line suggestion to avoid misunderstandings.

Editing

Look to see if there are any editing glitches, misses, or stutters. This can include, but not limited to, green-screen issues, weird jumps, suspected issues where parts are taken out or left in incorrectly, or single-frame misses.

Make sure that the video matches the original video's resolution (usually 1080p, rarely 720p).

Be extra careful of:

- Inserted images/clips: Make sure they do not look overly low-res or unintentionally distorted.
- Audio level between different clips: Do they sound reasonably at level with each other?

When suggesting anything that would affect the latest .ass file, make sure that any editing related to that line/s is also changed or removed.

Inserted audio: Is the inserted audio volume reasonable?

Mood

Consider the overall "**mood**" of the clip and see if the editing style fits.

In general, clips can fit in 4 broad moods, and the editing style should fit one of the following:

- Comedic (Meme-worthy, comedy bits, gags, etc)
- Exciting (Gameplay, focused effort, cute, motivational)
- Serious (Explanatory, informational, deep)
- Poignant (Reflective, sad, inspirational, cute, teetee)

Provide constructive opinion and advice on how editing should be changed if you feel it does not fit the mood well.

- If memes, inserted clips, or audio are "too much", this should be part of your feedback here.

Create a Meta Doc

Example Meta doc from a Shion video.

Template: Meta Template (Copy and move to the project folder)

Fill in all sections as appropriate. You may have to do some research.

- **Think of a good title!** This is very important. Aside from a specific format we follow, what kind of title you write is case-by-case. Avoid clickbaiting and misleading viewers.
- Source link/s, timestamp/s, channel name/s and @mention/s.
- Description - usually does not have to be more than one sentence, unless you're making it long for the funnies, requires a TL note, or some other valid reason.
- Hashtags

Ping server manager for release with suggested release time

Ping with a link to the final video, META document, and folder link.

Consider this to suggest a release time.

Server managers will sometimes give a cursory review before release.