

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.

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