



Tips for a Successful DVD Review

Please utilize the following tips when preparing your DVD for review:

- Review your DVD yourself with the Leader Collaborative Process Checklist (to make sure all aspects are covered) and the Group Leader Self Evaluation form. Please send these two forms along with the DVD for review.
- Send the entire group session (with opening and closing session), or follow guidelines for editing your DVD (TCM).
- Be sure your DVD shows you as the group leader (not just the group or your co-leader).
- Identify yourself clearly - indicate who you are in the DVD (i.e., “brown hair, red shirt”) and label the tape accordingly.
- If you have a co-leader on your DVD, you must take responsibility for the entire session so we can see you “in action.”
- Your DVD should be labeled with your name and also identify which program you are using (i.e., Toddler, Preschool Basic, Small Group Dina, etc.).
- Do not send more than one DVD or send bits of different sessions.
- DVD only (NTSC or PAL format). No mini DV or other small formats will be accepted (please call about converting). USB memory sticks are acceptable.
- **CHECK** that your DVD plays properly prior to sending it!