

Video editing brief

Give an editor the audience, point, source files, delivery format and review constraints.

WHEN	FOR	UPDATED
Before handing off footage	Creators commissioning an edit	2026-10-08

00 Fill in

22 FIELDS

Audience	The one point viewers should remember
What viewers should do next	Where the video will be published
Original recording filenames	Examples to study
What to borrow from those examples	What to avoid
Approved images, logos and music	Names and technical terms with correct spelling
Opening line or strongest moment	Sections to keep, with timestamps
Sections to remove, with timestamps and reasons	Pace and target duration
Caption style and language	Graphics that explain a specific point
Aspect ratio and requested resolution	Caption file or burned-in captions
Required export format	Reviewer and feedback deadline
How the final version will be approved	Sensitive material and usage restrictions

01 Complete the brief before sending footage

3 CHECKS

☐	Start with the intended viewer and the point they should understand. Keep unverified claims as questions for the factual reviewer, not instructions to make them sound certain.
☐	List the actual source files and approved supporting assets. Add essential passages, sensitive material and correct spellings with source references.

- ☐ Specify the destination and approval path.

Name the reviewer and the exact export requirements. Update the brief if the requested scope changes.

Next Turn the brief into edit instructions.

Choose your upload options, then use the video's chat to request a specific correction.

[Edit this recording in Studio](https://studio3.itskaivalya.com/signup?src=resource-video-brief)

30 free editing minutes when you sign up

<https://studio3.itskaivalya.com/signup?src=resource-video-brief>



SCAN TO OPEN