



# Request to upload video to YouTube

If you need to upload a video to the HSE YouTube or Social accounts, follow [this guide](#).

Videos must be sent using a HSE Sharefile account. Please allow [digital@hse.ie](mailto:digital@hse.ie) access to the folder and share the folder link.

If you do not have a sharefile account please allow us up to 3 days to give you access to a folder, and share the emails of the people who need access. You can also request your own Sharefile account from your local service desk.

Single videos must be sent at least 5 working days in advance. Multiple videos may take longer. If you don't follow these guidelines, there may be a delay in uploading your video/videos.

Please send the request through to [digital@hse.ie](mailto:digital@hse.ie) and attach this document. Include the text **'Youtube video upload'** in the subject line of the email.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone No. \_\_\_\_\_

Approved by: \_\_\_\_\_

Are these videos being uploaded at the request of someone else? Yes  No

*If yes, please provide name, department and phone no.*

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone No. \_\_\_\_\_

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## ----Video 1

Title: \_\_\_\_\_  
(65 characters maximum. The title must accurately describe the content of the video.)

Description: \_\_\_\_\_  
(the recommended length is 200 words. Include relevant keywords in the description)

Tags: \_\_\_\_\_  
(up to 10 keywords that describe the content of your video)

Intended Audience: Public  Staff  Corporate

Where do you intent to host this video:

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Thumbnail timestamp \_\_\_\_\_

Add to Playlist \_\_\_\_\_

Video expiry date \_\_\_\_\_

Your video must have comply with the following

A closing screen in your video that follows the guidelines

The HSE watermark logo in your video

Captions

Thumbnail image (if timestamp not filled in above)

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**----Video 2**

Title: \_\_\_\_\_  
(65 characters maximum. The title must accurately describe the content of the video.)

Description: \_\_\_\_\_  
(the recommended length is 200 words. Include relevant keywords in the description)

Tags: \_\_\_\_\_  
(up to 10 keywords that describe the content of your video)

Intended Audience: Public  Staff  Corporate

Where do you intent to host this video:

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Thumbnail timestamp \_\_\_\_\_

Add to Playlist \_\_\_\_\_

Video expiry date \_\_\_\_\_

Your video must have comply with the following

A closing screen in your video that follows the guidelines

The HSE watermark logo in your video

Captions

Thumbnail image (if timestamp not filled in above)

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**--Video 3**

Title: \_\_\_\_\_  
(65 characters maximum. The title must accurately describe the content of the video.)

Description: \_\_\_\_\_  
(the recommended length is 200 words. Include relevant keywords in the description)

Tags: \_\_\_\_\_  
(up to 10 keywords that describe the content of your video)

Intended Audience: Public  Staff  Corporate

Where do you intent to host this video:  
\_\_\_\_\_

Thumbnail timestamp \_\_\_\_\_

Add to Playlist \_\_\_\_\_

Video expiry date \_\_\_\_\_

Your video must have comply with the following

A closing screen in your video that follows the guidelines

The HSE watermark logo in your video

Captions

Thumbnail image (if timestamp not filled in above)