I have a video to use

Video only needed for single use with known audience

- No individuals with accommodation
- Doesn’t Need to be captioned
- Needs to be closed captioned (Follow “Must be captioned”)

Video will be re-used with unknown audience

- Must be captioned

- Purchased Video
  - Already captioned from publisher Acceptable Captioning Guidelines
  - No captions supplied
  - Already captioned Acceptable Captioning Guidelines
  - Not captioned

- Online Video
  - Request captions or permission to caption Email Template

- WITC Made Video
  - Caption myself How to Caption in Relay
  - Request captions Email Template

- Video In Relay
  - Request captions from creator Email Template

- Video In YouTube
  - Request captions Email Template