



FORMS CHECKLIST

This is all the paperwork you need to have turned in if you want your film to qualify to compete. You can download all these forms from our website.

- ENTRY FORM AND AGREEMENT (should already be in)
- LICENSING AGREEMENT EXHIBIT A (should already be in)
- RULES AND REQUIREMENTS OF ENTRIES EXHIBIT B (should already be in)
- PRODUCERS CASTING REQUEST FORM (optional...only need if participate in casting day)
- PRODUCERS STATEMENT OF COMPLIANCE (needs to be in to us by February 5th)
- SAG STATEMENT OF COMPLIANCE (turn in with film...only need to submit if film is SAG signatory)
- CREW-ACTOR DOCUMENTARY RELEASE (turn in with film...signed by all cast and crew)
- TURN IN INFORMATION (you will submit this online...will send URL link soon)
- COMPOSER CERTIFICATE OF ORIGINALITY (turn in with film...you must turn this in if you want your composer to be eligible for best music. This verifies music was composed during production week.)
- MUSIC RELEASE (turn in with film)
- WRITERS CONTRACT (turn in with film)
- ACTOR RELEASES (turn in with film)
- CREW RELEASES (turn in with film)
- EXTRA RELEASES (turn in with film)
- MINORS RELEASES (turn in with film)
- LOCATION AGREEMENTS (turn in with film)
- FILM/TAPE FOOTAGE RELEASE (turn in with film)

TURN-IN CHECK LIST

- MAKE SURE ALL NECESSARY PAPERWORK IS TURNED IN
- TURN IN 2 COPIES OF FILM ON MiniDV, DVCAM, Data disc (or one hard drive)
- TAPES AND CASES MUST BE LABELED WITH:
 - Team Number
 - Producer(s)
 - Exact Total Run Time
 - Title
 - City, State, and Country
- BEFORE THE FILM BEGINS, INCLUDE ON SCREEN:
 - 10 seconds of bars and tone
 - 10 second slate with:
 - Team Number
 - Date
 - City, State, Country
 - Film Title
 - Verse spelled out completely
 - Format of digital file (if turning in hard drive or data disc)
 - 10 more seconds of black