



1st Norwich Film Festival (18 – 26 September 2009) Submission Guidelines

Do you want to have your film screened at the UK's newest film festival? As of 1 April 2009, we'll be accepting submissions for the 1st Norwich Film Festival and we're really looking forward to seeing your shorts, features, documentaries and animations.

2009 is our first year as a festival, so now is the best chance to get your work seen by audiences, as well as making history and being part of the first ever Norwich Film Festival.

At the Norwich Film Festival our mission is to deliver an inspiring festival that is both bold and imaginative in its presentation of films. We champion new methods of filmmaking and emerging platforms of distribution. Through our open submissions process, we support filmmakers from all across the globe as well as locally, providing a platform for new talents to showcase their work.

If you feel your film deserves to be seen by all, then read below to find out how you can submit to the Festival. Successful entries will be given at least one screening over our Festival.

For the latest information on all the Norwich Film Festival's news and events, sign up to our mailing list via our website: www.norwichfilmfestival.co.uk. We also have a group page on Facebook where you can keep up to date with things, as well as talk to other fans of the festival.

SUBMISSION INFORMATION

Please read the following guidelines carefully. Due to the volume of entries we receive, it is essential that films are submitted in the format specified below.

Festival Dates

18 – 26 September 2009

Submission Deadlines

Submissions will be accepted from **1 April 2009**. This year we have an early bird deadline of **26 June 2009** and our final deadline will be **7th August 2009**. No entries will be accepted if postmarked after this date.

If you do not wish to submit via post direct to the festival, you can submit online via Without A Box. If you use this method, the late extended deadline is **14th August 2009**.

Categories

Submissions should fall into one of these five categories:

- Short (up to 30 minutes in length)
- Feature (more than 31 minutes in length)
- Documentary (any length, any genre)
- Animation (any length, any genre)
- Student (any length, any genre)*

**Student films are eligible for other categories, but proof of student status may be required. If you are a student, please note this on your submission form.*

Submission Format

- Films must be submitted on region 2 DVD and should be clearly labelled with the title, running time and contact information.
- Submitted copies will not be returned due to the high volume of entries we receive.
- Please do not submit multiple works on the same DVD. Each film submitted must be accompanied by a completed submission form and fee.
- Please clearly indicate the relevant category (see above) on the submission form.

Press and Publicity Materials

Should your film be accepted we will request digital images and other press/publicity materials you may have available at that time.

Please feel free to send **electronic press kits on DVD** with your submission but note that they will not influence the panel's decision. Please do not, however, send hard copies as we will be unable to store them at the Festival office due to the high volume of submissions we receive.

Submission Eligibility

- Films completed after January 1st 2008 are eligible for submission.
- All foreign language films must be subtitled in English (the costs of which are to be covered by the applicant).
- All rights, permissions and clearances must be obtained prior to submission and applicants must ensure that they have the right to submit the work with regard to third parties connected with the production of the film in question. By entering your work, you agree to this and the responsibilities involved. The Norwich film Festival assumes no responsibility for violation of copyright law.

Please note that submission fees will not be refunded if your film does not meet these conditions.

Submission Fees

The Norwich Film Festival runs on an extremely limited budget. We regret that, owing to the large number of submissions we receive, we must charge a small fee to cover our administrative costs. However, we are please to admit that we are one of the cheapest festivals on the circuit, and these fees also go towards our cash prizes. Our fees are:

Early bird (submissions postmarked before or on 26th June 2009):

Short film (30 mins or less) - £10

Feature film (31 mins or more) - £20

Regular (submissions postmarked before or on 31st July 2009):

Short film - £20.00

Feature film - £30.00

Late (submissions postmarked before or on 7th August 2009):

Short film - £30.00

Feature film - £40.00

Extended WithoutABox deadline (WAB users only, 14th August 2009):

Short film - £40.00

Feature film - £50.00

Fees will be not be waived under any other circumstances so please do not contact us to request that we make an exception.

Prizes

Prizes will be awarded to one film in each category, as follows:

Best Feature - **£1000**

Best Short - **£1000**

Best Documentary - **£1000**

Best Animation - **£1000**

Best Student Film - **£1000**

There is also a prize for the best film submitted:

Best Film 2009 - **£5000**

Payment Methods

Please post your submissions to the address below. If you wish to pay by cheque, please make it payable to 'Norwich Film Festival'. If you would prefer to pay online, we do accept payment via Paypal which is safe and secure. For those wanting to use this service, please email us on info@norwichfilmfestival.co.uk, stating your name and the name of your film, and we will send you an invoice to pay online. Postal submissions received without a cheque or a printed copy of your Paypal receipt will not be taken under consideration until one or the other has been sent.

Please note that **we do not accept credit card payments**, and that we will not process any cheques in currency other than in Pounds Sterling. Also, Paypal does charge a 10% processing fee, so for online payments prices will be £11.00 / £16.50.

Shipping

If you are submitting direct to the festival, via post, please send your entries to:

**Norwich Film Festival
4 Taylor Road
Norwich
Norfolk
NR5 8LY
England**

All shipping and postage costs incurred in submitting work to us must be paid by the entrant. The Festival will not accept Cash on Delivery shipments and will not absorb any fees incurred in customs.

Submission packages from outside the UK must be labelled 'No commercial value - for cultural purposes only' on any customs label and for customs purposes must be given a value of no more than US\$10 or £3 Sterling.

Receipt of Submission

If you submit your film directly to the Festival and would like us to confirm by email, please remember to tick the relevant box on the submissions form.

Selection

Selection will be carried out by the Norwich Film Festival team. No correspondence will be entered into regarding the selection process and the decision of the Festival Director is final.

We aim to inform successful applicants by the middle of August 2009. We will endeavour to email all entrants to let them know whether or not they have been successful with their application, however, we will not enter into discussions about the matter. The emails will be for notification purposes only.

All successful submissions will be listed on our website (www.norwichfilmfestival.co.uk) and successful applicants will be notified by email or over the phone.

We will also request that successful applicants send us digital press kits and that you arrange print transport during that period. Please only send this after you have been selected, and NOT during application.

Festival Screenings and Scheduling

All screenings during the Festival period will take place at the discretion of the Festival. We reserve the right to make changes to the advertised schedule at any time for any reason and will not accept liability for any costs incurred as a result of such changes.

No film may be withdrawn from the Norwich Film Festival programme after its selection/participation has been confirmed without the prior agreement of Norwich Film Festival.

Due to our venue restrictions, all films must be available to screen as a region 2 (PAL) DVD. Feature films must also be available on 35mm film format to be considered for our dedicated feature film night, however, films only available on DVD will still be considered for other nights.

If we require a screening copy of your film, these must be received by the Festival by **1 September 2009**. The Norwich Film Festival will accept responsibility for technical damage to screening copies of selected titles while they are in the possession of the Festival and will reimburse the value of the print stock (or part thereof) only.

The submissions form is available to download at www.norwichfilmfestival.co.uk.