



FILM FESTIVALS CHECKLIST TEMPLATE

FESTIVAL INFORMATION LIST:

Most film festivals will ask you for the following information list and it is best you have it **ALL** ready with photos in digital formats before you start applying to any festivals.

Title:

Year: (of completion)

Running time: (up to 30 minutes for a short and over 45 minutes for a feature length)

Country:

Language:

Shooting Format: HD, S16MM, 35MM etc

Screening format: DCP,, HD CAM, 35MM married print etc

Preview format: Uploaded with the password to sites such as Vimeo, Short film Depot, or DVD (PAL) or NTSC (for some festivals in USA and South America)

Genre: (these include animation, experimental, fiction or documentary. There are also subheadings like comedy, drama, coming-of-age, action-adventure, etc).

Director: Name, address & contact details

Producer: Name, address & contact details

Script: (Whether the script is original or an adaptation. If it is the latter you need to include the author of the original idea, novel, story, etc. You would require **documentation** that you have permission or the **rights to adapt** the original).

Music: (Whether original or existing music. If original you must have a **composer's agreement** that they can ask to see should you get into a festival and if existing music you must have written **copyright clearances** that a festival can ask for before letting you in)

Credits: A list of everyone who worked on your film that can be emailed or attached to your e-application. This is usually the HODS writer, Director, Editor, composer, Sound designer, production designer, as well as the list of **main cast** members all of whom should have signed a **release form** giving you the rights to use their image in your film.

Sales: Who should the festival contact if a sales company or distributor wants to buy your film? If you have a distributor or sales agent then give their contact details, if not the producer or the director if it is the same person.

Screening History: This doesn't include any screenings you may have had for friends, family and supporters. If your film hasn't been to any festivals, then you put world premiere on this bit of the form. If it has screened somewhere then put that down. This is important for **IMDB** entry, because if your film hasn't screened in a festival with a paying audience that they can verify, they won't accept your film for entry. IMDB or the Internet movie database is an online information database related to the films, Television, video games, actors, production crews, etc. It is very popular and is used by the film industry to check and research filmmakers' credits.

Film Rights: This includes music clearances as I mentioned before as well as the right to sell your film in different parts of the world. It is very important to know who owns the rights to your film.

Traditionally, films are sold separately to different regions; this is why DVDs have different region codes so that they can't be played everywhere, unless you have a multi-regional DVD player of course! The regions include Europe, North America, Latin America, Africa, the Middle East, Oceania and Asia. Potentially your film could be sold separately in all these regions as well as for cinema, TV, DVD sales, Video on demand channels (VOD), Cable and online such as on I-Tunes. This is what is known as multi **platforms**.

FILM FESTIVAL ATTACHMENTS LIST:

ELECTRONIC PRESS KIT (EPK)

The following are compulsory for most film festivals so it is worth taking the time to prepare them. Once you have these you can use the information repeatedly for different festivals as well as for other marketing and publicity purposes. The following items (minus the dialogue list) form the basis of your **Electronic Press Kit (EPK)**.

1. Production Stills: You usually need about 5 photos from the shoot, in high resolution, though each festival has its own requirements for this. One photo must be good enough to be the **poster** for your film, one has to be of the **director** and the rest is up to you. There must be a copy of them in digital form for example as JPEGs, Tiff, etc and on CD just in case.

2. Director Biography/Filmography: A short paragraph listing the director's directing achievements and including the festivals that any of their previous films got into, and a list of those films and what year they were made.

3. Director's statement: Not all film festivals ask for one, but it is better to have one prepared just in case. Include the inspiration for the story, some of the visual and other ideas you were going for, and what you hope the film does for the audience.

4. Synopsis: A short one and a longer one to be on the safe side including the genre, main character(s) and a summary of the story as well as something to whet the appetite of the reader.

5. Website: A simple site with all the above information on it as well as links to **face book fan page** and other relevant social networking sites.

6. Dialogue list: This is a list of the dialogue only, used to help the festival with translations and subtitles.

FILM FESTIVAL STRATEGY

Any film whether a short or a feature has an eighteen-month to two-year window to get into festivals. This is because festivals have a time limit from your **date of completion** to festival entry date. Some festivals want to open films in their region or country. For example, Berlin Film Festival won't take your film if it has been shown in another festival in Germany. Others will only take your film if it has been shown at a more prestigious festival first. Others specialize in women directors, films for young people, culturally diverse filmmakers, etc.

You need to do your research and find out which festivals your film qualifies for or which ones are likely to choose your film as the fees, postage of multiple **DVD screeners** and entry forms to far-flung corners of the world is not cheap. Try to go to some festivals and if you can't get to any, read the synopsis of the films selected. Study what ideas and stories have been chosen by the different festivals to have a working knowledge of the kind of films they pick.

You can then judge for yourself which festivals suits the films you're making or want to make. Since film festivals and markets are one of the primary ways of getting your work noticed and sold, you need to have a working knowledge of them. It will also give you a flavour of what is going on in the film business around the world and where your films fit into that business. An exhibition plan is your strategy of getting your film out not only at festivals but on other platforms. It is advisable to apply for a minimum of 30-50 film festivals in the first year. Good places to find out about festival deadlines and entry requirements online are:

www.filmfreeway.com

www.shortfilmdepot.com

Festivals are perceived to have different tiers and prestige. These are usually based on how long the festival has been running, whether it is academy (Oscar) or BAFTA qualifying and how well connected they are to other organisations like press, movie studios and stars attending, film financiers, luxury brands sponsorship, grant making foundations etc For examples tier one film festivals include: Sundance FF, Toronto FF, Venice FF and Berlin FF.

For UK filmmakers, the BFI has an extensive directory of legit film festivals around the world for young and emerging filmmakers.

UK film festivals

Festival dates	Festival	Location	Who can apply?
15-18 February 2018 (February 2019 dates TBC)	BFI Future Film Festival	London	Open to young people
28 March – 5 April 2018 (2019 dates TBC)	Leeds Young Film Festival	Leeds	Open to all
11-29 April 2018 (2019 dates TBC)	East End Film Festival	London	Open to all
11 June 2018 (2019 dates TBC)	Pen9 Film Festival	Accrington	Open to all
28 September 2018 (2019 dates TBC)	Bedford Film Festival	Bedford	Open to all
October – November 2018 (2019 dates TBC)	Cinemagic	Belfast	Open to young people
25 October – 1 November 2018 (2019 dates TBC)	Cambridge Film Festival	Cambridge	Open to all

6-18 November 2018 (2019 dates TBC)	Norwich Film Festival	Norwich	Open to all
7-23 November 2018 (2019 dates TBC)	Into Film Festival	UK-wide	Open to all
9-11 November 2018 (2019 dates TBC)	Cornwall Film Festival	Cornwall	Open to all
13-15 November 2018 (2019 dates TBC)	Manchester Animation Festival	Manchester	Open to all
16-25 November 2018 (2019 dates TBC)	Foyle Film Festival	Derry / Londonderry	Open to all
16-25 November 2018 (2019 dates TBC)	Underwire Festival	London	Open to all
20-24 November 2018 (2019 dates TBC)	UK Film Festival	London	Open to all
24 November – 2 December 2018 (2019 dates TBC)	Kinofilm Festival	Manchester	Open to all
11-20 January 2019	London Short Film Festival	London	Open to all

7-10 March 2019	<u>Watersprite – The Cambridge International Student Film Festival</u>	Cambridge	Open to young people
13-17 March 2019	<u>Glasgow Short Film Festival</u>	Glasgow	Open to all
13-17 May 2019	<u>The Animex International Festival of Animation & Computer Games</u>	Middlesbrough	Open to all
5 June 2019	<u>Rob Knox Film Festival</u>	Bexleyheath	Open to young people
22-23 June 2019	<u>Walthamstow International Film Festival</u>	London	Open to all
1-6 July 2019	<u>British Urban Film Festival</u>	London	Open to all
4-10 September 2019	<u>Open City Docs Fest</u>	London	Open to all
13-15 September 2019	<u>Glasgow Youth Film Festival</u>	Glasgow	Open to young people
19-22 September 2019	<u>Berwick Upon Tweed Film & Media Arts Festival</u>	Berwick-upon-Tweed	Open to all

24-29 September 2019	Encounters	Bristol	Open to all
27-29 September 2019	Barnes Film Festival	London	Open to young people
11 October 2019	Wimbledon International Shorts Film Festival	London	Open to young people
6-10 November 2019	Aesthetica Short Film Festival	York	Open to all

International film festivals

Festival dates	Festival	Location	Who can apply?
8-23 February 2018 (2019 dates TBC)	Mostra Internacional Cinema Educatiu	València, Spain	Open to all
16-28 March 2018 (2019 dates TBC)	Young About Film Festival	Bologna, Italy	Open to all
28 May – 3 June 2018 (2019 dates TBC)	International Children and Youth Animation Film Festival	Varaždin, Croatia	Open to young people

1-30 September 2018 (2019 dates TBC)	Auburn International Film Festival for Children and Young Adults	Auburn , Austral ia	Open to all
25-28 October 2018 (2019 dates TBC)	National Film Festival for Talented Youth	Seattle , USA	Open to young people
16-24 November 2018 (2019 dates TBC)	Gijón International Film Festival for Young People	Gijón, Spain	Open to all
1-8 December 2018 (2019 dates TBC)	Olympia International Film Festival for Children and Young People	Athens , Greece	Open to all
2-9 December 2018 (2019 dates TBC)	International Young Audience Film Festival Ale Kino!	Pozna ń, Poland	Open to young people
25-30 March 2019	Fresh Film Festival	Limeric k, Ireland	Open to young people
5-14 April 2019	Sarasota Film Festival	Florida , USA	Open to all
2-12 May 2019	IndieLisboa International Film Festival	Lisbon, Portug al	Open to all
21-30 June 2019	Nordic Young Short Film Festival	Tromsø , Norwa y	Open to young people

22-23 June 2019	International Santa Monica Teen Film Festival	Santa Monica , USA	Open to young people
10-16 October 2019	Commfest	Toront o, Canad a	Open to all

Below is an example of what a **film festival strategy** for a short film could look like, with monthly deadlines and registration on Film Freeway or The short film depot. The ones marked with ★ are prestigious festivals for short films.

YEAR 1

JUNE

Auburn (Australia) film and video festival for kids and young adults
Rio de Janeiro
Shnit International Short Film Festival (Kids & Young People)
Interfilm Berlin
Uppsala International Short Film Festival ★
London International Film festival
Hamptons International Film festival

JULY

Brest ★
Tehran Short Film festival
Clermont-Ferrand International Short Film festival ★
AFI-Los Angeles International Film festival
Chicago International Film Festival ★
New York City International Film Festival
Telluride
Amiens International Film Festival

AUGUST

Leuven International Short Film Festival ★
Vienna International Film Festival
Curtocircuito Santiago de Compostela
San Sebastain
Zagreb Film Festival ★
Buffalo Film Festival
Aix-en-Provence

SEPTEMBER

Sundance
Stockholm
Regensburger Kurtzfilmwoche
Festival Fec Cambrils-Reus (Spain)

OCTOBER

Bermuda International Film Festival★
 Rotterdam International Film Festival
 Stockholm
 Festival d'Angers Premier Plans

NOVEMBER

Fec Cambrils-Reus European Film Festival (Spain)
 Tribeca
 Tampere Film Festival★
 Berlin International Film Festival ★

DECEMBER

Aspen Shortsfest★
 Nashville Film festival
 AFIA Film Festival (Denmark)

YEAR 2**JANUARY**

Gulf Film Festival
 East End Film Festival
 Filmfest Dresden-International Short Film Festival
 Oberhausen International Short Film Festival★

February

Palm Springs
 Cannes Film Festival

APRIL

Encounters★
 Rushes SOHO
 Locarno Film Festival★
 American Black Film Festival (HBO)

MAY

Sarajevo★
 Festival Silhouette (Paris)
 Milan

We hope this has been a quick and useful checklist to help prepare your films for festival entry easily. Please post your comments to let us know what you thought. We hope to see you at a festival soon.