



34th Cambridge Film Festival

Submission Guidelines

Please read the following guidelines carefully before completing the Entry Form.

Festival Dates

28 August - 7 September 2014

Deadlines

Submissions will be accepted from 1 February 2014.

Early bird deadline: 15 March

Regular deadline: 1 April

Extended deadline: 15 May

We will not accept submissions postmarked after 15 May.

Categories

Submissions should fall into these categories:

Feature: narrative fiction features that are at least 70 minutes long

Documentary: documentaries that are at least 50 minutes long

Shorts: shorts under 30 minutes

Eligibility

- Feature and Documentary films preferably must not have been released in the UK in any format, including online, or shown on UK television prior to 12 September 2013. Shorts should ideally be a UK premiere too. However, exceptions can be made for films that are of particularly high quality.
- Films completed within the years 2013 - 2014 are eligible for submission.
- All foreign language films must be subtitled in English (the costs of which are to be covered by the applicant).
- Previously submitted work will not be considered unless it has been substantially altered.

- 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 Cambridge Film Trust, the registered charity that runs the Cambridge Film Festival, assumes no responsibility for violation of copyright law.

Format

- Films must be submitted on DVD and should be clearly labelled with the title, running time and a contact email.
- Submitted copies will not be returned due to the high volume of entries received.
- Please do not submit multiple works on the same DVD.

Fees

The Cambridge Film Festival is operated by the Cambridge Film Trust, a registered charity (no. 1120059) that 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.

Early Bird submission fees: Feature £35, Documentary £30, Shorts £25

Regular submission fees: Feature £45, Documentary £40, Shorts £30

Extended submission fees: Feature £50, Documentary £45, Shorts £35

The Cambridge Film Trust in association with the BFI Film Hub are committed to supporting filmmakers within our region and therefore submission fees will be waived for filmmakers who are based in the Film Hub Central East region. This covers Nottinghamshire, Lincolnshire, Leicestershire, Rutland, Cambridgeshire, Norfolk, Northamptonshire, Suffolk, Buckinghamshire, Bedfordshire, Hertfordshire and Essex.

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

Please note that submission fees will not be refunded.

Payment Method

- We request that you pay your submission fee prior to sending us your Entry Form and DVD screener.
- You can pay your submission fee via Paypal; simply click on the Paypal button located in the 'How to submit a film' section in the section of our website For Filmmakers.
- Please use your full name as one word (or as much of your name as is allowed) as the Payment Reference. This will enable us to match the payment with your submission, so the name should match the name of the person submitting the film as detailed on the Entry Form.
- If you are submitting more than one film and have to make more than one payment, please add the number of your payment after your full name. So if you name is Paul Cook, the payment for your first film should read paulcook1, and the payment for your second film paulcook2.

Submissions will not be processed until after we have received your payment.

Shipping

Submission Entry Form and DVD screener should be sent to:

Submissions Coordinator
Cambridge Film Festival
Arts Picturehouse
38-39 St Andrew's Street
Cambridge
CB2 3AR
UK

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, £3 Sterling or 5 euro.

Receipt of Submission

If you would like to receive email confirmation of receipt of your submission, please indicate so at the end of your Entry Form.

Please wait a reasonable number of days for us to receive and process the film before contacting our Submissions Coordinator (submissions@cambridgefilmfestival.org.uk)

Press and Publicity

- Please do not send any physical press kit with your submission as we will be unable to store them at the Festival office due to the high volume of submissions we receive.
- Should your film be accepted we will request digital images and other press/publicity materials you may have available at that time.

Selection

- Selection will be carried out by the Cambridge 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 15 July 2014. Unfortunately, due to the volume of entries, we will be unable to offer individual feedback or enter into any discussion about your work.
- All successful submissions will be listed on our website (www.cambridgefilmfestival.org.uk) and successful applicants will be notified by email or over the phone. Please therefore make sure that we can reach you in the months of June and July so that we can confirm your film's inclusion in the Festival programme. We will also request that you send us press kits and that you arrange print transport during that period.
- Please note that only successful applicants will be notified.

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 Cambridge Film Festival programme after its selection/participation has been confirmed and may not be screened elsewhere before its presentation in the Festival without our prior agreement.
- The film must be available to screen in at least one of the following formats:

Film: 35mm

Video: DCP, HDCAM, Blu-Ray, DigiBeta, and BetaSP (PAL and NTSC only)

Media Files: .AVI, .WMV, .MOV (high resolution only)

- Please note that the Festival does not accept 'letterbox' format submissions. Please also note that shorts with aspect ratios of 1:1.78 must be supplied in an anamorphic 16:9 video format.
- No formats other than those listed above will be accepted.
- The Festival is not able to cover the costs of any format transfers or subtitling.
- Prints of selected films must be received by the Festival by 1 August 2014.
- The Cambridge Film Trust will accept responsibility for technical damage to prints 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. Please ensure that you have sufficient insurance to cover your work while in transit to and from the Festival.



34th Cambridge Film Festival

Entry Form

Thank you for your interest in submitting to the 34th Cambridge Film Festival. Please read our submission guidelines carefully before completing all relevant sections of this form.

Please TYPE in the grey field or BOLD the appropriate answer. Handwritten forms will not be processed.

ABOUT YOU

Name:

Relationship to film (e.g. director, producer, writer):

Address:

Email:

Telephone:

Is this your first submission to the Cambridge Film Festival? Yes No

If not, please provide details (year, title, selected/not selected):

Is this your first film? Yes No

ABOUT THE FILM

Original title:

English title (if different):

Country of origin:

Language(s):

Running time (min.):

Subtitles:

Category: FEATURE

DOCUMENTARY

SHORT

Type: NARRATIVE FICTION

DOCUMENTARY

ANIMATION

EXPERIMENTAL

Screening format:

Synopsis Logline:

Synopsis Medium:

Film Website (if any):

Director:

Producer:

Writer:

Key cast:

UK release date (if any):

UK distributor (if any):

Sales agent (if any):

Past and future screenings:

Where else has the film been shown to date? Are other screenings planned for 2013?

Print source:

Please tell us the name of the company or individual that will be providing the film print to the Festival if successful.

Contact name:

Email:

Telephone:

Sign your initials below to confirm that you have read and accept the conditions of submission outlined in our guidelines.

Sign your initials below to confirm that you have obtained all the relevant rights, permissions and clearances for the material used in your film prior to submission.

Sign your initials below if you would like to receive email confirmation of receipt of your submission.

Signature:

Date:

Print Name:

**Thank you for submitting to the 34th Cambridge Film Festival.
We look forward to viewing your film!**