**7220 Entertanment Short Film Festival**

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**Guidelines for Films**

***Time Limit***

Works must be between 5 minutes to 20 min in length including credits to be eligible for awards. Anything less or more than the time limits may be shown at the festival at the discretion of the selection committee, but will not be eligible for awards.

***Format of Film***

Films are to be in **.avi, .wmv or.mpg** video format (playable on a Windows system through VLC media player). They can be submitted on a data DVD, portable hard drive, or jump drive. Hard drives and jump drives WILL NOT be returned. If any problems exist on the devices, 7220 Entertainment will contact you before the show.

***Explicit Content***

Members of the 7220 Entertainment Films Committee will preview all films. Explicit content including nudity, sexual content, un-simulated alcohol or drug use, or actual violence, will not be tolerated if shown in a way that the committee deems inappropriate. Additionally, films may not endorse subject matter that discriminates against any race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other
applicable protected category. Entrants will be notified prior to the Festival if their film submission has been denied.

***Honorable Mentions***

The festival is open to members of the community, but only University of Wyoming students can win prizes. Films submitted by the community will be grouped into an “Honorable Mentions” category, where a first place will be selected, but no prize given.

***Additional Guidelines and Information***

1. All entries must be either in English or subtitled in English. Non-English entries submitted without subtitles are not eligible.
2. Entrants are responsible for the quality of their films. 7220 Entertainment will not manipulate films in any way.
3. Entrants using original music will be given 3 additional points. Use of music in films must follow fair use guidelines. Some frequently asked questions can be found at this site: <http://cmsimpact.org/resource/fair-use-frequently-asked-questions/>. Two essential questions to ask are: A. “Did the unlicensed use transform the material taken from the copyrighted work by using it for a different purpose than the original, or did it just repeat the work for the same intent and value as the original? B. Was the amount and nature of material taken appropriate in light of the nature of the copyrighted work and of the use?”

(Taken from *Documentary Filmmakers’ Statement of Best Practices In Fair Use* by The American University Law Center for Social Media)

1. Entrant will allow usage of clips from the film for a concurrent livestream during the final awards ceremony as well as for promotional use by 7220 Entertainment with credit given to the director(s).
2. Filmmakers must have all actors sign consent forms for their image being used in the film as we reserve the right to use the films for promotional purposes for the festival.
3. All decisions regarding content, time, or eligibility are at the discretion of the selection committee. The selection committee has the final say in all decisions.

**Studio Coe and the One Button Studio.**

Looking for a place to edit your audio and video recordings? Head over to Coe Library and visit Studio Coe, the new multimedia lab, on Level One behind STEP Tutoring. Studio Coe has editing software such as iMovie, Final Cut Pro X, Photoshop, Illustrator, and other Adobe Creative Cloud applications. We also have Yeti microphones for you to use to record audio using Audacity or Adobe Audition. Some video and audio editing assistance is available, too. Space is limited and use is on a first-come, first-serve basis. Studio Coe is open Sunday – Thursday from 2:00 p.m. – 9:00 p.m. Questions? 766-7002 or coeref@uwyo.edu

**Submission Guidelines**

***Submissions***

People wishing to submit a film, please use the Submission Information Sheet in this packet. Fill out all information on this sheet and submit it with your film by 5:00 p.m. Friday, April 10th, 2020. Early entries are welcome and highly recommended. It is important that you fill out the personal information section including your name and telephone number so that we can contact you prior to the Festival. Only participants with complete entry forms will be eligible. 7220 Entertainment Short Film Festival is not responsible for incorrect wording in publications or on awards if the entry form is incorrect or illegible.

***Who Can Submit***

Anyone! We are opening up the festival to not just students, but the community. However, only University of Wyoming students can win prizes. The person who submits the film must perform a **substantial role[[1]](#footnote-1)** in the production of the film (i.e. director, writer, cinematographer, etc.)

***Where to Submit***

Films should be submitted to the Wyoming Union, Room 012 (Campus Activities Center) during normal business hours.

***When to Submit***

Submissions will be accepted any time before 5:00 p.m. on Friday, April 10th, 2020

***Contact List***

If you need to contact someone regarding questions about your film or the festival, please contact:

Kelly Marston

7220 Entertainment Films Coordinator

Festival Coordinator
Phone: (307) 275-0566
Email: films@uwyo.edu

Andrew Potter
7220 Graduate Assistant, Wyoming Union

Festival Advisor
Phone: (307) 766-6340
Email: uw7220ga@uwyo.edu

**Judging & Prizes and Recognition**

Films are selected for Festival presentation by the 7220 Entertainment Short Film Festival Selection Committee. If a film is selected for screening, the Festival office will contact the entrant by email. All films will be selected a week before the selection showcase. The selection showcase will take place on April 17th, 2020 where all selections will be screened. Judges will make award selections on that date. The awards showcase will take place on April 24th, 2020. Prizes for the top 3 student films will include a trophy along with $200 for first, $150 for second and $100 for third. First place for Honorable Mentions will receive a trophy.

Films will be judged and additionally awarded based on the following criteria:

* **Direction**
* **Screenwriting**
* **Sound**
* **Acting**
* **Originality**

Twenty points will be awarded for each category. The ballots are then counted as a general score per judge and then the overall score is met. All decisions are final.

**General Festival Information**

Date: Screenings: Friday, April 24th, 2020

Time and Place: Union Family Room – 6:30 p.m. light appetizers will be served for the Awards Showcase and Ceremony.

Cost: Free and open to the public

Organizers: 7220 Entertainment Student Short Film Festival is brought to you by 7220 Entertainment. Films Coordinator, Kelly Marston is presiding over the Festival.

Website: [http://bit.ly/7220filmfestival](http://bit.ly/7220filmfestival%22%20%5Ct%20%22_blank).

**7220 Entertainment Student Short Film Festival 2020
Submission Information Sheet**

**PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Please use a preferred phone number that we can easily reach you at in regards to your submission]

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student or Community member (if student include W#): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Film Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Film Length: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Screenwriter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cinematographer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Crew: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Actors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Synopsis (to be printed in the Festival program): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name printed), as the student representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (film title), understand the rules of the film festival and understand that selection is dependent upon compliance with these rules. I also understand that the 7220 Entertainment Film Festival Selection Committee has the final say in selections and may ask that I change my film to comply with rules. It is up to me to withdraw the selection or change the film. I hereby authorize the University of Wyoming, its agents, successors, and assigns, to use and reproduce my film in which may appear in official UW publications, and I waive any right that I may have to inspect and approve said film or to receive compensation for the use of said photograph, audio or video.

1. A substantial role is defined as a lead actor/actress, screenwriter, director, director of photography, executive producer, and/or producer. Other positions, such as art director, set designer, costume designer, and special effects supervisor, will be considered ‘substantial’ by the Films Coordinator and/or Films Advisor on a case by case basis wherein the film displays a large workload on the given position. Films containing multiple students participating in various smaller roles may also be considered on a case by case basis. [↑](#footnote-ref-1)