



WE CHAMPION SHORT FILMMAKING

1317 F STREET NW, SUITE #920 \ WASHINGTON, DC 20004 \ 202-393-4266 \ DCSHORTS.COM

CONGRATULATIONS!

Out of 1,500 films, we have selected your entry to be included in the 2017 DC Shorts Film Festival from September 7-17, 2017! You should be very proud!!

**PLEASE READ THIS ENTIRE PACKET!
IT INCLUDES EVERYTHING YOU NEED TO KNOW FOR THE FESTIVAL.**

AFTER READING THIS PACKET, PLEASE VISIT <http://festival.dcs shorts.com/welcome2017/>
TO SIGN THE FILMMAKER CONTRACT, RESERVE ACCOMMODATIONS AND PASSES.

Please complete the filmmaker contract online by WEDNESDAY, JULY 19
or your film will be removed from programming.

We forward to seeing you in September!

Joe and Jasmine
Festival Programmers

+1-202-393-4266 office
programming@dcs shorts.com

DEADLINES

Wed., July 19	Last day to sign Filmmaker Contract (online)
Mon., July 31	Deadline to send us photos, MP4 files, trailers; Last day to fill out SimpleDCP form to get your DCP made, conformed, or quality checked
Wed., Aug. 3	Last day to request Accommodations; Last day to request Passes
Mon., Aug. 7	Last day to upload Pre-film Bumper Video
Fri., Sept. 1	Last day to change names on Passes

SCREENING MATERIALS/DCP FILES

DC Shorts presents all films in DCP (Digital Cinema Package) to ensure pristine projection. We have partnered with SimpleDCP to streamline the process. They are available to quality-check your pre-existing DCP, convert your DCP (if it's the wrong frame rate of 25fps), or create a brand new DCP for you.

ALL FILMMAKERS MUST FILL OUT THE DCP "PRINT SUBMISSION" FORM NO LATER THAN MONDAY, JULY 31.

The form can be found at <http://simpledcp.com/home/dcshorts>

Any film that is not made available to DC Shorts as a DCP will be removed from the program. If you have any questions or concerns please contact us at festival@dcshorts.com

IF YOU ALREADY HAVE A DCP...

If you already have a professionally packaged DCP at a 24 or 29.97 frame rate, we will test your DCP to make sure it is compatible with our DCP servers. If the test fails, you will be required to provide a new DCP.

1. If your film was converted by Simple DCP, or you have sent your film to Simple DCP for another festival, complete the print submission form at <http://simpledcp.com/home/dcshorts>. There is no need to re-send.
2. If your film was not converted by Simple DCP, you will still need to send the file to Simple DCP for a quality control check. Please also send a receipt from the company that created your DCP to festival@dcshorts.com before delivering the file.

3. If your DCP is at 25fps, Simple DCP will conform it to 24fps playback. You will be billed a flat fee for the conforming costs.
4. If you want your materials returned, please include a return shipping label.
5. Follow the instructions below for *Sending Your File*.

IF YOU DO NOT HAVE A DCP...

DC Shorts has partnered with Simple DCP to work with filmmakers to create professionally crafted DCPs at a discounted rate which is calculated when you fill out the print submission form at <http://simpledcp.com/home/dcshorts>. After your film is converted, a copy of your DCP file will be delivered to DC Shorts free of charge and you can opt to either download your DCP for free or purchase a hard drive or USB drive copy for use at other film festivals.

Simple DCP will need a pro-res file from you in order to create the DCP. You can read about the accepted file formats and technical requirements at <http://simpledcp.com/home/submission-guidelines/>

We are happy to help walk you through the process. Please contact us for assistance.

SENDING YOUR FILES

If your file is **smaller than 10GB** and you have a strong and reliable internet connection, you can upload your file directly to Simple DCP. A link to upload is online at <http://dcshorts.com/welcome2017>

If your file is **larger than 10GB**, please mail it to Simple DCP on a USB flash drive or portable Hard Drive. We highly recommend shipping through a traceable carrier (UPS, FedEx, DHL).

Simple DCP
4200 Sepulveda Blvd., Suite 102
Culver City, CA. 90230
Phone: (213) 375-8327

ADDITIONAL BACKUP FILE REQUIRED FROM EVERYONE. DUE BY JULY 15

ALL FILMMAKERS ARE REQUIRED to send us an .MP4 version (AppleTV 2 preferred) of their short for projection at other fundraising events throughout the year, media outreach, and for our optional online film festival.

Send using the free service at <http://wetransfer.com>

- Use the email address festival@dcshorts.com
- Include the title of your film and your contact information in the message

SUBTITLES

If your film is in a language other than English, please superimpose (burn) subtitles over your film. Please keep your subtitles within the title safe zone rather than in the letterbox area.

FESTIVAL ACCOMMODATIONS

**REQUESTS MUST BE RECEIVED NO LATER THAN MONDAY, AUGUST 3.
FORM ONLINE AT <http://dcshorts.com/welcome2017>
CHANGES MAY BE MADE UP UNTIL WEDNESDAY, AUGUST 10.**

FREE HOUSING

DC Shorts offers assistance in finding **free housing** for filmmakers and 1 guest in private homes throughout the Washington, DC area. All of our housing is Metro (subway/bus) accessible.

There are 3 housing categories:

- A. 1 person in 1 bed
- B. 2 people in 1 bed
- C. 2 people in 2 beds

If you select 1 person, 1 bed, you may be placed in a home with another filmmaker. Request for host housing must be made no later than July 25. Requests made after July 25 may not be accommodated.

A few weeks before the festival, you will receive the contact information of your housing host. We encourage you to contact them immediately to learn of any house rules, etc. If you do not feel comfortable with your housing match, we will make every effort to accommodate you, but we cannot guarantee new housing.

DISCOUNTED HOTEL ROOMS

Through our arrangement with the **CAMBRiA hotels & suites**, we have a limited number of rooms set aside for filmmakers. The luxury hotel is close to the Walter E. Washington Convention Center and nearby attractions including the Smithsonian Museums, National Air and Space Museum, Howard University Theater and much more.

Standards rooms are priced at only \$159 per night (regularly \$299).

If you are interested in reserving a room, please complete the online Accommodation Request Form. These rooms are available on a first-reserved, first-taken basis. To guarantee the hotel rate, you must book by July 25. All fees and incidentals must be guaranteed with a **credit card**.

Reservations may be cancelled without penalty anytime before Wednesday, August 10th, after which time you will be charged for a minimum of one night.

FILM PASSES

REQUESTS MUST BE RECEIVED NO LATER THAN WEDNESDAY, AUGUST 3.

FORM ONLINE AT <http://dcshorts.com/welcome2017>

CHANGES MAY BE MADE UP UNTIL THURSDAY, SEPTEMBER 1.

Every film accepted entitles you to two (2) Filmmaker Passes that allows entry into every screening and Filmmaker Lounge as well as all parties and events. Due to space limitations in the Filmmaker Lounge, we cannot extend more than two of these passes per film. Tickets for the screenings will go on sale to the general public in mid-August. You will receive notice of when this happens, as well as the availability of All-Access Passes which your friends and family will be able to purchase a few days before they go on sale to the general public.

TRANSPORTATION TO WASHINGTON, DC

We wish we could fly everyone to DC, but our budget does not allow us to do so. If you are traveling from NY, Boston, NC, NJ, PA, TN, or Ontario, we suggest taking the BoltBus or Megabus – both inexpensive and fast options.

If you are flying into Washington, DC, we recommend using Reagan National Airport (DCA); that allows you to get into the city for a \$2.30 subway fare. Flights from Washington Dulles International (IAD) and Baltimore-Washington (BWI) might be cheaper, but the cost to get into the city will be close to \$50 each way by car service. At this time, DC Shorts does not provide transportation to/from area airports or train stations.

FESTIVAL AWARDS

The following awards will be given out at the **Awards Ceremony on Sunday, September 11, 11:00 am at the Loft at 600 F Street, NW**, where there will also be a free brunch event that is open **ONLY** to filmmaker pass holders, all access passholders, and VIPs..

An explanation of each award can be found below. To qualify for certain awards, you must indicate your eligibility on the Acceptance Contract. If it is determined that you entered a category under false pretenses, you will be disqualified from receiving ANY prize, including Audience Awards.

All awards, prizes, and gifts will be presented at the Sunday brunch event. **You must take away all awards as we cannot ship software, trophies, or framed certificates.** Please note that all prize packages listed below may be changed at any time due to sponsor availability. In the event that you are not present, prizes will only be mailed within the continental United States. If you are out of the country, we will work with you on shipping arrangements at your expense.

- **Outstanding U.S. Narrative Short (live-action)**
- **Outstanding International Narrative Short (live-action)**
- **Outstanding Animated Short (sponsored by Pigmental)**
- **Outstanding Documentary Short**

(These four awards are our highest honors. A jury of filmmakers and industry professional watches and reviews the films in competition and awards one film in each category with a glass trophy, cash award, and gift package.)

- **Outstanding Local Film**

(This is awarded to a film whose primary photography was created within a 1.5 hour drive of the White House. This area encompasses Baltimore, Richmond and parts of Delaware and West Virginia. The prize package includes a cash award, software, and more.)

- **Outstanding First-Time Director**

(This award goes to a film whose director is making his/her debut onto the festival circuit. If you made other films that have never been screened publicly (tickets sold), then you qualify. The prize package includes a cash award, software, and more.)

- **Audience Awards**

(Each screening will end with a vote by the audience for their favorite film. Recipients of the Audience Award will receive a framed plaque and certificate.)

BUMPERS, CATALOG LISTING & TRAILERS

BUMPER VIDEO

MATERIALS MUST BE RECEIVED NO LATER THAN MONDAY, AUGUST 7.

Part of our professional screening is a video introduction (bumper) to each film. We prepare a short introduction animation that includes the title of the film, the name of the director, the country of origin, and the premiere status.

We want you to include a short video (no longer than 30 seconds, please) in which you introduce your film. A sample script might include: "Hi! My name is Joe Filmmaker. I hope you enjoy my short "Untitled" which I produced as my thesis project at Name A Film School."

KEEP IT SIMPLE: have a simple background, clear sound, and no SFX — just you. This is a great way for audiences to connect with you — and spot you in the lobby or parties. Three examples of bumpers from last year is on the web site <http://dcshorts.com/welcome2017>. Use the video specifications and uploading information found above. If you are unable to provide a video bumper, do not worry; we will create a standard bumper for you.

Send an .MP4 version (AppleTV 2 preferred) of your bumper via wetransfer.com to festival@dcshorts.com

FILM TRAILERS AND PREVIEWS

MATERIALS MUST BE RECEIVED NO LATER THAN MONDAY, JULY 31.

We will embed your YouTube.com or Vimeo.com URL into our site upon receiving and reviewing this information from you. Both Vimeo.com and YouTube.com are free to upload your trailer. We cannot host trailers on our servers.

PUBLIC RELATIONS AND MEDIA COVERAGE

PLEASE DO NOT SEND UNSOLICITED PHOTOS, BIOS OR OTHER ITEMS.

Our Public Relations firm will contact you individually if press materials are needed. If you have questions or wish to speak about a specific story idea, please contact the team at media@dshorts.com. In the past, DC Shorts has garnered amazing press, and has been featured in almost every publication in Washington, DC, as well as many national publications.

OPTIONAL: DC SHORTS ONLINE FILM FESTIVAL

DC Shorts presents the “DC Shorts Online Film Festival” where this year’s films are made available behind a paid firewall throughout the duration of the festival. Festival VIPs and those who purchase access codes are allowed to view films during the festival (September 7 – September 17). We will take care of encoding and technical details. The films will be taken down immediately following the conclusion of the festival. In 2015, over 1,000 people subscribed to this channel and watched more than 7,000 hours of film. As a participant, you will receive viewing statistics to see how many people watched your film.

We highly recommend that you allow us to include your film in this online festival. We specifically market this event worldwide, and to film schools throughout the United States and Canada. This is an opportunity for many more people to see your film in a protected online environment.

OPTIONAL: SPOTLIGHT CINEMA

Through a special partnership with Spotlight Cinema, a selection of very short (under 4 minute) films will be screened during the pre-shows at over 120 movie theaters across the U.S. You will be contacted directly by DC Shorts if you are invited to participate in this program.

SIGNING THE ACCEPTANCE CONTRACT

Please read over carefully before filling out. The form contains important legal information about special programs for the festival weekend and the next year. If you have questions about any of these programs, please contact us at festival@dshorts.com

**THE CONTRACT MUST BE COMPLETED NO LATER THAN WEDNESDAY, JULY 19.
THERE ARE NO EXCEPTIONS TO THIS DEADLINE.**

SIGN THE FORM ONLINE AT: <http://dshorts.com/welcome2017>

If we do not receive the completed and signed form by July 19, we will assume that you do not wish to participate and your slot will be given to another film.

We have adopted this formal contract to ensure that the information we receive from you is correct, to spell out the responsibilities of DC Shorts and filmmakers, and to protect each other in case of a dispute. Should you have questions about any of these items, please call the DC Shorts Office at +1-202-393- 4266 BEFORE you sign the Contract. ***This Contract is a legally binding contract.***

CONTRACT LANGUAGE

I understand that my film has been accepted into the 2017 DC Shorts Film Festival. By accepting inclusion in the festival, I grant non-exclusive rights to showcase my film during the festival week (September 7-17, 2017) in as many screenings as needed, including the competition screenings, specialty genre screenings, and the "Best Of" showcases. In addition, DC Shorts has non-exclusive rights to screen my film throughout the year at other theatrical events for festival fundraising purposes only. All profits from ticket sales are property of DC Shorts.

I affirm that I own all required rights to exhibit this film publicly, including digital streaming and other online distribution rights if I have elected that option, and all copyright, trademark, and other rights to the materials shown in the film, and I accept all liabilities for any failure to secure such rights.

I have read the technical requirements to ensure the best possible projection from DC Shorts staff. If I fail to send properly formatted DCP materials, DC Shorts will not be held liable for any damages that might result from technical/programming issues when working with the film.

DC Shorts reserves the right to remove or reschedule a film from the Festival program for any reason or for no reason and shall not be liable for any refund or claims of any kind arising out of such removal.

I agree to not promote or announce my film's inclusion in the 2017 DC Shorts Film Festival until July 1, 2016.

I have verified that my contact information is accurate and up-to-date. I understand that this information will be used for all future communication, and may be made available to media, other filmmakers, and Festival staff.

OPTIONAL: Online Film Festival

I agree to participate in the DC Shorts Online Film Festival. I understand that DC Shorts will upload and distribute my film via their own secure platform for the duration of the Festival, September 7-17, 2017. My film will also be made available for the period September 19-30 to a select group of passholders and volunteers. My film will be promptly taken offline at the Festival's conclusion.

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