



WE CHAMPION SHORT FILMMAKING

1317 F STREET NW, SUITE #920 \ WASHINGTON, DC 20004 \ [202-393-4266](tel:202-393-4266) \ DCSHORTS.COM

CONGRATULATIONS!

Out of 1,250 films and 159 scripts, we have selected your entry to be included in the 2015 DC Shorts Film Festival from September 10-20, 2015!

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

AFTER READING, VISIT DCSHORTS.COM/WELCOME2015
YOU NEED TO SIGN THE FILMMAKER CONTRACT, RESERVE ACCOMMODATIONS AND
PASSES.

**Please complete the contract by FRIDAY, JULY 3
or your film will be removed from programming.**

If you misplace any forms or want to see the latest information, visit dcshorts.com/welcome2015.
You should be very proud! We look forward to seeing you in September!

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DEADLINES

Fri., July 3	Last day to sign Filmmaker Contract (online)	
Mon., July 13	Last day to send Screener Materials	See page 2
	Last day to approve your Festival Catalog listing and photo	See page 5
	Last day to send your Trailer	See page 6
Mon., July 20	Last day to upload Pre-film Bumper Video	See page 6
Fri., July 24	Last day to request Accommodations and Passes	See page 3
Fri. Sept 4	Last day to change names on Passes	See page 4

SCREENING MATERIALS

DC Shorts presents all films in DCP (Digital Cinema Package) to ensure pristine projection. Please read the following information **VERY** carefully.

**MATERIALS MUST BE RECEIVED NO LATER THAN MONDAY, JULY 13.
THERE ARE NO EXCEPTIONS TO THIS DEADLINE.**

Any film that is not made available to DC Shorts as a DCP by July 13 will be removed from the final program. If you have any questions or concerns please contact the DC Shorts office at +1-202-393-4266

I ALREADY HAVE A DCP...

If you already have a professionally packaged DCP at a 24 or 29.97 frame rate, we will test your file 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 form at dcshorts.com/welcome2015. There is no need to re-send.
2. If your film was not converted by Simple DCP, you must send a receipt from the company that created your DCP to info@dcshorts.com before delivering the file.
3. If your DCP is at 25fps, Simple DCP will conform your file for 24fps playback. You will be billed 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*.

I DO NOT HAVE A DCP...

DC Shorts has partnered with Simple DCP to work with filmmakers to create professionally crafted DCPs at a flat rate of \$8 per minute. 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 (free) or purchase a hard drive or USB drive copy for use at other film festivals.

Information on file preparation is online at <http://dcshorts.com/welcome2015>

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/welcome2015>

If your file is **larger than 10GB**, please mail it to us on a USB flash drive or portable Hard Drive. We will **ONLY** return drives that are received with a return shipping label. We highly recommend shipping through a traceable carrier (UPS, FedEx, DHL).

DC Shorts
1317 F Street NW, Suite 920
Washington, DC 20004 USA

ADDITIONAL BACKUP FILE REQUIRED FROM EVERYONE

ALL FILMMAKERS ARE REQUIRED to also send an .MP4 version (AppleTV 2 preferred) of their short for projection at other 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 info@dcshorts.com
- Include the title of your film and your contact information in the message

IMPORTANT CONSIDERATIONS

DC SHORTS REQUESTS THAT YOU TRIM END CREDITS TO NO LONGER THAN ONE MINUTE (01:00)

We know you have many people to thank and it's important to give credit where credit is due. However, we have an audience that will become restless if your credits run too long, and it is difficult to bring them back into the moment. Please be courteous to both the audience and your collaborators, and edit or speed up your credits appropriately. Films that do not comply may be trimmed or edited by our office at our discretion.

SUBTITLES

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

FESTIVAL ACCOMMODATIONS

REQUESTS MUST BE RECEIVED NO LATER THAN FRIDAY, JULY 24.
FORM ONLINE AT <http://dcshorts.com/welcome2015>
CHANGES MAY BE MADE UP UNTIL FRIDAY, SEPTEMBER 4.

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 24. Requests made after July 24 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 Marriott Renaissance Dupont Circle, we have a limited number of rooms set

aside for filmmakers. The luxury hotel is located in the Dupont Circle/West End neighborhood of DC and is a short Metro ride from the screening venues and the National Mall.

Standards rooms are priced at only \$139 per night (regularly \$349).

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 24. All fees and incidentals must be guaranteed with a **credit card**.

Reservations may be cancelled without penalty anytime before Thursday, August 20th, after which time you will be charged for a minimum of one night.

FILM & MEAL PASSES

REQUESTS MUST BE RECEIVED NO LATER THAN FRIDAY, JULY 24.
FORM ONLINE AT <http://dcshorts.com/welcome2015>
CHANGES MAY BE MADE UP UNTIL FRIDAY, SEPTEMBER 4.

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.

Filmmakers automatically receive a Meal Pass, which allows you to eat free or discounted meals and snacks at various restaurants within a 5-block area of the theater. There are limits to the amount of food that may be ordered (i.e.: one burrito, chip and drink), and the pass may not be used to pay for alcoholic beverages. We ask that you please leave appropriate gratuities.

TRANSPORTATION TO WASHINGTON, DC

INFORMATION MUST BE RECEIVED NO LATER THAN FRIDAY, JULY 24.
FORM ONLINE AT <http://dcshorts.com/welcome2015>
CHANGES MAY BE MADE UP UNTIL FRIDAY, SEPTEMBER 4.

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 13, 11:00 am at Pepco Edison Place Gallery, 702 8th Street, NW**, where there will also be a free brunch event that is open ONLY to filmmaker pass holders.

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 Live-Action Short
Outstanding Animated Short
Outstanding Documentary Short

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

Filmmakers' Favorite

We feel this is the most important honor, as it is a peer award. All filmmakers in attendance will vote for their top 3 films. The film with the highest number of votes will be awarded a prize package that includes cash, software, and more.

Festival Programmer's Favorite

This is simply Jon's favorite film. The prize package includes a small cash award, software, and more.

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, JULY 20.

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/welcome2015>. 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 info@dcshorts.com

CATALOG DESCRIPTION AND PHOTO

CHANGES MUST BE RECEIVED NO LATER THAN MONDAY, JULY 13.

We spend a great deal of time to create a unique catalog for our event. A PDF proof of the catalog pages will be posted at <http://dcshorts.com/welcome2015> by Friday, July 10, at which time you will receive an email asking to look over the file. If you have any changes, please email info@dcshorts.com no later than Monday, July 13, as our catalog goes to press the next day.

FILM TRAILERS AND PREVIEWS

MATERIALS MUST BE RECEIVED NO LATER THAN FRIDAY, JULY 13.

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@dcshorts.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.

OPTION: 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 10 – September 20). We will take care of encoding and technical details. The films will be taken down immediately following the conclusion of the festival. In 2014, 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.

OPTION: 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 the DC Shorts office at +1-202-393-4266.

**THE CONTRACT MUST BE COMPLETED NO LATER THAN FRIDAY, JULY 3.
THERE ARE NO EXCEPTIONS TO THIS DEADLINE.**

SIGN THE FORM ONLINE AT: <http://dcshorts.com/welcome2015>

If we do not receive the completed and signed form by July 3, 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 2015 DC Shorts Film Festival. By accepting inclusion in the festival, I grant non-exclusive rights to showcase my film during the festival week (September 10-20, 2015) 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 2015 DC Shorts Film Festival until July 1, 2015.

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 10-20, 2015. My film will also be made available for the period September 21-30 to a select group of passholders and volunteers. My film will be promptly taken offline at the Festival's conclusion.

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