



## Sheffield Doc/Fest MeetMarket Submission Guidelines & Submission Form Overview

### Welcome

Sheffield Doc/Fest is welcoming submissions to MeetMarket from 5 November 2018 - 18 February 2019. We highly recommend that you read all of the following information (**submission guideline, eligibility requirements, form overview**) before applying - we want you to help make your submission the very best it can be when applying.

### MeetMarket

MeetMarket is one of the world's largest documentary and factual markets and pitching forums providing the opportunity to meet with top Decision Makers among 300+ international funders, broadcasters, distributors and exhibitors. Doc/Fest offers a unique way to pitch your project through matchmade meetings between pitchers and Decision Makers, for creative and financial discussions. Projects range from long form films to series and formats.

In 2018 we received over 550 entries from 64 countries around the world and selected 65 projects for the MeetMarket. Over the course of two days, 1600 match-made meetings took place, with an average of 18 meetings per project.

We're always very happy to help you with any aspect of your submission, whether technical or creative. If you're struggling with the application form in any way, please ask us for help. You can email [marketplace@sheffdocfest.com](mailto:marketplace@sheffdocfest.com) with any questions. If you do need help, we recommend you contact us as early as possible.

### ELIGIBILITY

- MeetMarket is open to all documentary makers from any country.
- No prior credits are necessary.
- Your project can be at any stage of development, production, or post-production.
- Projects do not need to have financing already in place.
- You can enter as many projects as you like, but we recommend that you don't submit more than 5 because we're highly unlikely to select more than 2 from any one company.

-Your projects must have international appeal and take an innovative/fresh approach to either the content, the execution of the idea or both.

-Your project may take any form or specialist focus, e.g. feature documentaries, television, series or specialised genres and formats.

## WHAT DO I NEED TO SUBMIT MY PROJECT?

To submit your project to the MeetMarket, **you will first need to create an Eventival account**. Once you have created your Eventival account, you will be able to login and submit your project(s) **via our online submission form**.

If you have any issues creating your Eventival account, you can email the marketplace team at [marketplace@sidf.co.uk](mailto:marketplace@sidf.co.uk)

### Please note;

- All submitted information must be **in English**.
- **All fields marked with an asterisk(\*) in the form are mandatory**. You will not be able to submit your project without filling those fields.
- **The information you submit on the application is what Decision Makers see when they choose if they want to meet you** - This information is exactly what goes in the Marketplace Guide distributed to participants, and accessed online in the assessment area by Decision Makers. **If you're selected, we give you a very small amount of time to make any changes, but by-and-large, what you submit on your application is what Decision Makers see.**

## SUBMISSION FORM OVERVIEW:

In order to submit your project, you will be asked to provide **the following information**:

### 1. Project information:

- Project title/working title\*
- Project logline\*
- Project short synopsis\*
- Project long synopsis\*
- Genres\*

**Please note:** We offer you the chance to submit **a short synopsis and a long synopsis**. The quality of your description is what matters, and you don't have to go right up to the word limit. Remember this description has to entice assessors to want to choose you and buyers to want to meet you, so get them interested and leave them wanting more. And whilst you should get them excited with the ideas, don't forget to give them story and character as well.

**If you have a project treatment or any other additional project information** you wish to submit, you will be able to upload it in this section of the form.

### 2. Production details

- Country/ies of production\* as well as country/ies of co-production (if applicable)

-Final length details\*:

-Slots\*:

**Please note:** You may not have a definite, set final length or know the slots details for sure yet, depending on what stage your project is at, but be as realistic as possible - research what slots exist in international TV, cinema and online, and tally your length and slot with that. Make sure your budget information is consistent with the length you specify. It's fine to keep your options open and specify, for example, a TV hour and a 90' version.

### 3. Production status

-Project status (concept, in development, in production, post-production, or rough cut)\*

-Estimated completion date (month/year)\*

-Website (if applicable)

-Your market expectations: what do you expect from presenting this project at Sheffield Doc/Fest and what kind of Decision Makers and partners you wish to meet

**Please note:** We also ask you if you've pitched the project in other UK or international markets - it's not a problem if you have or haven't, it just helps us to know which Decision Makers may already be aware of it.

### 4. Financing

-Total estimated budget in Euro, British Pound, and US Dollar\*

-Total in place in Euro, British Pound, and US Dollar: same as above\*

-Project financiers if applicable: only **confirmed** financiers will be taken into consideration.

**Please note:** State your total budget and total already obtained (as well as who has already committed funds) in Euros, Pounds and US Dollars. Please check that your calculations are accurate before you submit the form. Remember assessors and buyers you may put down here also read this information so don't exaggerate any interest. This section is also your chance to tell us if you're looking for distribution and/or wish to meet with sales agents - this is important because we'll use this information to base some of your match-made meetings on if you're selected, so answer it carefully.

### 5. Team Members information:

Give us brief information on your production team (up to 100 words for biography and 300 words for filmography). Don't paste your CV here, these biographies are part of your project information and need to be as enticing as your synopses. Remember that your biographies go here, they don't go in your synopsis - you're wasting your chance to write about your project if you put your biogs in that section. Also remember that you must split your biography (your personal history and profile) from your filmography (list of your films/other projects).

-Full name, biography and filmography of the director and the producer\*

-Full name, biography and filmography of other key team member (if applicable): executive producer, co-producer, editor, DOP

-Distributor and Sales agent: full name and company (if applicable)

-Commissioner: full name and channel (if applicable)

### 6. Primary contact details:

**Primary contact for the project\*:** all Doc/Fest correspondence will be directed to this contact. If your project is selected, any amendments to your project information must be made through the same account that submitted the application.

## **7. Teaser clip and stills:**

**Teaser/Clip\*:** the clip must be **no longer than 3 minutes** and must be a **downloadable vimeo link with a valid password**. A downloadable version of the clip that is **no more than 500MB** must be available.

**How to be creative with your clip:** your clip's purpose is to interest funders, and not to be a short film in itself. We specify a length of between one to three minutes because we think it helps you to focus on clearly getting the key information in there - why funders would want to invest in your project. There are infinite ways to do your clip but primarily use it to get funders and buyers interested and want to know more. It needn't necessarily be composed of original footage if you're not begun shooting yet. Be visually creative - remember this is your visual pitch, and documentary is a visual form, so save your words for the synopsis.

**Stills:** 1 to 3 stills of your project.

**Please note:** If you can't fill in all the details until closer to the deadline, there's a 'Save changes' button at the bottom of the form so you don't need to complete the whole application in one go and you can come back to the form later. However, please be aware that you need to submit the form before the final deadline and that incomplete applications will not be taken into account for reviewing.

## **WHAT IF I'M NOT SELECTED?**

We offer a number of alternative ways to get your projects considered and to get connected with Decision Makers, including: Marketplace sessions where participants meet with Decision Makers through informal group discussions about relevant industry topics, such as funding or co-production opportunities ; the Sales & Distribution Summit, a day of case studies and networking sessions with representatives of sales and distribution companies ; various pitch opportunities with substantial amounts of funding, in-kind support and opportunities for a wide range of different kinds of factual projects ; the Market Switchboard, where a team of dedicated mentors offers on demand advice to filmmakers looking to meet with Decision Makers. All our Marketplace opportunities, including year-round opportunities such as Future Producer School are listed on our Marketplace Overview page at [www.sheffdocfest.com/funding/overview](http://www.sheffdocfest.com/funding/overview).

Sheffield Doc/Fest is a great place for emerging and established filmmakers to connect with industry delegates and fellow filmmakers. Our Full Festival Pass includes access to the Film programme, Alternate Realities programme, Talks & Sessions, Marketplace & Talent, Doc/Player and all social events and networking.

## **IF YOU ARE SUCCESSFUL**

If your application is successful, you agree to attend Sheffield Doc/Fest 2019 for the duration of the MeetMarket on Monday 10th and Tuesday 11th June. Failure to do so may result in your project being withdrawn.

If your application is successful you must register to attend Sheffield Doc/Fest. Your project representatives will each need to purchase a Festival Pass which you must register for ahead of the festival. If you do not register for Doc/Fest, you will not be able to participate in the MeetMarket. Subsequent project team members must also register for additional passes if they wish to participate in Market meetings. The festival pass gives you full access to the Film programme, Alternate Realities programme, Talks & Sessions, Marketplace & Talent, Doc/Player and all social events and networking.

Project participants are responsible for their own transport and accommodation. In order to make our festival as accessible as possible, Doc/Fest offers concessions passes and budget accommodation passes to attend the festival, as well as Doc/Host, a connecting service to pair emerging filmmakers with Sheffield locals who are able to offer accommodation during the festival.

**You can read more about passes and accommodation here:**

<https://sheffdocfest.com/view/accommodation>.

Please note that support may also be available via your embassy.

We look forward to reading your application. Good luck!