



Sheffield Doc/Fest
Film Submission Guidelines and Terms
2018–2019

Welcome

We are delighted to welcome submissions for short, medium length and feature films for consideration for the 2019 Sheffield Doc/Fest programme. Sheffield Doc/Fest is open to all sectors of film and media production. We encourage documentary submissions from independent filmmakers, established or debut talent, artists, cooperatives, distributors, media institutions and educational institutions.

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Film Programme

The Sheffield Doc/Fest Film programme offers filmmakers an essential platform to launch their films at one of the world's leading documentary festivals, and allows audiences to experience these first through World, International, European and UK premieres. We champion new and authentic voices, presenting plural visions of the world present and past, and aspire to present a programme of equality in representation both on screen and behind the camera.

The Festival screens over 200 international films – features, mid-length and shorts. Sheffield Doc/Fest looks to challenge, inspire and entertain audiences through a carefully curated programme that reflects new frontiers of world events, personal narratives and forms of filmmaking. Our 26th Edition will take place Thursday 6 June – Tuesday 11 June 2019.

Below are the guidelines for submission to Sheffield Doc/Fest. Sheffield Doc/Fest anticipates accepting over 2,000 submissions this year so [please read through this document carefully to ensure that your submission is eligible.](#)

If your film project is particularly sensitive, legally or otherwise, and you require an NDA or encrypted method of submission please enquire via films@sheffdocfest.com with 'SENSITIVE PROJECT' as a header.

1. SUBMISSION GUIDELINES

By applying and participating you agree to unconditional acceptance of these Terms and Conditions. The organisers reserve the right to change the Terms and Conditions or processes at any time.

Lengths:

- Short Short films (7 minutes duration or less including credits)
- Short films (40 minutes duration or less including credits)
- Medium length films (41-59 minutes duration including credits)
- Feature films (films over 60 minutes)

Regulations:

- You are permitted to make multiple submissions. Each require a separate application form and submission fee;
- Films that premiered at a film festival or theatre before 30 November 2018 are eligible to submit for Early Submissions;
- Films that premiered at a film festival or theatre before 30 November 2018 are not eligible for the Standard and Late Submission periods;
- We cannot consider films competed prior to 2017;
- Films previously submitted to Doc/Fest are not eligible, unless the film has changed significantly since the last time it has been submitted;
- Submitted films must have English dialogue or English subtitles or closed captions. Transcripts to films or partial translations will not be accepted;
- Due to the volume of entries received, Doc/Fest cannot offer feedback or individual comments for films not included in the programme;
- It is the sole responsibility of the applicant to secure clearance from the copyright holders of any copyrighted materials included within the submitted films. Doc/Fest will not be held

responsible for the un-authorised inclusion of any copyrighted materials within or related to the submitted film;

- Doc/Fest reserves the right to disqualify any film with any unauthorised inclusion or copyrighted materials;
- We do not accept rough cuts unless the programming team has given prior consent. To discuss options, please contact films@sheffdocfest.com

2. HOW TO ENTER

Please complete an online submission form in order to be considered for Sheffield Doc/Fest. Your film will not be viewed if your submission form is incomplete and in 'draft' stage. Please note that we are only able to accept submitted films on Vimeo or similar streaming platform. Please refer to the Technical Guidelines section below for guidance. Please read the film submission guidelines thoroughly before completing the online form.

3. DEADLINES & SUBMISSION FEES

Early Submissions - For films premiered before 30 November 2018

Opens: 15 October, 17:00 GMT

Deadline: 30 November 2018, 12 noon GMT

Mid-Length and Feature Length (Over 40 mins) - £30+VAT

Shorts (Under 40 mins) - £20+VAT

Short Shorts (Under 7 mins) £10+VAT

Standard Submissions - For films to premiere after 30 November 2018

Opens: 30 November 2018, 12 noon GMT

Deadline: 11 February 2019, 12 noon GMT

Mid-Length and Feature Length (Over 40 mins) - £35+VAT

Shorts (Under 40 mins) - £25+VAT

Short Shorts (Under 7 mins) £15+VAT

Late Submissions - For films to premiere after 30 November 2018

Opens: 11 February 2019, 12 noon GMT

Deadline: 4 March 2019, 12 midnight GMT

Mid-Length and Feature Length (Over 40 mins) - £40+VAT

Shorts (Under 40 mins) - £30+VAT

Short Shorts (Under 7 mins) £20+VAT

The entry fee is non-refundable.

4. PAYMENT

By submitting your project to a UK-based organisation, you agree to the following:

- UK VAT is due on all submissions made by individuals or businesses based in the UK, and on all international submissions made by individuals;
- If you are a business based in an EU country, this is a reverse charge supply and you do not need to pay UK VAT;
- If you are a business based outside the EU, you do not need to pay UK VAT; however you may be required to account for local VAT in your own country.

The entry fee is non-refundable. All prices are in pounds sterling. All payments are accepted in pounds sterling only. We reserve the right to change the submission rates. Please refer to payment methods via the submission form. We do not accept payments outside of the formal process such as cheques or bank transfers.

Student productions, film and media schools and tertiary institutions entering more than one film are eligible for discounted entry, as are citizens of [DAC listed](#) countries. A representative of the educational institution must contact films@sheffdocfest.com to request a group discount. Students cannot negotiate submission discounts individually. Only graduation films are accepted from a film school/university. Doc/Fest will not accept documentary exercises.

5. SELECTION PROCESS

Please note that all submitted films are viewed by members of the Sheffield Doc/Fest previewing team, consisting of industry professionals from across the world. Your film may be screened by several members of the previewing team and programming team before a decision is made. Films are selected by the Director of Film Programming in conjunction with the Festival Director and the Film programme team. The primary contact listed in your submission form will be contacted about the status of your entry by 1 May 2019. Due to the quantity of applications received (over 2500) individual feedback is not offered if your application is unsuccessful.

Premiere Status:

For competition nomination, the Festival gives priority to World Premieres and, secondarily, International and European Premieres.

To be selected for the main programme strands, a UK premiere is required at minimum. Exceptions will be made for short films, special screenings and events. If a premiere status change is discussed after selection, it is mandatory for the rights holder to notify the Festival programming team. Any change since initial selection will affect the selection status.

6. STRANDS AND COMPETITIONS

The Film programme consists of six competition qualifying main programme strands, and three sidebar sections: one retrospective and two country focus strands.

Sheffield Doc/Fest honours the best of our programme in several award categories. All films selected for the main programme are considered for awards. Films solely invited to the Sheffield Doc/Fest's Doc/Player and sidebar strands are not eligible. The films for all awards are nominated by the Director of Film Programming in accordance with each award criteria.

The award categories are:

- Grand Jury Award

The award honours films that best display excellence in style, substance and approach to documentary filmmaking.

- Tim Hetherington Award

The award recognises a film and filmmaker which best reflects journalist Tim Hetherington's legacy.

- Illuminate Award

The award celebrates vibrant and innovative filmmaking exploring the human condition.

- Environmental Award

The award honours films that best address or raise awareness of environmental challenges faced by the world.

- Art Doc Award

The award champions bold new creative forms of non-fiction cinema and artists' film.

- New Talent Award

The award discovers and honours the future of documentary film, celebrating new talent and fresh perspectives.

- Short Doc Award

The award presents the best short films in the Festival, made by emerging and established filmmakers from around the world.

- Doc Audience Award

The award is voted for by the Sheffield Doc/Fest cinema audiences, recognising the film that receives the highest audience vote during the Festival. In memory of Dr Clifford Shaw.

- Youth Jury Award

The award is selected by five of the UK's most passionate and stand out young documentary lovers.

Further prizes are given at the Festival each year, subject to sponsorship.

7. FILM SCREENING SCHEDULE

Scheduling of the public screenings is entirely at the discretion of the Festival. As a six day Festival, not every film selected in the main programme will receive two screenings. Priority for multiple screening slots are given to competition nominees, World, International and European premieres. We cannot accommodate for screening date or time slot requests. Popular titles, Audience Award and Grand Jury Award winners may be given late notice additional screenings where slots are available. In the case of a cancelled screening due to technical or venue issues we cannot guarantee replacement screenings.

8. DOC/PLAYER

Titles selected for the Festival's official programme are included in the delegate access digital screening market Doc/Player, unless otherwise indicated on the entry form. Sheffield Doc/Fest's Doc/Player is a fully digitised film library, offering one of the best platforms in the world to promote documentaries seeking sales, distribution and screening opportunities. The Doc/Player is available online to all Doc/Fest pass holders during the Festival and for up to six weeks thereafter. A curated selection of film submissions will be invited to participate in Doc/Fest's Doc/Player. Films that are selected in the programme will be included in the Doc/Player free of charge. For those films not selected in the programme but invited to the platform, there will be a fee charged.

9. TECHNICAL GUIDELINES

Please note that we are only able to accept film submissions on Vimeo, YouTube or similar streaming platform. We do not accept file transfers, unless a Doc/Fest programmer specifically requests a download version for offline viewing. Please name your screener video the same as the title of your film in your submission form. Screener versions of your film need to be of adequate quality for online viewing such as H264 or MP4 compressions. Remember to provide a direct link to your film and the correct password. If the password or link changes, please notify films@sheffdocfest.com with the new password. You must have completed your online film submission form in order for Sheffield Doc/Fest to view your film online. Links to films sent via email without a submission number will not be accepted.

10. SCREENING FORMAT & COVER

The Festival screens primarily on DCP - no other formats are accepted unless previously discussed. Print transport of DCPs is delivered through Festily. All selected films are required to go through Festily to ensure the DCP is delivered, ingested and tested ahead of Festival screenings. Please note that filmmakers are responsible for delivering the correct format and subtitles to Festily. Festily can accept digital DCPs as well as physical drives.

The Festival is able to screen DCP, Blu-ray, 35mm and 16mm film. In circumstances where a short filmmaker is unable to produce a DCP, we are able to take delivery of ProRes files. Please ensure you retain a master copy of your DCP. Any shipping arrangements made by the filmmaker must include appropriate insurance. Loss or damage of digital prints in transit (when arranged by Doc/Fest) or whilst in possession of the print handling team, will be insured to the cost of physical formats only; we will reimburse the cost of physical drives carrying DCP up to £150 but will not cover any costs associated with remastering or copying of the film. Sheffield Doc/Fest will reimburse the cost of any loss or damage to 35mm or 16mm film prints at the Festival, and associated reprint costs up to £1,500. The Festival must be notified of any damage to prints or drives within seven days of return delivery date.

As a policy, Sheffield Doc/Fest **does not** offer screening fees in exchange for the right to screen films, as we invest our resources in developing the festival as an industry and public platform that provides significant intrinsic value to films and filmmakers. Sheffield Doc/Fest is a subsidiary of a charity and operates on a non-profit basis. By submitting your film, you agree to waive any screening fees (other than exceptional cases – such as archive titles – that have been explicitly agreed upon with the Doc/Fest film programming team prior to submission).

11. MARKETING & PROMOTIONAL MATERIALS

Please ensure that uploaded stills and headshots are of print quality and you have permission to allow the Festival to use these for promotional and press purposes in perpetuity.

Accepted films will be required to share a H264 trailer and/or press clips by 1 April 2019 to be included on Doc/Fest press and marketing channels. The Festival reserves the right to adapt trailer audio-visual excerpts for the purpose of marketing and promotion. We will also seek permission to use higher resolution clips from a limited number of films in our Festival trailer and press. The Festival will also request delivery of film posters in advance of the Festival.

Thank you so much for submitting to Sheffield Doc/Fest 2019!

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