

Sheffield Doc | Fest

Sheffield Doc/Fest Film Entry Guidelines 2020/2021

WELCOME

Thank you for entering your film for Sheffield Doc/Fest 2021. We welcome documentary and non-fiction films of all lengths and from all around the world, that wish to be considered for launching or premiering as part of our 2021 official selection.

Sheffield Doc/Fest is an international film and arts festival and marketplace, with a mission to spark imaginations and empower our collective capacity for change through celebrating, championing and debating documentary film and art as a collective form of engagement.

Through supporting and sharing non-fiction storytelling, Doc/Fest aims to provide a creative space for discovery, challenge and collaboration. As an internationalist and inclusive festival, we embody a commitment to equality and access for all our communities, bringing together established creatives, new voices, and our host city to shape and question stories of the world we live in.

Sheffield Doc/Fest is run by International Documentary Festival Sheffield, an independent registered charity (no.1184849), whose purpose is to advance the art of film, education and training in documentary filmmaking. Our core values as a charity centre around creativity, empathy, freedom, inclusivity and internationalism.

In 2019, Doc/Fest welcomed over 28,000 general public admissions and 3,489 individual industry delegates from 59 countries to Sheffield. We look forward to welcoming you to our 28th edition from 4 June 2021 - both here in Sheffield and online, as we are making plans to create a hybrid festival which brings people together physically where possible, and safe, and virtually where not.

FILM PROGRAMME

The Sheffield Doc/Fest Film programme offers filmmakers a place for inspiration, debate, growth and challenge and a relevant international platform to launch their films and art works. It engages audiences with a multitude of forms, ideas, ways of doing and thinking, through World, International, European and UK premieres, and through its historical and retrospective programmes. The festival screens over 180+ films of all lengths – with the 2020 programme encompassing works from 50 countries around the world, with 49 spoken languages represented.

Sheffield Doc/Fest looks to question the boundaries of documentary through a programme that challenges trends, brings diversity and enriches debate. The festival invites audiences to engage with experiences and stories from different parts of our world and to join the makers in inspiring moments.

In considering the entries we receive for the festival, we ask ourselves: Does the filmmaker/creator and the work show authenticity in voice, in questioning, in sharing the images they produce and the stories they represent? Is there something new about this work? Does it offer a perspective of a known subject that we haven't seen before? Does it offer an aesthetic approach to reality we have not engaged with? Is the socio-political narrative of the work relevant to the now.

We see this as one of the primary roles of a festival with an open entries format: to be ravenous in the search for works that are not already on our radar, to ensure we are a festival of equal opportunity, a truly international and pluralistic festival. Where there is a strong film in our submissions we will find it and discuss it

Below are the guidelines and terms for entry. We anticipate accepting over 2,000 entries this year so please read through this document carefully to ensure that your entry is eligible.

1. Eligibility Criteria
2. How to Enter
3. Payment and Entry Fees
4. Selection Process
5. Awards
6. Film Screening Schedule
7. Doc/Player
8. Screening Format
9. Marketing and Promotional Materials

1. ELIGIBILITY CRITERIA

- Film Entry Categories:
 - Short Short Films (under 7 minutes including credits)
 - Short Films (7 - 40 minutes including credits)
 - Mid-length / Feature Films (over 40 minutes)
- All films entered must be at minimum a UK premiere at Sheffield Doc/Fest 2021. The film must not be available on any online platform accessible to UK audiences. Eligibility for some of the awards may require international or world premiere status and you will find information on this under Section 5: Awards.
- We welcome multiple entries. Each entry will require a separate application form and entry fee.
- Films premiered at a film festival or cinema before 2 March 2020 are not eligible for entry.
- Films previously submitted to Doc/Fest are not eligible, unless the film has changed significantly with regards to narrative or its art form since last entered.
- Entered films require English dialogue or English subtitles. Transcripts to films or partial translations cannot be accepted when considering the film for the festival.

- 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 unauthorised inclusion of any copyrighted materials within or related to the entered film. Doc/Fest reserves the right to disqualify any film with any unauthorised inclusion or copyrighted materials.
- Rough cuts are not recommended and can only be accepted if it is guaranteed that the film will not change in essence on completion and the final cut will be available by **3 May 2021**. At minimum, please aim to send us the picture-lock version of the film.
- If your film project is particularly sensitive, legally or otherwise, and you require an NDA (non-disclosure agreement) or encrypted method of entry, please enquire via films@sheffdocfest.com with 'SENSITIVE PROJECT' in the subject heading.
- Due to the volume of entries received, Doc/Fest cannot offer feedback or individual comments for films not included in the programme.

2. HOW TO ENTER

Films can be entered through our online submission form on Eventival:

<https://vp.eventival.com/sheffdocfest/film-ar-2021>.

Your film will only be viewed **when the entry form is complete and the entry fee has been paid**.

Please note we are only able to accept entered films available on Vimeo, Youtube or similar online streaming platforms. 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 entry 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 you would like a different cut of your film to be considered it must be re-entered.

If the password or link changes, please notify films@sheffdocfest.com with the new password. Please read the film guidelines thoroughly before completing the form.

3. PAYMENT AND ENTRY FEES:

Early Deadline: 6 November 2020, 23:59 GMT

Mid-Length and Feature Films (over 40 minutes) - £30 + VAT

Short Films (between 7 and 40 minutes) - £20 + VAT

Short Short Films (under 7 minutes) - £10 +VAT

Standard Deadline: 15 January 2021, 23:59 GMT

Mid-Length and Feature Films (over 40 minutes) - £35 + VAT

Short Films (between 7 and 40 minutes) - £25 + VAT

Short Short Films (under 7 minutes) - £15 + VAT

Late Entries: 8 February 2021, 12:00 Noon GMT

Mid-Length and Feature Films (over 40 minutes) - £45 + VAT

Short Films (between 7 and 40 minutes) - £35 + VAT

Short Short Films (under 7 minutes) - £25 + VAT

The entry fee is non-refundable.

By entering your project to a UK-based charity, you agree to the following:

- UK VAT is due on all entries made by individuals or businesses based in the UK, and on all international entries made by individuals.
- If you are a business based in an EU country, you do not need to pay UK VAT as this is a reverse charge supply.
- 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 country.

Entry fees are paid online by credit or debit card only. We reserve the right to change the entry rates.

Discounted Entries:

- Student productions, film and media schools and tertiary institutions entering more than one film are eligible for a discount. We ask that a representative of the educational institution please contact films@sheffdocfest.com to request a group entry rate. Students are unable to negotiate entry discounts individually. Only graduate films are accepted from a film school/university. Doc/Fest cannot accept documentary exercises.
- Discounts are also available for [DAC listed ODA recipient countries](#). Artists must reside in a qualifying country and the billing address will be accepted as the country of eligibility. The terms of discounts are as follows:
 - 'Upper Middle Income Countries and Territories' will receive a 25% discount on the fee.
 - 'Lower Middle Income Countries and Territories' and 'Other Low Income Countries' will receive a 50% discount on the fee.
 - Least Developed Countries will receive complete waivers for their film submissions.
- We are unable to offer retrospective discounts or reimbursements once an entry has been made.
- We are unable to offer multiple or combined discount rates.

4. SELECTION PROCESS

All films are viewed by members of the Sheffield Doc/Fest Selection Committee. Films are selected by the Film Programming team and the Festival Director.

Please note that many of the members of our Selection Committee live or work abroad and therefore the entry screener may not register as being viewed in the UK.

The primary contact listed in your entry form will be contacted about the status of your entry by **mid April 2020**. Due to the quantity of applications received, we are unable to offer individual feedback if your application is unsuccessful.

For more details on the Film Programme team, please check our website here:
<https://sheffdocfest.com/view/staff>

5. AWARDS:

Sheffield Doc/Fest honours the best of our programme in several award categories. Please see the award categories and criteria below.

Grand Award: Films considered for this award are from the Main Competition strand and are required to have their World, International or European premieres at Sheffield Doc/Fest. This award honours films that best display excellence in style, substance and approach to documentary filmmaking. This award is qualifying for the Academy Awards.

Jury Award: Films considered for this award are from the Main Competition strand and are required to have their World, International or European at Sheffield Doc/Fest. This award champions bold, new creative forms of non-fiction cinema.

UK Award: Bringing together diverse films with the UK as the main country of production into a contemporary conversation, championing and spotlighting artists and filmmakers with fresh perspectives on the world and on cinema. Films considered for this award are feature, mid-length or short films from the UK Competition strand. These are required to be World premieres with the main country of production being within the UK.

All films from the main programme that are not part of the Main Competition or UK Competition strands are considered for the following awards:

First Feature Award: This award discovers and honours the future of non-fiction film, celebrating new talent and fresh perspectives.

Short Doc Award: This award presents the best of short films in the Festival, made by emerging and established filmmakers from around the world. This award is qualifying for the Academy Awards.

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

Youth Jury Award: This award is selected by some of the UK's most passionate and stand-out young documentary lovers.

Audience Award: This award is voted for by the Sheffield Doc/Fest cinema audiences, recognising the film that receives the highest audience vote during the Festival.

Please note that depending on the progression of the COVID-19 virus, the award structure may change. Competitions will only take place in the event of a physical festival where the attendance of the juries can be guaranteed.

6. FILM SCREENING SCHEDULE

Scheduling of the public screenings is entirely at the discretion of the Festival. Not every film selected will receive more than one screening and priority for multiple screening slots is given to competition nominees and World, International and European premieres. We cannot accommodate screening date or time slot requests. Any film may be given late-notice additional screenings where slots are available, including school and community screenings. In the case of a cancelled screening due to technical or venue issues we cannot guarantee a replacement screening.

As a result of the COVID-19 pandemic, we are keeping the option for an online component of the festival indefinitely open. If your film is selected for the Film Programme, we will discuss this with you as required.

7. DOC/PLAYER

Titles selected for the Festival's official programme are included in the industry pass holder access to the 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 a platform 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.

8. SCREENING FORMAT

Please note Sheffield Doc/Fest only accepts DCP, 35mm and 16mm as screening formats. If you do not have a DCP available we can put you in contact with a professional service who offer a competitively priced DCP mastering service. Along with the DCP we also require a backup video file.

We also ask all entries if they will have accessibility assets available in order for us to screen selected films with English Subtitles, Closed Captions or Audio Description for D/deaf, hearing impaired, blind and visually impaired audiences where available. Where not available please indicate where your entry will have a transcript in order that we can work with some selected films to be made accessible for a wider audience.

In order to reduce the festival's carbon footprint and enable a smoother print traffic service, Doc/Fest uses a digital film delivery platform. It is imperative that we receive films via this system and in good time in order to put them through a rigorous quality control checking procedure and have them ready for delivery to the cinemas.

Deadline for film delivery via online digital platform: 3 May 2021

Further details of how to supply films will be sent upon selection.

Please ensure you retain a master copy of your DCP. Any shipping arrangements made by the filmmaker must include appropriate insurance cover while in transit. Loss of or damage to 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 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 a cost addressed on a case by case basis. The Festival must be notified of any damage to prints or drives within seven days of return delivery date.

As a result of the COVID-19 pandemic, we are keeping the option for an online component of the festival indefinitely open. If your film is selected for the Film Programme, we will discuss this with you as required.

9. 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 all marketing materials by **16 April 2021** which are as follows:

- Director(s) headshot - high resolution images
- Multiple film stills - with at least 3+ landscape images in high resolution (300dpi)
- EPK or press kit if available
- A film trailer/excerpt if available

Sheffield Doc/Fest may use the materials to promote the film on our online platforms and in our publications. The film trailer and/or press clips may 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.

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 at any time.

Thank you so much for entering Sheffield Doc/Fest 2021!