

# Sheffield Doc | Fest

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

### Welcome

Sheffield Doc/Fest is welcoming applications to MeetMarket from **Monday 23 November 2020 12.00 (noon) GMT** to **Monday 15 February 2010 12.00 (noon) GMT**. We anticipate accepting over 500 applications this year so please read through this document carefully before applying, to ensure that your project is eligible and so you know what information you will need to provide - we want you to help make your application the very best it can be when applying.

We're always very happy to help you with any aspect of your application, 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 that 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 apply with 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 APPLY WITH MY PROJECT?

To apply to the MeetMarket, **you will first need to create an Eventival account [HERE](#)**. Once you have created your Eventival account, you will be able to login and apply **via our online application form**.

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

**Please note;**

- All supplied information must be **in English**.
- **All fields marked with an asterisk(\*) in the form are mandatory.** You will not be able to apply with your project without filling those fields.
- **The information you supply in the application is what Industry Representatives 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 Industry Representatives. **If you're selected, we give you a very small amount of time to make any changes, but by-and-large, what you supply in your application is what Industry Representatives see.**
- **All applications may be reviewed by an external assessment committee of industry professionals including Industry Representatives who participate in the market. External assessors shall remain anonymous during the assessment period.**

**APPLICATION FORM OVERVIEW:**

In order to apply, 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 provide **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 a vision of a film as well.

**If you have a project treatment or any other additional project information** you wish to supply, 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 Industry Representatives and partners you wish to meet
- Please briefly summarise how the production of this project is or isn't affected by the Covid-19 pandemic. For example, are travel restrictions affecting the production? If shooting is incomplete, what measures are being taken to ensure safety for the crew.

**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 Industry Representatives 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 will 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 members (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 no more than 500 MB** and must be a **downloadable vimeo link with a valid password**. **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**: a single leading still image (high res, landscape format)

### Getty Images free content partnership

Getty Images is pleased to offer MeetMarket and Arts Talent Market applicants free use of content from the world's largest collection of photos and videos in their market applications. Download hi-res clips and stills from the BBC, Discovery, ITN, Nat Geo and Sky News. Search over 11 million editorial, archival and creative clips, tens of millions of stills and an archive dating from the early 1900's and make your pitch sing.

To take advantage of this offer email our Service team, with subject line DocFest 2021 at [ukibroadcastservice@gettyimages.com](mailto:ukibroadcastservice@gettyimages.com).

**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.