

The **co-operative** film festival

Rules and Regulations

1. The entry form must be completed in full. A separate form must be completed for each entry.
2. Film makers must be aged 19 or under on the closing date for entries. Where work is submitted by a group, the majority of members must be 19 or under. People over 19 are allowed to be actors in the film and teachers/tutors working on film projects with children and young people can be over 19.
3. Your film must be under 6 minutes (including titles and credits). If necessary, groups should either re-edit material or pre-select an extract for screening. You must not send overlength films with a message that you will edit them down if selected. Material which exceeds 6 minutes or that gives no indication of its duration will be disqualified. We reserve the right to edit end-credits as necessary.
4.
 - a. Individuals may submit a maximum of two entries.
 - b. Schools, colleges, departments or groups may submit a maximum of two entries. This limit may be waived by written arrangement with the organiser where submissions are from different groups of students.
 - c. Professional organisations (e.g. media workshops, charities) entering multiple films on behalf of different groups of film makers may submit a maximum of ten entries providing that details for the different groups are given.
 - d. Entrants outside the UK may enter the festival (the quantities above apply) – taxes and duty must be paid. Please note that entries over these stated amounts will not be viewed and will be returned
5. Only one entry per DVD, clearly marked on the case with the group's name, the title of your film and any soundtracks used.
6. Work must be submitted by the deadline. Entries are accepted on DVD only. It is the responsibility of foreign entrants to ensure that films entered play on domestic UK machines.
7. A background statement must be submitted with your film. This must be no more than 300 words long. It should contain the following details:
 - a. Whether the film has been made as part of a course of study and if so what course
 - b. Whether any professional bodies, such as visual arts organisations, collaborated with you on the film and if so what was the extent of their involvement
 - c. The role taken by teachers or group leaders
 - d. Where the ideas for the piece originated.
 - e. Why you are entering The Co-operative Film FestivalIf a relevant statement is not sent with your film the organisers reserve the right to refuse the entry.
8. When you submit your film this should be the highest resolution possible to ensure your film looks at its best on the big screen. If we are unable to transfer your film to the big screen we reserve the right to withdraw it from the festival.
9. The entry is the property of the maker. The organisers reserve the right to make and retain a copy of the work submitted for screening, publicity and archive purposes.
10. Sound and visual material which belongs to someone else must be cleared for copyright before being submitted. For advice on this and other matters relating to copyright, contact the Institute of Amateur Cinematographers www.theiac.org.uk phone 01372 824350, email: info@theiac.org.uk
11. Selection criteria are as follows:
 - a. Entrants have co-operated with each other to make the film.
 - b. The idea for the film and its content originated from the young people and that young people have led this project.
 - c. The film is (either in the making or in the content) about young people being creative, learning, and/or exploring issues that affect their lives.
 - d. That the film is a complete work and holds the attention of the viewer in an entertaining, informative or interesting way.
 - e. Sound and imagery is used in an enthusiastic, effective and/or original way.
 - f. That the film makers have entered with the intention of attending the festival and are committed to attending.
12. You are advised to insure your work adequately. In cases of loss or damage whilst in possession of the organisers, liability is limited to the cost of replacement materials only.
13. Send your completed entry by Friday 28 May 2010 to
The Co-operative Film Festival
The Co-operative Group
5th Floor New Century House
Corporation Street
Manchester
M60 4ES
14. Due to the number of entries received we will not be able to confirm receipt of your film by phone or email. To ensure receipt of your film, we advise sending by recorded delivery. Films will not be returned so you are strongly advised not to send your master copy.

