

26th Annual Chicago International Children's Film Festival

October 22 to November 1, 2009

Rules and Regulations

1.) **Organization.** The Chicago International Children's Film Festival is an annual, competitive film festival presented by Facets Multi-Media, Inc., a non-profit media arts organization dedicated to programming and distributing international film, video, and theatre. The Chicago International Children's Film Festival, now in its 26th year, is the largest festival of films for children in North America and the only children's film event recognized as an Academy®-qualifying festival. In 2008, the CICFF presented over 250 films and videos from 44 countries.

2.) **Mission.** It is the mission of the Chicago International Children's Film Festival to set an internationally recognized standard of excellence in film, video, and television production for children. It is further our mission to support the work of talented and dedicated filmmakers by awarding prizes, by showcasing international films of the highest quality, and by providing a professional forum through which quality children's films and videos may gain increased distribution and access to wider audiences. The Festival is also committed to engaging young viewers with positive media images and to using media as a tool to stimulate critical thinking.

3.) **Notification of Festival Status.** The Festival will inform all entrants no later than end of August 2009, whether their submissions have been accepted. At that time, the primary contact person for each accepted film or video will receive the 2009 Shipment Information Worksheet to be completed and returned. The preview cassettes and support materials of all entries, accepted or rejected, cannot be returned.

4.) **Entry.** Submit an entry by sending the following materials to the Festival, to arrive by May 1 or May 31, 2009:

- a) Signed and completed 2009 Entry Form (one entry form per film, video, or episode)
- b) A full-length preview VHS (NTSC or PAL) or DVD (formatted for multi-zone or Zone 1 (North America)) of the entry, clearly labeled with title of production. *Each tape must contain only one production; putting multiple entries on a single cassette or DVD will cause delays and may result in your film being rejected.*
- c) Entry fee in USD. U.S.-affiliated bank checks and international money orders should be made out to Facets Multi-Media and the title of the film/video(s) should be written on the check. To charge an entry fee to Visa, Master Card, American Express, or Discover, please include the card number, expiration date, and signature. See Entry Form for details.
- d) Production information, including cast and credits.
- e) Director's filmography, including years of production.
- f) Brief biographies of producers, director, and principal actors.
- g) Two high-quality images from the production. For marketing purposes, images MUST be at least 300 dpi. These may be e-mailed to <filmreg@facets.org> as .jpgs or .tifs or sent by regular mail.
- h) Director photo. This may be e-mailed to <filmreg@facets.org> as .jpgs or .tifs or sent by regular mail.
- i) Posters, press book, or other promotional materials if available.
- j) A statement of filmmaking philosophy from the director for inclusion in the program book. This statement should address the reasons for which the filmmaker has chosen to make films for children, the impact the director feels film has on children's lives, and why he or she chose to address the topics presented in the film.

5.) **Entry Fee.** The entry fee will be waived for submissions produced by children aged 6 to 14. For all others, the entry fee is as follows:

For early entries received by May 1, 2009, the standard entry fees apply:

Short film or video (under 60 minutes): \$40.00 USD

Feature-length film or video (60 minutes or longer): \$80.00 USD

For late entries received after May 1 but before May 31, 2009, the late entry fees apply:

Short film or video (under 60 minutes): \$60.00 USD

Feature-length film or video (60 minutes or longer): \$100.00 USD

Methods of payment include: US-affiliated bank check, credit card (MasterCard, Visa, Discover, and American Express), or international money order. All checks should be made out to Facets Multi-Media and should include the title of the production(s) being entered. If paying by credit card, please note that the entry fee will appear as a "FMI-Facets Multi-Media, Inc." charge on your credit card bill. Please note that the entry fee is non-refundable.

6.) Eligible Films and Videos.

- * The Festival accepts both live-action and animated submissions, on film and on video.
- * Productions must have a copyright date of 2007, 2008, or 2009 to be eligible.
- * All entries submitted must be suitable for children ages 14 and under. (Films deemed more appropriate for young people ages 14 and over may be eligible for entry in the MediaBridge Festival, a separate youth festival organized by CICFF.)
- * Premieres are given priority.
- * All films and videos whose original language is not English must be subtitled or dubbed in English. Dialogue lists or scripts are not acceptable as a substitution for this rule.
- * Under no circumstances will screening fees be paid by CICFF for print usage.

Definition of programming categories:

(Refer to this when filling out the "production information" portion of the 2009 entry form.)

FEATURES AND SHORTS: Productions of 60 minutes or longer are considered features. Productions of less than 60 minutes are considered shorts.

FILMS AND VIDEOS: A production is a *FILM* if it is finished in 35mm. A production is a *VIDEO* if it is finished on videotape or digitally produced on video or if it is only available on video (BetaSP NTSC).

LIVE-ACTION AND ANIMATED PRODUCTIONS: In the event that a production includes both live-action cinematography and animation, please identify (on the entry form) the category in which it should compete.

TELEVISION PRODUCTIONS: A submission is considered a television production if its intended distribution is television broadcast or direct-to-video release rather than a theatrical release. The Festival reserves the right to place feature-length television productions in the feature film/video awards category. **Multiple episodes of a television series must be submitted separately.**

NOTE: Do not submit episodes and productions that have aired or will have aired on national network or cable television in the United States by the time of the Festival.

DOCUMENTARY PRODUCTIONS: If the CICFF receives a substantial number of documentary entries, there may be a separate competition category for documentaries. Otherwise, a documentary submission will compete in the category selected on the Entry Form. A production is considered a documentary if it takes as its subject actual people, places, and events and presents them in a non-fictional context.

CHILD-PRODUCED PRODUCTIONS: Films and videos that have been produced by children aged 6 to 14 are considered to be "child-produced." An adult supervisor is allowed; however, the entire film/video must be conceived and produced by children with minimal adult input. Child-produced films and videos must match the Festival criteria outlined in item 8 below. There is no entry fee for child-produced films or videos. No more than three films or videos may be submitted free of charge by a single child, team of children or producing organization.

POETRY BASED PRODUCTIONS: (See below)

7.) Films Eligible for the Poetry Foundation Prize (\$10,000). Excellence in the arts of poetry and film will be honored through the presentation of a cash prize for the best film based on a poem. The Poetry Foundation Prize will be awarded to a filmmaker whose use of verse in film opens new artistic vistas and inspires children to a lifelong engagement with and appreciation for poetry. In order to compete for the Poetry Foundation prize, any film submitted must be based on a poem that is written by a poet other than the filmmaker. This unique competition was created to encourage filmmakers around the world to incorporate poetry into their productions in artistically compelling ways. In successful submissions, the artistry of the filmmaking process will be in service to the poem. Both animated and live action films will be eligible to compete for the Poetry Foundation prize and a special jury will be convened during the summer of 2009 to determine the award winner. The prize will be awarded to the film that truly captures, reflects and expresses the spirit of poetry in film for young audiences.

Additional required materials for eligibility:

- A copy of the poem(s), in English, on which film is based.
- Author and date of publication of poem. If the poem has been translated, the CICFF needs to know the name of the author and the date of the translation.



- Confirmation that the filmmaker has the right to make a film based on the poem.
- A statement of filmmaking philosophy from the director for inclusion in program book. This statement should address the reasons for which the filmmaker has chosen to make a film based on poetry, the impact the director feels poetry and film have on children's lives, and why he or she chose to address the topic presented in the film.

8.) Selection Committee. A selection committee comprised of filmmakers, educators, and children screens entries received by the Festival in their entirety. The Selection Committee approves films and videos for Festival participation and for competition. The CICFF's Adult and Children's Juries then judge competition films.

9.) Criteria.

Criteria for selection:

- * The action of the film should be child-driven and the stories should be culturally authentic, timely, and of universal appeal.
- * Films and videos submitted to CICFF should be made for, rather than about, children.
- * Film content should be creative, highly original, and demonstrate artistic and technical mastery.
- * Content should speak positively to children of diverse backgrounds and cultures and should provide strong role models for both boys and girls.

Criteria for non-acceptance of films into the festival include:

- * Excessive or gratuitous violence, nudity, or profanity.
- * Content that advocates and supports racial, cultural, religious, or gender bias.

Films and videos may also be disqualified for technical or procedural reasons, including:

- * Any film or tape not subtitled or dubbed into the English language. (This is enforced for both submission and Festival screening purposes. Scripts or dialogue lists may not be sent as a substitution for this rule.)
- * Films and videos that are purely educational or instructional in nature.
- * Films and videos that are intended primarily for an adult audience.

10.) Festival format of films and videos selected. For Festival screening, all films must be 35mm with an optical or Dolby soundtrack. All video-formatted productions must be on BetaSP NTSC videocassettes with the exception of child-produced work which may be on DVD multi-region format. Do not submit a production if you cannot provide the Festival with one of these three formats. The festival format that you indicate on the entry form must be the format that you provide for screening. However, to allow for multiple screenings the festival may request you to provide an additional format.

11.) School screenings. Post-festival school screenings are an especially valued tradition at the CICFF. In 2009, these well-attended screenings will take place Nov. 2 through Nov. 13. Festival formats of all accepted films must be available through November 13, 2009. Consistent with festival policy, screening fees will not be paid by CICFF for print usage for these screenings.

12.) Prizes.

Adult Jury Prizes are awarded in these categories:

- * Live-action Feature Films or Videos
- * Animated Feature Films or Videos
- * Live-action Short Films or Videos
- * Animated Short Films or Videos
- * Documentary Films or Videos
- * Live-action Television Production
- * Animated Television Production

Children's Jury Prizes are awarded in these categories:

- * Live-action Feature Films or Videos
- * Animated Feature Films or Videos
- * Live-action Short Films or Videos
- * Animated Short Films or Videos
- * Live-action Television Production
- * Animated Television Production
- * Child-produced Films or Videos (directed by children aged 6 to 14)

Special Prizes awarded by the CICFF:

- * Poetry Foundation Prize (\$10,000)
- * Best of the Fest Prize (selected by audience vote)
- * The Kenneth and Harle Montgomery Emerging Director Award (\$2,500)
- * The Kenneth and Harle Montgomery Child-produced Prize (\$2,500)
- * The Liv Ullmann Peace Prize
- * The Rights of the Child Prize

Awards are announced at the conclusion of each Festival. Awards are given in the form of plaques and certificates. Please note that awards and cash prizes are given to the director of the film or video, unless otherwise specified on the entry form.

13.) Juries. Awards are determined by several juries, including an Adult Jury and a Children's Jury. The Adult Jury, comprised of filmmakers, critics, and educators, is separated into the following sub-juries: Animated Shorts & Features, Live-action Features, and Live-action Shorts. Television productions selected for competition will be judged by the Live-action Shorts Adult Jury and the Animated Shorts & Features Adult Jury. The Festival's 70-member Children's Jury, led by a team of media educators, meets separately from the Adult Jury and awards its own prizes. The Adult and Children's Juries meet during the summer preceding the Festival. For special prizes, separate juries determine awards. Prizes may not be awarded in all categories if the juries feel that the entries do not meet the high standards of the Festival.

14.) Academy Qualification. Films that win first prize from the Adult Jury in the category of Live-action Short or Animated Short may become eligible to enter the Academy Awards® competition.

15.) Correspondence. All correspondence to the Festival management, including entry forms and support materials, must be in the English language. We apologize for any inconvenience.

16.) Transportation of films and videos selected. The Festival formats of films and videos selected for festival inclusion must arrive at the Festival offices no later than September 13, 2009. Films and videos are to be sent to the following address: The Chicago International Children's Film Festival, Facets Multi-Media, 1517 W. Fullerton Avenue, Chicago, Illinois 60614 USA. All transportation costs of Festival formats to Chicago must be borne by the participant, including charges for customs clearance.

The Festival will pay the cost of shipping all films and videos back to the participant, excluding charges for customs clearance. The Festival will not be responsible for expedited or overnight shipping charges to other organizations without two weeks' notice in advance of the date the film is due at another venue. The primary contact person for each film that is accepted into the Festival's program will be required to complete and return the 2009 Shipment Information Worksheet upon receiving it. This worksheet will provide further details regarding shipping procedures for Festival formats.

17.) Deadlines.

May 1, 2009: early deadline for entry form, support materials, and preview copy for Jury Selection.

May 31, 2009: late deadline for entry form, support materials, and preview copy for Jury Selection. (Add \$20 to the standard entry fee if the submission will arrive in our offices later than May 1.) The Festival is not obligated to consider any submissions that arrive later than May 31, 2009.

September 13, 2009: Festival format due for all films and videos selected for the Festival.

18.) Rulings. The Festival Committee and Facets Multi-Media, Inc. Board of Directors reserve the right to rule on cases not covered by these regulations.

19.) Participation Agreement. The Participation Agreement contained on the official Festival Entry Form must be signed, or "checked" if using the online version. *Please note that signing or checking the participation agreement is legally binding.*

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October 22 to November 1, 2009

Official Entry Form

Please type or print clearly. This is the primary source for contact information, so please make it legible

VERY IMPORTANT: Use one entry form for each production submitted. If we receive one entry form and one tape containing multiple productions, only the first production will be viewed and considered.

FILM OR VIDEO INFORMATION

Production Title (in English): _____

Production Title (in original language): _____

Note: if submitting a television episode, include both the title of the series and the individual episode.

Country(ies) of Origin: _____

Copyrighted Year of Production (must be 2007, 2008 or 2009): _____

This film is intended for children aged (years): _____

Running time of the film or video (minutes): _____

Age of filmmaker at time of film/video's production (only if under 14): _____

Number of films/videos directed previously by this director: ____ (relates to awards competition)

Filmmaker's name as it should appear on award or certificate: _____

If there is a web site for this production, please list address: _____

How did you hear about the CICFF? _____

SYNOPSIS

(Important Note: This section must be completed. Please do not ask us to refer to other materials.)

Based on a book? If the film is based on a book, please give the title and author:

Based on a poem? If the film is based on a poem, please submit the original poem with your entry.

CATEGORY in which submission should compete: (see regulations for help with category definitions):

Live-action

Live-action feature-length film or video _____

Live-action short film or video (under 60 min.) _____

Live-action television production _____

Child-produced live-action film or video (director must be 6-14 years of age at time of production) _____

Live-action film appropriate for teens 14 and up (MediaBridge Festival) _____

Poetry based live-action film or video _____

Animated

Animated feature-length film or video _____

Animated short film or video (under 60 minutes) _____

Animated television production _____

Child-produced animated film or video (director must be 6-14 years of age at time of production) _____

Animated film appropriate for teens 14 and up (MediaBridge Festival) _____

Poetry based animated film or video _____

Note on television productions: if submitting multiple episodes of a television series, each episode must have its own entry form, fee, and preview tape. If we receive one form and tape for multiple episodes, only the first episode on the preview tape will be viewed and considered.

Documentary

If this production is *also* a documentary, also check here: _____

Note on documentaries: If the CICFF receives a substantial number of documentary entries, there may be a separate competition category for documentaries. Otherwise, your documentary submission will compete in the category you selected above.

FORMAT:

Format of Preview submission:

DVD (NTSC or PAL) _____

If DVD is not available, VHS in NTSC or PAL is acceptable.

Festival format to be screened, if selected:

35mm optical _____

BetaSP NTSC tape _____

Note:

These are the only two choices available for festival formats. Child-produced entries may be sent in DVD.

IMPORTANT: Do not submit the entry if you cannot provide the Festival with one of the two formats listed. (Note: VHS, DigiBeta, DVD, BetaSP PAL are NOT options for Festival screening format, with the exception of child-produced submissions for which DVD's may be provided.) Once an entry is accepted into the Festival's program, the Festival format indicated here cannot be changed. For example, a BetaSP version of a production cannot be substituted for the film print if 35mm is indicated here. By submitting the production and signing the participation agreement, you agree to provide the festival format indicated here.

Production was originally shot on what format? _____

Aperture Ratio for 35mm films:

1:33 _____

1:66 _____

1:85 _____

2:35/Scope _____

LANGUAGE:

The production is non-verbal _____

The production has dialogue _____

If yes, original language of production: _____

For films with dialogue not in English, check one of the following:

The production has English subtitles _____

The production is dubbed into English _____

SCREENING HISTORY

Provide dates of previous or upcoming festival screenings

Provide dates of previous or upcoming US *televised* or *theatrical* screenings

Provide date and website of previous or upcoming online posting _____

Has the film screened publicly in Chicago? _____

If yes, when and where: _____

PREMIERE STATUS

The screening at the CICFF will be the:

_____ World Premiere

_____ North American Premiere

_____ U.S. Premiere

_____ Chicago Premiere

_____ Not a Premiere

Please check the one that best applies. Your accuracy is of great importance as the information impacts programming decisions. Premiere is defined as "the first time a production is screened for a general audience either theatrically or for broadcast." After a film has been accepted entrants must honor the status originally indicated on this form to insure that CICFF has the highest premiere status available.

Are the rights to your film available for U.S.

Home video distribution: _____

Television broadcast: _____

Theatrical distribution: _____

Internet rights: _____

Check all that apply

FEE PAYMENT INFORMATION

For early entries received in their entirety by May 1, 2009, the following entry fees apply:

Short film or video (under 60 minutes): \$40.00 USD

Feature-length film or video (60 minutes or longer): \$80.00 USD

For late entries received after May 1, 2009, the following entry fees apply:

Short film or video (under 60 minutes): \$60.00 USD

Feature-length film or video (60 minutes or longer): \$100.00 USD

All entries and entry fees must be received in their entirety by May 31, 2009.

The CICFF accepts the following forms of payment. Please check the box that applies.

U.S.-AFFILIATED BANK CHECK OR INTERNATIONAL MONEY ORDER

Make payable to Facets Multi-Media and mail to:

Chicago International Children's Film Festival

C/o Facets Multi-Media, Inc.

1517 W. Fullerton Ave.

Chicago, Illinois 60614 USA

Please be sure to include the title of your submission on the check.

Date check or money order was mailed: _____

CREDIT CARD

Visa _____

MasterCard _____

American Express _____

Discover _____

Card Number: _____

Expiration date on card: _____

Name as it appears on card: _____

Please note that the entry fee will appear as a "FMI-Facets Multi-Media, Inc." charge on your credit card bill.

CONTACT INFORMATION

Include country and/or city codes for phone numbers and addresses outside the U.S.
If available, please list alternate telephone or fax numbers.

Primary Contact for this submission

Contact Name:
Company Name:
Street:
Street Cont'd:
City, State:
Zip Code:
Country:
Relationship to the film/video:
Telephone # (s):
Fax # (s):
E-mail:
Website:

Producer(s)

Name: _____	Company affiliation: _____
Name: _____	Company affiliation: _____
Name: _____	Company affiliation: _____

Production Company

Is this submission a co-production? (If this is a co-production, choose one company to list here and include a separate page that lists all companies.)

Contact Name:
Company Name:
Street:
Street Cont'd:
City, State:
Zip Code:
Country:
Telephone # (s):
Fax # (s):
E-mail:
Website:

World Sales

Contact Name:
Company Name:
Street:
Street Cont'd:
City, State:
Zip Code:
Country:
Telephone # (s):
Fax # (s):
E-mail:
Website:

Note: The "World Sales" contact information will be listed in the Festival's Program Book. In the event that no World Sales contact or U.S. Distributor is listed, the primary contact will be used.

Director

Contact Name:

Company Name:

Street:

Street Cont'd:

City, State:

Zip Code:

Country:

Telephone # (s):

Fax # (s):

E-mail:

Website:

PARTICIPATION AGREEMENT

The person/company submitting this production to the Chicago International Children's Film Festival agrees that:

1. All the information entered on this form is true and accurate.
2. In the event that the submission is accepted for screening, entrants are legally bound to provide the production in the Festival screening format indicated in this entry form by no later than **September 13, 2009**.
3. The CICFF will schedule additional screenings of the film or video to accommodate audience demand, up to two weeks after the award ceremony. Festival formats of accepted films **must be available through November 13, 2009**. Consistent with festival policy, screening fees will not be paid by CICFF for print usage for these screenings.
4. The CICFF has the right to use video excerpts and photo stills from the film or video for publicity and promotional purposes, including on its webpage. By submitting my film, I grant permission for its use in promotional materials and in face to face teaching sessions to take place in conjunction with the Festival for a period of 3 years.
5. The undersigned is legally authorized by the producer and distributor to enter this film or video in the CICFF. Once entered, films and videos may not be withdrawn from participation in the Festival.

Signing this document indicates that you have read, understand, and agree to the above Participation Agreement as well as the General Regulations of the Festival.

Signature: _____

Print Name: _____

Date: _____

MAIL ENTRY FORM, PREVIEW COPY, AND SUPPORTING MATERIALS (labeled with entry title)

TO:

Chicago International Children's Film Festival
c/o Facets Multi-Media, Inc.
1517 W. Fullerton Ave.
Chicago, Illinois 60614 USA

All entries must be received in their entirety by May 31, 2009 in order to be considered.

ENTRY FORM CHECKLIST

Did you include the following with your entry?

- * Signed and completed 2009 Entry Form (one entry form per production)
- * Full-length preview VHS or DVD of the entry, labeled with title of production
- * Entry fee in USD by U.S.-affiliated bank check, money order, or credit card
- * Production information, including cast and credits
- * Director's filmography, including years of production
- * Brief biographies of producers, director, and principal actors
- * At least two high-quality images (no less than 300 dpi) from the production. These may be sent electronically to filmreg@facets.org as .jpegs or .tifs or sent by regular mail.
- * Director photo. This may be sent electronically to filmreg@facets.org as a .jpeg or .tif or sent by regular mail.
- * Posters, press book, or other promotional materials if available
- * A statement of filmmaking philosophy from the director for inclusion in the program book. This statement should address the reasons for which the filmmaker has chosen to make films for children, the impact the director feels film has on children's lives, and why he or she chose to address the topics presented in the film.