



**2014**  
OFFICIAL  
ENTRY  
FORM

The 31st Annual

**Chicago**  **International**  
**Children's**  
**Film Festival**

# 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 DVD containing multiple productions, only the first production will be viewed and considered.

## FILM 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 2012, 2013 or 2014): \_\_\_\_\_

This film is intended for children aged (years): \_\_\_\_\_

Running time of the film (minutes): \_\_\_\_\_

Number of films 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: \_\_\_\_\_

## SYNOPSIS

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

## CATEGORY

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

### LIVE-ACTION

- Live-action feature-length film
- Live-action documentary
- Live-action short film (under 40 min.)
- Live-action television episode or special

### ANIMATED

- Animated feature-length film or video
- Animated short film (under 40 min.)
- Animated television episode or special

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

### FORMAT OF PREVIEW SUBMISSION:

- DVD (NTSC All-zone or Zone 1)
- Blu-ray
- Secure Online Screener
- Screener Password \_\_\_\_\_

**If selected, then DVD screener is REQUIRED for jury award consideration**

### FESTIVAL FORMAT TO BE SCREENED, IF SELECTED:

- 35mm optical
- Exhibition-quality NTSC DVD
- DCP (Digital Cinema Package) (2D only) \*
- Blu-ray

**These are the only choices available for festival formats.**

\* File Name must adhere to Digital Cinema Naming Convention. Hand drive must be formatted in Linux (ext<sup>2</sup>/ext<sup>3</sup>) or as Windows NTFS

Production was originally shot on what format?

### APERTURE RATIO FOR 35MM FILMS:

- 1:33
- 1:66
- 1:85
- 2:35/Scope

### APERTURE RATIO FOR DVD:

- Anamorphic  Letterbox

### LANGUAGE:

- The production is non-verbal
- The production has dialogue

If production has dialogue, 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 screening \_\_\_\_\_

Has the film screened publicly in Chicago? \_\_\_\_\_ If yes, when and where: \_\_\_\_\_

Provide dates of previous or upcoming US televised or theatrical screenings \_\_\_\_\_

Was your film made for television?  Yes  No

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

- Home video distribution:
- Television broadcast:
- Theatrical distribution:
- VOD/Internet distribution

**PREMIERE STATUS** The screening at the CICFF will be the:

- World Premiere
- North American Premiere
- US 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 ensure that CICFF has the highest premiere status available.

## FEE PAYMENT INFORMATION

For early entries received in their entirety **by May 1, 2014**, the following entry fees apply:

Short film or video (under 40 minutes): \$40.00 USD  
Feature-length film or video (40 minutes or longer): \$80.00 USD

For late entries received **after May 1, 2014**, the following entry fees apply:

Short film or video (under 40 minutes): \$60.00 USD  
Feature-length film or video (40 minutes or longer): \$100.00 USD

**All entries and entry fees must be received in their entirety postmarked by May 31, 2014.**

The CICFF accepts the following forms of payment.

Please check the box that applies.

**US-affiliated bank check or international money order**

Make payable to **Facets** and mail to:

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

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

**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 on your credit card bill as a charge from "FMI-Facets Multi-Media, Inc."*

Entry fees are non-refundable.

**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 16, 2014**.
3. Post-festival school screenings are an especially valued tradition at the CICFF. Consistent with festival policy, **screening fees will not be paid by CICFF for print usage for these screenings.**
4. By submitting my film, I grant permission for its use in the Chicago International Children's Film Festival promotional materials, for press, promotional and public screenings, as part of the Festival's outreach educational programs in schools, in area cultural venues and in the Festival's online exhibition programs.
5. The undersigned is legally authorized by the producer and distributor to enter this film 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: \_\_\_\_\_

## SEND ENTRY FORM, PREVIEW COPY, AND SUPPORTING MATERIALS

(labeled with entry title) TO:

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

**All entries must be received in their entirety by May 31, 2014 in order to be considered**

**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: \_\_\_\_\_

## DIRECTOR

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 US Distributor is listed, the primary contact will be used.

## ENTRY FORM CHECKLIST

Did you include the following with your entry?

- Signed and completed 2014 Entry Form (one entry form for each production)
- Full-length preview DVD of the entry, labeled with title of production or online screener link
- Entry fee in USD by US-affiliated bank check, money order, or credit card
- Production information, including cast and credits
- Director's filmography, including years of production
- Brief biographies of director(s)
- At least two high-quality images (no less than 300 dpi) from the production. These must be sent electronically to <filmreg@facets.org> as .jpegs or .tifs.
- Trailers (no longer than 2 minutes) on DVD, via FTP or via email link only, if available

# CHICAGO INTERNATIONAL CHILDREN'S FILM FESTIVAL RULES AND REGULATIONS



**1. ORGANIZATION** The Chicago International Children's Film Festival is an annual, competitive film festival presented by Facets, a non-profit media arts organization dedicated to programming and distributing international film. The Chicago International Children's Film Festival is the largest festival of films for children in North America and is recognized as an Academy-qualifying festival.

**2. MISSION** It is the mission of the Chicago International Children's Film Festival to set an internationally-recognized standard of excellence in film and television production for children. We strive 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 may gain increased distribution and access to wider audiences. The Festival is also committed to engaging young viewers with positive media images and using media as a tool for learning.

**3. NOTIFICATION OF FESTIVAL STATUS** The Festival will inform all entrants no later than August 31, 2014, whether their submissions have been accepted. At that time, the primary contact person for each accepted entry will receive the 2014 Shipment Information Worksheet to be completed and returned. Preview copies and support materials of all entries cannot be returned.

**4. ENTRY** Submit an entry by sending the following materials to the Festival by May 1 (for early entries) or May 31, 2014:

- Signed and completed 2014 Entry Form (one entry form per film or episode)
- A full-length preview DVD (formatted for multi-zone or Zone 1 North America) of the entry, clearly labeled with title of production. Each submission must contain only one production; putting multiple entries on a single DVD will cause delays and may result in your film being rejected.
- (or) Secure online screener and password.
- Entry fee in USD. US-affiliated bank checks and international money orders should be made out to Facets and the title of the film/episode(s) should be written on the check. To charge an entry fee to Visa, MasterCard, American Express, or Discover, please include the card number, expiration date, and signature. Entry fees are non-refundable. See Entry Form for details.
- 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.
- Production information, including cast and credits.
- Director's filmography, including years of production.
- Brief biographies of director(s)

**5. ENTRY FEE** The entry fee will be waived for submissions produced by children and youth under the age of 18. Please see separate entry form for young filmmakers. For all others, the entry fee is as follows:

For early entries received by May 1, 2014, the standard entry fees apply:

- Short film (under 40 minutes): \$40.00 USD
- Feature-length film: \$80.00 USD

For late entries received after May 1 but before May 31, 2014, the late entry fees apply:

Short film (under 40 minutes): \$60.00 USD  
Feature-length film: \$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 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. The entry fee is non-refundable.

## 6. ELIGIBLE FILMS

- The Festival accepts both live-action and animated submissions, on film and on DVD.
- Productions must have a copyright date of 2012, 2013 or 2014 to be eligible.
- All entries submitted must be suitable for children ages 18 and under.
- Premieres are given priority.
- All films whose original language is not English must be subtitled or dubbed in English. Dialogue lists or scripts are not acceptable.
- **Screening fees will NOT be paid by CICFF for print usage.**

**Definition of programming categories:** (Refer to this when filling out the "production information" portion of the 2014 entry form.)

**FEATURES AND SHORTS** Productions of 40 minutes or longer are considered features. Productions of less than 40 minutes are considered shorts.

**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.

**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** 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.

**7. SELECTION COMMITTEE** A selection committee composed of filmmakers, educators, and children screens entries received by the Festival. The Selection Committee approves films for Festival participation and for competition. The CICFF's Adult, Youth, and Children's Juries then judge competition films.

## 8. 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 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 may also be disqualified for technical or procedural reasons, including:

- Any submission not subtitled or dubbed into the English language.
- Films that are purely educational or instructional in nature.
- Films that are intended primarily for an adult audience.

**9. FESTIVAL FORMAT OF FILMS SELECTED** For Festival screening, all films must be 35mm, DCP (Digital Cinema Package- 2D films), Blu-ray or an exhibition-quality DVD. 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.

**10 SCHOOL SCREENINGS** Post-festival school screenings are an especially valued tradition at the CICFF. Consistent with festival policy, **screening fees will not be paid by CICFF for print usage for these screenings.**



OCTOBER 24  
to  
NOVEMBER 2  
2014



## 11. PRIZES

Adult Jury Prizes are awarded in these categories:

- Live-action Feature
- Animated Feature
- Live-action Short
- Animated Short
- Documentary

Children's Jury Prizes are awarded in these categories:

- Live-action Feature
- Animated Feature
- Live-action Short
- Animated Short
- Child-produced (*directed by children aged 6 to 14*)

Youth Jury Prizes are awarded in these categories:

- Youth-produced (*directed by youth aged 15 to 18*)
- Feature Film
- Live-Action Short
- Animated Short

Special Prizes awarded by the CICFF:

- Best of the Fest Prize (*selected by audience vote*)
- Emerging Director Award
- The Liv Ullmann Peace Prize
- Best Film for Young Children (*Ages 2 to 5*)

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

**12. JURIES** Awards are determined by several juries, including an Adult Jury, a Youth Jury, and a Children's Jury. The Adult Jury, composed of filmmakers, critics, and educators, is separated into the following sub-juries: Documentary, Animated Shorts, Animated 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 Adult Jury. The Festival's Children's Jury and the Youth Jury, led separately by a team of media educators, meet separately from the Adult Jury and award their own respective prizes. The Adult, Youth, 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.

**13. 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.

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

**15. TRANSPORTATION OF FILMS SELECTED** The Festival formats of films selected (see Regulation 10) for inclusion must arrive at the Festival offices no later than September 16, 2014. Films are to be sent to the following address: The Chicago International Children's Film Festival c/o Facets, 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 back to the participant, excluding charges for customs clearance. The Festival will not be responsible for expedited or overnight shipping charges to other organizations. The primary contact person for each film that is accepted into the Festival's program will be required to complete and return the Shipment Information Worksheet upon receipt. This worksheet will provide further details regarding shipping procedures for Festival formats.

## 16. DEADLINES

May 1, 2014: Early deadline for entry form, support materials, and preview copy for Jury Selection. The early entry discount is 20%.

May 31, 2014: Deadline for entry form, support materials, and preview copy. Materials must be postmarked by this date. The Festival is not obligated to consider any submissions that arrive later than May 31, 2014.

September 16, 2014: Festival format due for all entries selected for the Festival.

**17. RULINGS** The Festival Committee and Facets =Board of Directors reserve the right to rule on cases not covered by these regulations.

**18. 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.