



OFFICIAL SUBMISSION PACKET

SUBMISSIONS DUE:
January 12, 2022 by 11:59 PM

Ground Rules to be an Official Selection of RSFF13

- No application fee is required for RSFF13
- Open to Pepperdine University Seaver College Undergraduate students
- All above-the-line crew (Producers, Writers, Directors, Directors of Photography, Editors) **MUST** be Pepperdine Undergraduate students.
 1. Any above-the-line crew not currently enrolled as an undergraduate student at Pepperdine University Seaver College will subject the film to disqualification.
- All other cast and crew including actors, scoring, production/set design may be graduate students and/or sourced from outside of Pepperdine.
 1. If outside talent is utilized in the production of your film; the RSFF team must be made aware of their involvement for the purpose of award delegation.
- All Pepperdine students involved must provide their CWID to verify enrollment as a current undergraduate student at Pepperdine University Seaver College.
- Each student will be limited to a maximum participation in 3 submissions as above-the-line crew.
- All films must complete a four part process to be an Official Selection:
 1. Upload a copy of the film to Vimeo with masked credits for an unbiased selection process (all cast, crew, and filmmakers' names must be concealed in order to qualify as an Official Selection for the festival.)
 2. Turn in a Digital Copy of the film on a flash drive or hard drive with unconcealed credits to the RSFF13 Crew
 3. Submit Marketing materials for your film (see Part 3)
 4. Complete the RSFF13 Official Submission Form
- **Any** film revealed on social media (YouTube, Facebook, Instagram, public Vimeo, etc.) prior to the ReelStories Film Festival event will be disqualified as an Official Selection.
- Each film should appoint a primary contact (ie. Producer, or Director) who will be responsible for submitting all materials.

Part 1: Vimeo Submission (Concealed Credits)

- Set up a new free Vimeo account at www.vimeo.com
- You must use your Pepperdine Campus Wide ID# as your account username. Do not include information that could identify the filmmaker or associated crew and cast in the descriptions, or your film may be disqualified.
- Upload your film with concealed credits to your Vimeo account in H.264 format
 - For more information on Vimeo export settings, please visit:
<https://vimeo.com/help/compression>
- Below each film (in the description), please write a brief synopsis of the film.
- Change your video's "Privacy Settings" to "password protected." Set a password for your video(s).
- When you have completed the upload and film description, fill out the RSFF13 Official Submission Form found on the ReelStories Film Festival Website (www.reelstoriesfilmfestival.com). The Form will require the link to your Vimeo video and the password.
- You will receive a confirmation email within 48 hours of your submission. The online submission is due no later than January 12, 2022 at 11:59 PM. No late films will be accepted.

Part 2: Digital Copy Submission (Unconcealed Credits)

- All submissions must also be *received personally* by a member of the Student Programming Board on a flash drive or hard drive at the Student Programming Board Office (located on the Howard A. White Center, 140A) no later than January 12, 2022 at 11:59 PM. No late films will be accepted.
 - Please email rsff@pepperdine.edu with date/time of delivery prior to drop-off to ensure someone is there for receipt.
- The drive must include:
 - a high quality version of your film (uncompressed)
 - Film must contain credits
 - Video Format: *Apple ProRes 422*
 - Aspect Ratio: *16:9*
 - Audio: Between *-18db and -12db (standard stereo)*
 - Color Space: *Rec. 709*
- The drive must be marked with the Primary Contact's name.
- If you are submitting to RSFF13 and are participating in an International Program, email rsff@pepperdine.edu no later than January 12, 2022 at 11:59PM PST for further instructions.

Part 3: Marketing Materials

- Along with the final credited video, filmmakers must submit a promotional poster and 3-5 stills
- Poster:
 - have dimensions of 40in x 56in
 - submitted as a PSD file
 - contain the names of above-the-line crew and members of the cast
 - examples of previous posters can be found on the ReelStories Film Festival website under the Past Winners Page
- Stills:
 - from the edited version of the film
 - submitted as PNG files
- Marketing materials should be submitted along with the Vimeo link and release paperwork on the Official Submissions Form

Part 4: Official Submission Form

- The RSFF13 Official Submission Form can be found at www.reelstoriesfilmfestival.com on the “Submissions” page. Once you begin the form, you must fill it out all at once, therefore be prepared to have all material present at the time of the form.
- The Form requires the following:
 - Primary Contact information
 - Title of film
 - Description of film
 - Vimeo link and password
 - A PDF list of all Cast and Crew (with Pepperdine CWID numbers)
 - promotional poster
 - 3-5 stills
 - Completed release forms

Content

- ReelStories Film Festival strives to promote positive messages of diversity and inclusivity. Therefore, we encourage the submission of films that share unique perspectives and spark conversation. Through collaboration, we hope students may craft meaningful stories that impact their community.
- Out of consideration to your audience, please exercise sensitivity towards topics like:
 - mental health, addiction, race, gender, ethnicity, religion, sexuality
- RSFF will not accept film submissions that include profanity, nudity, sexually explicit content, or extreme violence.
- The Student Programming Board is a division of Pepperdine Student Activities; as such, ReelStories is a Pepperdine-sponsored event. All content displayed must not violate what Pepperdine deems appropriate or promote values contrary to the mission of Pepperdine University.

If doubtful about the appropriateness of your content, please contact the Executive Directors at rsff@pepperdine.edu with questions prior to submission.

COVID-19 Guidelines for Filming

- Pay attention to local COVID-19 guidelines while filming. As a reminder, **if you are filming on campus** you must comply with all University and Los Angeles County Department of Public Health (LACDPH) guidelines regarding face covering or masking.
- Current LACDPH guidelines require that all community members be masked in indoor public settings. This includes all academic buildings, dining facilities, administration buildings, recreational facilities, office settings, etc.
- In residence halls, individuals sharing suites or apartments are considered a household and are not required to wear face coverings while in their "home" area, but they are required to wear face coverings when exiting their suite/apartment and in public areas of the residence halls.
- Guests are currently permitted in the residence halls and apartments. When guests are present, all individuals present must wear a face covering.

Length

- All submissions must be between 3 to 12 minutes in length (**total duration, including credits**).
- There will be **no** exceptions; any film exceeding the time limit will be automatically disqualified.

Music/Photos

- You must obtain necessary copyright permission to any media used in submissions.
- You are strongly encouraged to use original compositions and photos to respect the integrity of the films and also to provide opportunities for creative collaboration within the Pepperdine community.
 - Any copyrighted material not accounted for will automatically disqualify a film from selection.
 - Copyright permission materials can be found at reelstoriesfilmfestival.com

Release Forms

- Release forms must be signed for all materials, locations, and appearances.
- Forms can be found online at: reelstoriesfilmfestival.com.
- Any group with incomplete paperwork will be disqualified.

Selection Process

- Selections for screening will be voted on by the ReelStories Judging Panel for the potential to become an Official Selection of RSFF13. They will make selections based on specific content such as: story, message, theme, score, lighting, cinematography, editing, acting, directing, etc. Official Selections will be passed on to the Standards Committee (comprised of Pepperdine University staff and professors) for content review of proposed screening selections. All finalized selections will be submitted to the Judging Panel for award consideration.
- The Judging Panel shall consist of a third-party group of qualified individuals, separate from the RSFF13 Executive Directors.
- Student Activities staff reserves the authority to deem what is appropriate. Decisions are final.

If your submission is accepted as an Official Selection for ReelStories Film Festival 13 2022, you will be notified via email as decisions are made. All films that are not selected will also be notified via email.

Awards

- The list of possible awards are as follows:
 - Audience Choice Award
 - Best Picture Overall
 - Best Original Screenplay
 - Best Directing
 - Best Cinematography
 - Best Editing
 - Best Actor
 - Best Original Score

If there are any questions or concerns, please contact the Executive Directors at rsff@pepperdine.edu.