

# Film by

Capture your creativity



**State Short Film Festivals**  
**Film by...Information Package**  
**2020**

# KEY INFORMATION - at a glance

- All films under 3:30mins including credits. Mp4 format
- Copyright pertains to all print and online media as well as music. All sourced materials must be acknowledged in credits. When using copyright free and royalty free material, please check the licence agreements. If any commercial material has been used (images, books, music etc), then permission must be obtained. See below for more information.

<https://creativecommons.org/about/program-areas/arts-culture/arts-culture-resources/legalmusicforvideos/>

- Only first names used for students in credits.
- G rated; no weapons, inappropriate themes or content.
- All students completed Participation & Consent Form which will be archived at the submitting school.
- Film submission has approval of school principal.
- Online Festival to be held in Term 4, date TBC.
- **Online festival** due date: September 25, 2020.
- Link for submitting films <https://forms.gle/66gGAm1Cb6sKCP5V6>

## All films screened online must be copyright free or copyright approved

Due to COVID 19 disruptions it is unclear, at this time, how many festivals will be running theatre-based events. For all film festivals and film communities in NSW – go to our website [www.filmby.com.au](http://www.filmby.com.au)

Please note: some festivals may require films to be submitted before September 25. If you are unsure, please email [karen.beutler@det.nsw.edu.au](mailto:karen.beutler@det.nsw.edu.au)

Attending 'live' or online festivals *may* incur ticket/viewing costs to cover expenses.

# Welcome

The **Film by** Festival showcases the visual literacy and film making talents of students and teachers in NSW public schools.

The aim of the **Film by** Festival is to promote the teaching of visual literacy and film making through the creation of high quality, entertaining, informative short films that use the NSW English, Creative Arts and PDHPE Syllabuses as the foundation for collaborative and creative work. The focus of the **Film by** Festival Series is on student learning and engagement to produce films of a high quality that show technical knowledge and understanding of film making.

Teachers need to read and understand the guidelines and processes contained in this package. Please make note of the dates and deadlines that are given. The checklist provides an overview of the dates and information that is required to ensure the smooth running of the Film by Festival

## Important Contacts

To assist schools effectively, please direct your enquiries to the relevant contact person as shown below or, alternatively please visit our website. [www.filmby.com.au](http://www.filmby.com.au)

Area of Enquiry	Contact Person	Contact Email
General Enquiries (Any questions concerning the policies and procedures of the <b>Film by</b> Festival and the <b>Film by</b> Festival Committee)	<b>Film by Project Officers</b> Glen Carter Karen Beutler	<a href="mailto:glen.carter@det.nsw.edu.au">glen.carter@det.nsw.edu.au</a> <a href="mailto:karen.beutler@det.nsw.edu.au">karen.beutler@det.nsw.edu.au</a>
Festival Publications, Google Docs & Social Media	John Skene	<a href="mailto:john.skene1@det.nsw.edu.au">john.skene1@det.nsw.edu.au</a>

## Important Dates for Online Digital Festival

NB: Individual and 'live' event festivals may require films to be submitted on earlier dates. Please contact individual festivals or Karen Beutler or John Skene to confirm.

Day	Further Information
Term 3	Consent Deeds/ Permission to publish forms in the Appendix completed and archived at participating schools
Friday September 25	All films and film submission due - <b>Film Submission Google Form</b> <a href="https://forms.gle/66gGAm1Cb6sKCP5V6">https://forms.gle/66gGAm1Cb6sKCP5V6</a>
Week 1 term 4	Schools notified by email of results of their application

# General Information

NSW Public Schools are invited to participate in the **Film by...** Festival. The Festival is a celebration of student achievement in visual literacy and aims, not only to showcase the talents of our students, but also to raise the profile of public education across the state.

## Participation:

The festival is open to all students from Kindergarten to Year 12. Schools can participate in the festival as a class entry or submit films created by individual students or groups of students.

Schools may elect to enter any number of films for audition by the committee. **Film by...** seeks to be inclusive and recognise the contributions of all participating schools. **Film by...** is not a competition and the judges' selections will include variety and originality among other considerations.

## Participation Fee:

The festival does not have a participation fee to enter films

## G Rating

All submitted films must adhere to the G rating as described by the Office of Film and Literature Classification. Information about classification is available at <https://www.classification.gov.au/classification-ratings/what-do-ratings-mean>

## Student Participation and Consent Deed

A Participation and Consent Deed is to be completed by every participating student and returned to the school for archiving. A film cannot be entered into the festival if this form has not been completed and returned to your school. This document states that the student has parent/guardian permission to participate in all activities associated with the event including any media coverage that may arise. Video and photographic footage from these activities may also be used for promotional purposes in the future.

# Festival Guidelines

All performances should adhere to the following criteria based on the Film Festival Guidelines:

- Be three and a half minutes duration or less, including credits.
- Content must be age appropriate and conform to a G rating
- Participation is appropriate to the skill level of the participating students.
- Film credits must only include students' first names.
- Copyright provisions are adhered to i.e. music and intellectual property.
- Films should not contain inappropriate language or statements that promote hatred towards an individual or community, such as sexism, racism, homophobia and other forms of prejudice.

## Information for Teachers

- Items are to be produced by NSW Department of Education teachers and/or students currently enrolled at the school and developed as a part of an ongoing program.
- All films must be original works created in accordance with copyright laws.
- Schools are eligible to submit multiple films but as each festival is not a competition, films can be selected to reflect the greater participation of submitting schools and judges' decisions are final.
- Films must be devised with the guidelines of the **Film by** Festival in mind.

## Music and other Copyright Issues

Create and use original music or source copyright and royalty free music as this will allow your film to be used on school internet sites and shown to broader audiences. Here are some sites that offer copyright or royalty free music and images

<https://creativecommons.org/about/program-areas/arts-culture/arts-culture-resources/legalmusicforvideos/>

Films that use commercial or copyrighted music or images cannot be shown on school's websites nor in the media. Teachers are encouraged to create original music for their film as this will alleviate any copyright issues.

- Care should be taken to ensure the music and lyrics are appropriate to the concept/intent or theme of the work.
- Music should be selected and screened carefully with the school principal endorsing both song choice and song lyrics. Please attach a copy of song lyrics for each music track used in your item to your application.
- Songs with inappropriate lyrics or intent will not be accepted.

***If your film contains any form of copyright music (this includes copyright and royalty free music or images sourced via websites or other print media etc) permission must be obtained before inclusion in your film and any sources need to be acknowledged in the credits. See below for an example for music acknowledgment in credits.***

- This recording has been made under licence from AMCOS and ARIA for educational purposes only.
- (Title of each musical work used)
- (Composer/lyricist/arranger)
- (Performing artist)
- (Record company label)

## Film Submitting Protocols

All films must be MP4 format and submitted via the submission form.

Sound levels in films need to maintain a consistent level. Films with sound levels that are distorted or are disturbing to an audience cannot be accepted. This includes children screaming and poorly recorded speech that is difficult to understand.

Please complete and return to your child's school

**FILM BY** \_\_\_\_\_ **2020**

Print name of Festival

## Student Participation and Consent Deed

Parents and carers and students under 18 must complete this form:

Name of film .....

I, (Name).....

Of (School).....

1. agree to appear in the film project;
2. agree that any recording made by you of any performance of mine in connection with the production of the Project is an authorised use of my performance and any use you shall make of the recording shall be an authorised use by you;
3. agree that my participation in the Project may be edited at your sole discretion;
4. consent to the use of my name, photographs of me, likenesses, voice and other sound effects made by you and biographical details in the Project and in connection with the exhibition, distribution, advertising and exploitation of the Project and for any other purposes arising out of the production of the Project for the duration of the copyright in the Recording throughout the world by any means and by any medium whether now known or subsequently invented or devised;
5. agree that if applicable my voice may be dubbed;
6. acknowledge that you are not obliged to include me in the Project or to complete and exploit in the Project;
7. acknowledge that I have no rights in the copyright in the Recording or in any cinematograph film or record (as those terms are defined in the Copyright Act 1968) in which Recording or any part of it may be incorporated;
8. release you from any claim by me or anyone on my behalf arising out of the Project and/or my appearance in the Project and indemnify you against any such claim;
9. agree that I shall not be entitled to any monetary payment for my appearance in the Project and for the matters referred to above; and
10. Acknowledge the Project will be submitted to the NSW Department of Education's FILM BY ... project and extend my consents in (4) to the NSW Department of Education to screen, broadcast and promote the Project as it may freely choose to do.

Dated ..... day of..... 202.....

AGE ..... Signed .....

If participant is under 18 years, Parent / Legal Guardian .....  
signature

Name..... Contact Phone .....  
Please print

