



## **GENERAL RULES AND REGULATIONS - RIFF (2015)**

### **● Deadline:**

- o All entries must be submitted together with the completed submission form no later than 10 August 2015.
- o Any submissions received after the deadline will not be accepted.

### **● Eligibility:**

- o Films must not have been broadcasted on TV, made available on the Internet or screened in Regina in any way prior to the Festival.
- o Films must have been completed no earlier than 1 January 2014.
- o film entries from any country/countries of production.

### **● Definition:**

- o A Short Film is defined as a work of fiction or non-fiction that is 30 minutes or less in length including opening and end credits.

### **● Submission Formats:**

The festival accepts complete submissions in the following formats:

- o For online screeners: film freeway
- o For DVD screeners: Physical format with supporting materials, mailed to the Festival Office.
- o Please submit only once through either method.

● **Email Submissions (for online screeners):**

o If you are submitting an online screener via a secure link/download, please complete the editable PDF submission form and send to:

programme@riffa.ca

***o Films in any other language other than English must have English subtitles.***

● **Physical Submissions (for DVD screeners):**

o If you are submitting a DVD screener, please download the PDF submission form and physically mail to:

**Regina International Film Festival**

(Attn: Programming)

2151 albert street

Regina, saskatchewan

S4P 2V1, CANADA

o Please ensure that 2 copies of the DVD screener are submitted.

o DVD screeners should be clearly labelled with the (1) Film Title, (2) Director's Name, (3) Duration, (4) Contact Information.

o Submitted screeners will not be returned.

***o Films in any other language other than English must include English subtitles.***

● **Submission Checklist:**

Each submission must include:

- o Duly completed PDF submission form
- o Copy of your screener (2 copies for physical submissions)
- o 3 high-resolution film stills
- o 1 photograph of the director in digital format
- o the film's press kit (if any)
- o the film's promotional trailer (if available at the time of submission)

● **Copyright Indemnity:**

- o The entrant is responsible for all necessary copyright clearances for material used in their submitted works, and shall fully indemnify the Festival from any damage resulting from copyright infringement lawsuits from other parties.

● **Shipping:**

- o All shipping costs of the submitted material must be fully prepaid by the entrant. The Festival will not be responsible for any charges.

**SELECTED FILMS**

● **Selection Results:**

- o The Festival will notify entrants on the results by August 25th, 2015.
- o The selected entrant must reply to The Festival within seven (5) days of the notification to acknowledge acceptance/declination of selection, along with the required items outlined in the Acceptance Materials section (see next page).
- o Once a film is selected, the entrant will not be able to withdraw nor change the Premiere status of the film at any given time before it is screened at the Festival.

o The Festival does not provide an explanation on the non-selection of a film.

● **Shipment and return of screening copies:**

o The entrant is responsible for the cost and the timely shipment of the screening copy of his/her selected film to The Festival. The Festival will provide entrants with shipping instructions upon notification of acceptance.

● **Programming:**

o The screening time and venue of selected films, including repeat screenings, are programmed entirely at the discretion of the Festival.

● **Copywriting:**

o All synopses and other forms of writing on selected films are entirely at the discretion of the Festival.

● **Use of promotional material:**

o If the entrant's film is selected, the entrant grants the Festival permission to use and reproduce the submitted information and materials (including contact information, film synopses, film stills, trailer clips of up to 3 minutes including music/soundtrack, etc) in all Festival communications including print, digital/web, social media, other external communications/media platforms for the sole purpose of publicity.

**ACCEPTANCE MATERIALS**

The following items must be sent to the Festival together with the acceptance of notification (i.e. with in five (5) days of the notification of selection):

o The screener must be the final version of the selected film (with opening and ending credits), identical to the actual screening copy.

o The screener must contain English subtitles if the film is in a language other than English.

o Acceptable format/s include: a **downloadable link** of the film or **two**

**physical DVD screeners** (if not previously received).

● **Trailer for publicity purposes:**

o The trailer will be used in the Festival website and publicity platforms.

o Acceptable format: a downloadable link with the following

specifications:

- Aspect Ratio: 16:9
- Resolution: 1080p: 1920x1080
- Subtitles: English, if language of film is non-English

The Festival reserves the right to disqualify a selected film if the above items are not received by the deadline.

-

**FREQUENTLY ASKED QUESTIONS**

**1. What are the dates of the Regina International Film Festival this year?**

The 1st Regina International Film Festival will be held on 3rd and 4th of October 2015.

**2. May I request a deadline extension?**

Only in rare exceptional cases with valid reasons will a submission be granted a deadline extension. Please contact the Festival in advance before the submission deadline for such cases. Any requests received after the submission deadline will not be granted.

**3. Will I receive a confirmation that the Festival has received my submission?**

You will receive a confirmation email once your submission has been registered in the Festival's submission database.

**4. Can I submit more than one film?**

Yes. Please submit an individual submission for each film.

**5. Can I submit my film to other festivals?**

Yes, but we encourage you to submit to the Regina International Film Festival if you are keen on showcasing your film in our Festival. If your film is submitted, you will have the option of accepting or declining our offer to screen your film.

**6. What film formats does the Festival accept for submission?**

The Festival only accepts online streaming links and online downloads for online submissions, and DVD screeners for physical submissions. Submissions in any other format will not be reviewed by the Festival..

**7. What happens if the DVD screener that I've submitted is not playable?**

Please check and ensure that all DVD screeners are playable before sending it to the Festival. In cases whereby submitted DVD screeners are not playable, the Festival will contact the entrant and request for replacement copies. However, the replacement copies will not be reviewed if it does not reach the Festival by the submission deadline.

**8. My film is still in post-production. Can I submit a rough-cut?**

Yes. Please indicate in your submission that the film is still a rough-cut and list down the incomplete components of the film. Please note that rough-cuts must be close to completion and not previews of the film.

**9. Can I make a submission if the duration of my film does not match the Festival's definitions of a Short Film?**

The definitions set in the Regulations and Guidelines correspond to our programming limitations and are by no means a universal definition of Short Films.

However, due to the programming framework, most of the time the Festival is unable to programme mid-length films that is more than 30 minute

**10. Can I make changes to my submission details?**

You will not be able to edit the submission form once it has been submitted. If there are any changes to the film's production details, please email the Festival at

programme@riffa.ca to notify us on the changes.

**11. Can I submit a film if copyright clearances for material used in the film are not fully obtained?**

Yes, it is understood that copyright clearances might still be in process at the point of submission. However, all copyright clearances must be obtained before the start of the festival on 1st of october 2015. Please note that the entrant is responsible for all necessary copyright clearances for material used in their submitted works, and shall fully indemnify the Festival from any damage resulting from copyright infringement lawsuits from other parties.

**12. Will the Festival screen my film in its entirety?**

Yes, the Festival will only screen films that can be shown in its entirety as intended by the filmmaker. As the Festival maintains a **no-edit policy**, films that require edits to meet classification guidelines will be withdrawn from screening.

**13. Can I choose which section I would like my film to be presented in?**

The Festival reserves the right to decide which section selected films will participate in.

**14. When will I be notified of the selection results?**

All entrants will receive an email notification by august 25th, 2015 . If you have not heard from the Festival by this date, please email programme@riffa.ca

**15. If my film is selected, is there a deadline for my confirmation of acceptance?**

The entrant must reply the Festival within five (5) days of receipt of notification to acknowledge acceptance/decline of selection.