



# THE TRINIDAD AND TOBAGO SECONDARY SCHOOLS SHORT FILM FESTIVAL



## OUTLINE AND CRITERIA

### ☆ CONCEPT

The objectives of the Trinidad and Tobago Secondary Schools Short Film Festival are to encourage the production of responsible local content by Trinidad and Tobago's student population; to develop film industry know-how and competencies within the youth of Trinidad and Tobago; to promote career opportunities and encourage innovation and to develop a sustainable national audio-visual industry. Students are required to produce a five (5) minute Short Film, using the designated Festival themes.

### ☆ FESTIVAL PARTNERS

The Festival has the support of the Ministry of Trade and Industry, the Ministry of Education, the Division of Education, Youth Affairs and Sport of the Tobago House of Assembly and MovieTowne Multicinemmas Limited.

### ☆ FESTIVAL PROCESSES

2012 is the eighth year of the Festival which is open to students of all secondary schools and registered Youth Groups in Trinidad and Tobago. Students of participating schools and Youth Groups are required to attend Training Workshops and produce their five (5) minute film in the months of July and August 2012. Students will be mentored by audio-visual professionals. A Jury will review the short films to determine the Awards and Prizes. The Award-winning films will be screened at outreach programmes hosted by the Trinidad and Tobago Film Company Ltd (TTFC).

### ☆ ELIGIBILITY

- \* The Festival is open to registered students of public or private secondary schools and members of registered Youth Groups in Trinidad and Tobago.
- \* All participating Students/Youth Group members must be between the ages of 12 to 17 years.
- \* Students are required to form a *Production* Group in order to participate. Each group will comprise 5-8 members from one (1) secondary school or youth group.
- \* Only Two (2) Groups per school are allowed entry into the Festival.
- \* All Groups are required to have a Teacher/Supervisor assigned throughout the project.

### ☆ 2012 FESTIVAL THEMES

Each group is required to select any **one (1)** of the Themes below for the production of their five (5) minute Short Film:

- \* **THE ENVIRONMENT: “Making a Cleaner, Better Future”**
- \* **CULTURAL TRADITIONS/PRESERVATION: “50 years of Culture: Preserving the T&T Legacy”**
- \* **NATIONAL IDENTITY: “My Islands, What it means to be Trinbagonian”**
- \* **PEACE/ SOCIAL CHANGE: “Fixing T&T”**

### ☆ AWARDS

The 2012 Festival are eligible to be awarded in the following categories:

- |  |                                   |
|--|-----------------------------------|
| 1. Award for Most Dramatic Film        | 10. Award for Best Director       |
| 2. Award for Best Actor                | 11. Award for Best Story          |
| 3. Award for Most Original Film        | 12. Award for Best Original Music |
| 4. Award for the Best Technical Skills | 13. Award for Best Editing        |
| 5. Award for Most Creative Film        | 14. Best Overall Film             |
| 6. Award for Best Cultural Film        | 15. People's Choice Award         |
| 7. Award for Best Actress              | 16. The Tobago Award              |
| 8. Best Comedic Film                   |                                   |
| 9. Best Script/Storyline               |                                   |

- \* **The “People’s Choice Award” will be determined by the results of online voting by the general public.**
- \* **“The Tobago Award” is open to Tobago Schools and registered Tobago Youth Groups only.**

### ☆ FESTIVAL RULES

All secondary schools and youth groups wishing to participate in the 2012 Festival must complete an Application Form and send it to the Trinidad and Tobago Film Company (TTFC). Application Forms are available online at [www.trinidadandtobagofilm.com](http://www.trinidadandtobagofilm.com) or can be collected at the Offices of the TTFC. The Forms can be returned via email to [ttfilmco@gmail.com](mailto:ttfilmco@gmail.com) or by post to the TTFC, Suite 015, Bretton Hall, 16 Victoria Avenue, Port of Spain, Trinidad.

- \* Approval for the participation of each School and/or Youth Group must have the support of the School’s Principal or the lead official of the Youth Group. The Principal/Lead Official must review the film (s) to confirm that the content is aligned with the educational morals of that school and suitable for general public audience before submission is made to the Festival.
- \* Entries will only be accepted from students/members of the same school or Youth Group. Multiple group membership is NOT allowed.

- \* A maximum of two (2) groups are permitted to enter from each school / youth group.
- \* Each film submitted by a participating schools/youth group must reference ONE of the 2012 Festival themes.
- \* The following are the acceptable film genres:  
Action, Animation, Adventure, Comedy, Drama, Family, Fantasy/Folklore, Science Fiction, Thriller.
- \* Films must be appropriate for all audiences. Inappropriate films will be disqualified. **Obscene language, gratuitous violence, nudity or adult rated scenes are NOT permitted** and would lead to automatic disqualification. Content evaluation will be at the discretion of the TTFC and the adjudication panel.
- \* The Films must be no longer than 5 minutes in length and include the beginning and end credits within the 5 minutes. Films that are more than 5 minutes in length will be automatically disqualified.
- \* The film must be a student production. Industry professionals and /or faculty may not engage in the production in any capacity other than an advisor. The roles of the producer, director, writer, cinematographer, editor are to be held by students only.
- \* Original music or music produced by local artistes can be used. **Absolutely no foreign music can be used.**
- \* All copyrights must be cleared before the completed film is submitted to the Festival. All materials (images, music, etc.) must be original work or work used with the copyright holder's permission, or work that is in the public domain. Films that violate copyright law will be disqualified. Evidence of copyright clearance must be provided.
- \* The TTFC and the Trinidad and Tobago Secondary School Short Film Festival reserve the right to use all films or images from the films at various screenings and in promotional materials published in the print, electronic and digital media. These rights are held in perpetuity.

## ☆ FESTIVAL GUIDELINES

### STEP 1 – APPLICATION FORM & SCRIPT: **DUE Friday 16 March, 2012**

- \* The Application Form is to be completed in BLOCK LETTERS, one per group. The School's Principal or lead official of the youth group must review the script, sign and affix the official stamp of the school/youth group to the Application Form.

- \* Completed Application Forms must be accompanied by three (3) copies of the script and submitted to the TTFC. The Application Forms can be submitted via email, post or hand delivered to the Offices of the TTFC by the deadline date: **Friday 16 March, 2012. Faxed applications will NOT be accepted.**

### **SCRIPT PRESENTATION AND FORMAT**

- \* All scripts must be the original work of the students and/or youth group and submitted in English.
- \* Each script copy must be bound using treasury tags fasteners. A protective cover on the front and back is required in order to protect scripts.
- \* Scripts must be presented in standard screen play format i.e. Courier 12-point and double-spaced. Avoid boldface type within the script and do not vary font sizes. The goal is a clean, legible submission.
- \* A Synopsis of the script should be included as the first page, followed by the script.
- \* The School's name, the Title, Genre and chosen Festival Theme must be identified.
- \* All pages must be numbered and include the number of scenes. TTFC requests that copies are printed using one side of the page only.
- \* The last page should include: list of the cast and crew, the proposed locations, contact information etc.

### **STEP 2 - TECHNICAL REQUIREMENTS FOR STUDENTS**

- \* CAMERA (CAMCORDER) – MUST HAVE EXTERNAL AUDIO INPUT
- \* TRIPOD
- \* MICROPHONE
- \* COMPUTER
- \* EDITING SOFTWARE – ADOBE PREMIERE ELEMENTS

### **NOTE:**

- \* Each group MUST have their own computer/laptop and other filming equipment at the training sessions.

### **STEP 3 – ORIENTATION: MARCH 2012**

- \* All participating schools/youth groups will be invited to attend an Orientation Workshop on a date to be advised. At the Orientation Workshop, student participants will be informed of their Training Centers, the names of their designated Trainers and the dates of the Training.

### **STEP 4 – TRAINING: APRIL 2012 (2 DAYS), JULY 2012 (7 DAYS) AND AUGUST 2012**

- \* All participating groups will be required to attend training sessions at the designated Training Centers during the months of April, July and August 2011. All participating groups will be offered training in filmmaking guided by a professional Trainer. All groups attending the training sessions must be accompanied by their Teacher/Supervisor.

- \* Follow-up training sessions will be scheduled by the Trainer during the August production period in order to provide additional guidance during the film's production.
- \* All schools/youth groups are required to complete an Evaluation Form at the end of the training and leave the completed form with the respective Trainers.

#### **STEP 5 – FINAL SUBMISSION OF SHORT FILM – DEADLINE SEPTEMBER 07, 2012**

- \* Each film must be five (5) minutes in length including the opening and closing credits.
- \* Four (4) copies of the completed Film must be submitted on DVD in widescreen (16x9) format. Students are asked to ensure that the DVD copy of the film plays in standard DVD players. Computer files will not be accepted.
- \* The four (4) copies of the DVD must be packaged in standard DVD jackets (full sized cases) and labeled with the following: title, theme, genre, running time, cast and crew, music credits, list of locations. If a School/Youth Group is submitting more than one film, each film is to be submitted on a separate DVD.
- \* A Data File CD must be included with the following: high resolution .jpeg artwork for the film, the school/youth group official monogram and profile photos for each member of the cast and crew with their contact information.
- \* A synopsis of the final film must be included.
- \* All Groups are required to confirm that the submission is original work. In instances where the work of others has been used, the Group is required to confirm that all the necessary clearances and approvals were obtained and to provide the appropriate credits as needed. TTFC reserves the right to request proof of all such clearances and authorizations before the film is accepted and/or shown publicly.
- \* The TTFC reserves the right to reject any entry, in its sole discretion, on the basis of objectionable content which might be considered potentially insulting, abusive, or harmful, or which uses inflammatory themes, images or language.
- \* DVDs will not be returned.

#### **STEP 6 – JUDGING PROCESS**

- \* All short films will be judged by a panel of industry professionals in September and the winners selected for each Award.
- \* Winners will be announced at the Awards Ceremony. All participating schools/youth groups will be invited to attend the Awards Ceremony.

- \* TTFC is not responsible for any damage or loss resulting from the Festival Jury review of the film and cannot be held liable or responsible for same.

**STEP 7 – AWARDS CEREMONY – SEPTEMBER, 2012**

- \* An Awards Ceremony will be held and participating schools will be invited to attend.

**STEP 8 – PRIZE HAND-OVER CEREMONY – JANUARY 2013**

- \* A Prize Hand-over Ceremony will be held and the winning schools will be invited to attend.

**FESTIVAL ENQUIRIES:**

Trinidad and Tobago Film Company Limited

Telephone: 625-FILM (3456) Ext. 21

Email: [ttfilmco@gmail.com](mailto:ttfilmco@gmail.com)

Website: [www.trinidadandtobagofilm.com](http://www.trinidadandtobagofilm.com)