



OFFICIAL SUBMISSION PACKET

SUBMISSIONS DUE:

Sunday, January 5, 2025, by 11:59 PM

(Extended Deadline)

Ground Rules to be an Official Selection for RSFF16

- No application fee is required to submit a film for RSFF16.
- Films must be between 3-12 minutes in length (including credits).
- All films must complete the three-step checklist to be an Official Selection (*detailed instructions are provided below the Ground Rules section*):
 - Part 1: Vimeo Submission
 - Upload a copy of your film to Vimeo
 - Part 2: Marketing Materials
 - Submit a digital poster and stills from your film
 - Submit footage of your filmmaking process (3 minutes worth of unedited behind-the-scenes footage)
 - Part 3: RSFF16 Official Submission Form
 - Fill out and submit the form

- Film submissions are open to all Pepperdine University Seaver College Undergraduate students,* regardless of major.
 1. All Pepperdine students involved must provide their CWID to verify enrollment as a current undergraduate student at Pepperdine University Seaver College.
 2. Each student will be limited to participating in a maximum of 3 submissions as one of the following roles: Producers, Writers, Directors, Directors of Photography, Editors.
- The following roles in each film submission **MUST** be Pepperdine Undergraduate students: Producers, Writers, Directors, Directors of Photography, Editors.
 1. Any of the above roles not currently enrolled as an undergraduate student at Pepperdine University Seaver College will subject the film to disqualification.
- All other cast and crew including but not limited to actors, scoring, production and/or 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 in the Official Submission Form for the purpose of award delegation.
- **Any** film (or materials relating to said film) revealed on social media (YouTube, TikTok, Instagram, public Vimeo, etc.) prior to the ReelStories Film Festival event will be disqualified as an Official Selection.

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- Each film should have one primary contact (ie. Producer, or Director) who will be responsible for submitting all materials.

Three-Step Checklist to be an Official Selection:

Step 1: Vimeo Submission*

**If you have an existing upgraded Vimeo account, follow the next steps:*

- You must update your account to reflect 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 upgraded Vimeo account
 - All cast, crew, and filmmakers' names must be concealed in order to qualify as an Official Selection for the festival, as it allows for an unbiased selection process.
- Film uploaded to Vimeo must be uploaded in H.264 format
- Type a 2-3 sentence synopsis below your film in the description box
- Secure your video with a password
 - To do this, change your video's "Privacy Settings" to "password protected".

If you **do not have an existing upgraded Vimeo account, please contact rsff@pepperdine.edu as soon as possible for more specific instructions regarding your concealed credits film submission.*

Step 2: Marketing Materials

- Filmmakers must also submit 1 digital promotional poster and 5 digital stills
- 1 Digital Poster:
 - Dimension of 40in x 56in
 - PSD file version
 - Digital poster must contain all the names of above-the-line crew and cast members
 - Examples of previous digital posters can be found on the ReelStories Film Festival website under the Past Winners Page
- 5 Digital Stills:
 - Captured from the edited version of the film
 - PNG file version
- 3 minutes worth of unedited behind-the-scenes footage (doesn't have to be consecutive, could be separate clips)

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- Horizontal orientation preferred. See below for video formatting.
- Upload the footage to a Google Drive Link or a Zip File to Submission Form.
- Marketing materials must be submitted along with the Vimeo link on the Official Submissions Form

Step 3: Official Submission Form

- Complete the [RSFF16 Official Submission Form](#)
 - Once you begin the form, you must fill it out all at once. Therefore, please make sure to have parts 1 and 2 completed before filling out the form.
- The form requires the following:
 - Primary contact information
 - Title of film
 - 2-3 sentence film synopsis
 - Vimeo link and password
 - PDF with a list of the full names of Cast and Crew (with Pepperdine CWID numbers)
 - 1 promotional poster (Must be in **Photoshop PDF file with layers**; instructions on how to do so are linked [here](#))
 - 3 minutes worth of unedited behind-the-scenes footage
 - Completed Release Forms ([General release form](#) and [Actor appearance release form](#))
- You will receive a confirmation email within 72 hours of your submission. The online submission is due no later than Sunday, January 5, 2025 at 11:59 PM. No late films will be accepted.

Submission Requirements

- Video formatting
 - All films must be between 3 to 12 minutes in length (**total duration, including credits**).
 - Films uploaded to Vimeo must be in H.264 format; additional info on Vimeo export settings can be found [here](#).
 - Film on hard drive or flash drive must be exported in *Apple ProRes 422* format in order to play in Smothers Theatre.
 - Aspect Ratio must be 16:9
 - Audio must be between *-18db and -12db (standard stereo)*
 - Color Space: *Rec. 709*
- Copyright

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- It is the filmmaker’s responsibility to 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 may result in grounds to disqualify a film from selection.
- Release forms
 - Complete Release Forms must be signed for all materials, locations, and appearances.
 - Any group with incomplete paperwork will be disqualified.

Guidelines for Films:

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 inspire and impact their community.
- Out of consideration to your audience, please exercise sensitivity towards topics like:
 - mental health, addiction, race, gender, ethnicity, religion, sexuality, and politics
- 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 policies or 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.

What Happens After You Submit A Film?

Selection Process

- Selections for screening will be voted on by the ReelStories Selection Committee, composed of industry professionals, for the potential to become an Official Selection of RSFF16. The Selection Committee will make selections based on

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specific content such as: story, message, theme, score, lighting, cinematography, editing, acting, directing, etc. Official Selections will be passed on to the Standards Committee (composed of Student Activities staff) 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 RSFF16 Executive Directors.

If your submission is accepted as an Official Selection for ReelStories Film Festival 16 you will be notified via email as decisions are made. A hard copy of the film will be required, and details are provided below. All films that are not selected will also be notified via email.

Post-Selection: Digital Copy Submission (Unconcealed Credits)

- After being notified of selection, all Official Selections must also be *received in person* on a flash drive or hard drive by a member of the Student Programming Board at the Student Programming Board Office (located in the Howard A. White Center, 140A). We will contact you first if your submission has been selected.
- The flash drive or hard drive must have a high quality version of your film (uncompressed) with credits included. This version will be shown at the film festival.
- The flash drive must be marked with the Primary Contact's first and last name.

Awards

- The list of possible awards are as follows:
 - Audience Choice Award
 - Best Cinematography
 - Best Picture Overall
 - Best Original Screenplay
 - Best Directing
 - Best Editing
 - Best Actor/Actress
 - Best Original Score
 - *Theme Award* → *represents the filmmaking process in the best possible light.*

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

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