**2018 CYSFF “Brief”**

**Required Items:**

* Item: Ticket
* Phrase:“I have not failed. I’ve just found 10,000 ways that won’t work.” (Thomas Edison)
* Shot: High Angle Pan (Shot from above, looking down while camera moves from side to side)
* 3 Production Photos

Basic Steps to Participate in the Festival/ Contest

1. Register yourself/ team at planetreg.com/2018CYSFF
2. Make a film that meets the film guidelines and includes the required items (Don’t forget to take production photos)
3. Submit your film by 5:00 PM May 11th online or in person
4. Join as the Premiere and Awards ceremony on May 27th!

Registration

* Please register before submitting your film. Registration can be completed any time between and April 27, 2018 to May 11, 2018 at 5:00 PM.
* Registration is available online at **planetreg.com/2018CYSFF**
* The registration link is also available at cysff.net and on our facebook page
* Please only submit **one registration per team.** If your team members change after you register, you can update that information on the forms when you submit your film.
* Online registration is separate from the forms you need to turn in with your film. It gives us an idea how many films to expect and helps us plan for the Premiere.

Film Guidelines

* Films must be between **1** and **15** minutes
* All cast and crew for the film must be 18 years or younger (or currently in high school as of May 11, 2018). This includes *all* individuals operating equipment, writing the script, editing the film, appearing in the film, etc.
* Films must be completed between **April 27th** and **May 11th 2018** (Prep work, writing, etc. can be done before April 27th) If there is any question about when the filming took place, the judges may request the original raw video files or editing files to verify when the filming and editing took place.
* No sexual content or excess gore. If you have any questions about whether something is appropriate, please contact us.
* Limited profanity is allowed, but nothing that would constitute an “R” rating – no “F” or “C” words. Please use good judgment and avoid any excessive or unnecessary use of profanity.
* The required items and phrase released on April 27th must be included at some point during the film to verify that film was not completed in advance. Please include a time stamp for each item on the paperwork to submit your film.
* The required items may be incorporated in any way as long as they are identifiable. If you have any questions about this, please contact CYSFF via Facebook or at info@cysff.net.
* The phrase must be **spoken** and cannot be included only in a written form. This includes having a character in the film speak or using it as a voiceover.
* When films are submitted, please include **3 production photos** from behind the scenes of your film. The photos can show any aspect from behind the scenes of the production, but try to make your photos as creative and interesting as possible! Please submit these photos in a **digital** format.
* Films may be created using any camera and any editing software.
* You must have permission to use any music contained in your film. This means that you can use music that you compose, that is public domain or royalty free, music that you otherwise have the rights to use (i.e. music that is part of software you own, such as Soundtrack Pro), or music you have obtained permission to use. Use the **“Film Sound Track Release Form”** if you obtain permission to use someone else’s music. Music composers do not have to be 18 or under.
* Some free music resources include: incompetech.com, www.mobygratis.com, freestockmusic.com, pacdv.com, and freeplaymusic.com. Even if music is royalty free, make sure you give proper credit for the music and follow any instructions for giving attribution from the source.
* You must also have permission to film and get a signed **“Location Release”** for any places you film other than your own home or a public outdoor area like the street, sidewalk or a park. This means you must obtain and submit a signed location release for places such as businesses (coffee shop, store, restaurant, office, etc.), public buildings (library, government buildings, etc.), and private residences.
* Location release and soundtrack release forms are available on our website at **cysff.net/documents**
* **Films must be submitted by May 11th at 5:00 PM. Films must be in their final form (on a disc, USB drive or submitted via dropbox) and *playable* and include all required forms and production photos.**
* Any film violating these rules may be disqualified. If you have questions about whether something violates the rules, please ask before submitting your film.

Instructions for Film Submission

* Films must be submitted in either Quicktime (.mov) or .mp4 format.
* Film files must be **2GB** or less in size. This may require that you compress or convert your file, so please plan ahead.
* Film files must be **playable** at the time they are submitted. Please verify that your file is properly formatted and error free before it is submitted.
* Films may be submitted in person **Friday April 11th, 2018 4:00-5:00 PM** in the Willow Room at the Laramie County Library (1st floor).
* Films submitted in person can be on a USB drive or DVD. If submitted on a USB drive, please mark it with your name and it will be returned at the event on May 27th.
* If you are unable to submit your film in person, it may be submitted online. All required forms/ photos must be submitted online along with the film. Please label your files submitted online with both the *name of the film* and *team representative* so that we can track your entry. If submitting a film online, please allow for sufficient time to upload files before the deadline.
* **Films can be submitted online** by sending it by email or via “Dropbox” to **info@cysff.net.** Contact us via Facebook message or email if you have any questions about or problems with submitting the film online.
* ***All appropriate forms/ items must be submitted along with film for your entry to be accepted*.** Forms are distributed at the brief release and are available on our website at cysff.net under the “Documents” tab.

These include:

* + **“2018 CYSFF Submission Form”** – Required for all entries
	+ **“2018 CYSFF Award Nominations”** form – Required for all entries
	+ **“Film Sound Track Release” –** Required only if you need permission to use any music included in your film.
	+ **“Location Release”** – Required for all locations you film in other than your own home or outdoor public areas such as the street, a public park etc.
	+ **3 production photos** – Required for all entries, please submit in digital format.
* ***All required forms and production photos along with a playable film file must be submitted by 5:00 PM on April 11th, 2018. Please plan ahead to allow adequate time for formatting and/or transferring files and to address any technical problems. Late or incomplete submissions will be disqualified.***

Important Dates

* April 27th – “brief” is released and filmmaking begins
* May 11th – films are due
* May 27th - 6:00 PM at the Atlas Theatre – Premiere Event where top films will be shown and awards announced

Exhibition Award Categories

* For this year’s Fear Film Fest, we are continuing three new “exhibition” categories and awards. These categories/ awards do not require any additional work from filmmakers, but recognize their creativity in new ways!
* These awards include:
	+ **“Best Production Photo”**
	+ **“Best Use of Required Item”**
	+ **“Best Use of Required Phrase”**

General Festival Information

* Please check out and “Like” our Facebook page at Facebook.com/CYSFF to stay updated on the festival. Information can also be found on our website at cysff.net
* Registration can be completed at **planetreg.com/2018CYSFF** or by following the link on the Facebook page or website.
* If you have any questions or problems, please message us at our Facebook page or email us at **info@cysff.net** and we will get back to you as soon as possible. We are happy to answer questions and provide whatever assistance we can.

Please join us at the

***Cheyenne Youth Short Film Fest***

*Premiere and Awards Event*

Sunday May 27th, 2018, 6:00 PM at the Atlas Theater, doors open at 5:30 PM, refreshments provided.

The top films will be shown on the big screen and prizes and awards will be presented!

Free for participants in films and $5 for members of the public.