



Town of
Cambridge



CAMBRIDGE SHORT FILM FESTIVAL

Information Booklet

TIME LAPSE

SLOW-MO

VIDEO

PHOTO

PORTRAIT



www.cambridge.wa.gov.au/youthfilmfestival

Important Information



Are you aged between 12-25 years old?



Live, work or study in the Town of Cambridge?



Enter your 1-5 min film for a chance to win \$1,000



Group or individual entry accepted

Timeline

30 September	Film Submissions Open
30 December	Film Submissions Close
17 January	Online Screening of Films Voting Opens
23 January	Last Day of Screening Voting Closes
28 January	Winner Announced

Festival Theme

‘Diversity’

Diversity is understanding that each individual is unique, and recognising their individual differences. It is a combination of our differences that shape our view of the world, our perspective and our approach.

Film-makers are encouraged to use their creativity and imagination to weave elements of this theme into their film. Entries should also include a summary (maximum 100 words) explaining the story line of the film and how it fits the theme.

Filming Workshops

Free filming, acting and makeup SFX workshops are open to 13-16 year olds to learn the tricks of the trade from industry professionals. These workshops will help give participants the skills to create their own short film for the competition.

Workshops will be held at various locations in the Town. Bring your own lunch. Equipment provided.

The footage taken during the filming workshops will be used to create a short film and will be shown at the final screening. Participants are encouraged to use the skills learned at the workshop to help create their short film for the competition.

FREE

DATE AND TIME	LOCATION	WORKSHOP
6 October 10am - 1pm	Holyrood Pavilion	Make-Up SFX
8 October 10am - 3pm	The Boulevard Centre	Screen Acting

Register online at www.cambridge.wa.gov.au/filmworkshops

Resources and Support

Need some tips?

Head over to our Festival webpage and browse through our online resources including information about copyright, film-making tips, YouTube tutorials and more.

Have a question?

Check out the Frequently Asked Questions on the Festival webpage or contact the Town of Cambridge via mail@cambridge.wa.gov.au or phone 08 9347 6000.



www.cambridge.wa.gov.au/youthfilmfestival

Criteria



Your submission should meet the following criteria:

- ▶ The film should fit/follow the theme– 'Diversity'
- ▶ Films are to be G or PG rated (no graphic violence, profanity or mature content)
- ▶ Be no more than 5 minutes long including credits
- ▶ Be submitted in 1920 x 1080 mp4 file format and 1GB maximum size
- ▶ Films are to be produced in 2021
- ▶ Films to be live action, animated or a mixture of both
- ▶ Have completed an Image Release Approval form for any people featured in the film, available to download at www.cambridge.wa.gov.au/youthfilmfestival
- ▶ Have obtained licence/written permission to showcase all voices, footage and soundtracks in the film
- ▶ Includes a short synopsis (max 100 words) about your film
- ▶ You are aged between 12-25 years old
- ▶ You live, work or study in the Town of Cambridge
- ▶ Individual or group entries accepted provided that one person in the group lives, works or attends school in The Town
- ▶ View the full Terms and Conditions on page 6-8 of this booklet or download them at www.cambridge.wa.gov.au/youthfilmfestival

Evidence of Status and Age



At least one member of your group must live, work or study in the Town of Cambridge.

In your submission you must include evidence which relates to you:

Live: Address of residence and contact number.

Work: Business name, employer name and contact number

Study: Letter from a teacher or principal confirming enrolment.

Age: I.D showing proof of age

How to enter

1 Brainstorm

Develop your idea



The first step in the film making process is growing your story idea. If you're stuck for ideas, think about the festival theme. What does 'diversity' mean to you? What are your views on diversity in the world around you? Brainstorm with your friends and jot down your ideas and run them by family or friends to get their feedback.

Write your script

Once you have settled on your idea, the next step is to create a script. Think of your storyline, write your script, storyboard and plan what you're going to film. For a 1-3 minute film, the maximum number of script pages should be three. This is based on a general rule of 1 page = 1 minute, but can differ depending on how much dialogue you plan to include in your film.

2 Shoot



Think about the equipment you will need

If you don't have access to a video camera to shoot your film, don't be discouraged. You can put together a film on your smartphone. Some great short films have been shot using a smart phone.

Create your storyboard

You can download free templates online or start by drawing a series of boxes on a piece of paper. In each box sketch your scenes and give consideration to how close you'll be to the subject, their position and the angle you're shooting from. Stick figures will work just fine if drawing isn't your strong suit, but remember to draw in all of your props. You can then add notes under each scene about location, script, camera movements, etc. The storyboard can be as detailed as you like and will be a useful tool when you start filming.

Shoot your film

To get the perfect shot or enhance the mood of a scene, experiment with your camera settings instead of relying on automatic settings. When filming outdoors, shoot with the sunlight behind you. To get creative with your scenes, mix up the angles and level that you film from. Be wary of filming in noisy locations, such as near busy roads, as this can be recorded in your audio and make it hard to hear dialogue. Keep your camera steady and if possible use a tripod to avoid shaky video. Have a look in the resource section for some handy tips on the Festival webpage.

3 Edit



Download and review your raw footage and edit your film.

Editing is an important part of the film making process. You can purchase editing programs such as AVS Video Editor or Adobe Premier Pro but there are also some free programs you can download such as Windows Movie Maker, Lightworks or Wondershare Filmora.

If you've filmed your entry on a smartphone, you might want to try some free apps like iMovie, PowerDirector or Movie Edit Touch.

4 Submit



Once your film is ready to go, package it up and submit it online via www.cambridge.wa.gov.au/youthfilmfestival

Before you submit, have you included?

- Evidence of status of live, work or study in the Town
- Evidence of age
- Image Release form for all people appearing in the film
- Licence/permission for any music, footage used in the film
- Obtain parents/Guardian consent if under 18 years of age



Submissions close 30 December 2021

Don't forget!

Make sure you complete a Still and Moving Image Release form for anyone you film, including members of the public. The form is available at the end of this booklet, or to download from the Festival webpage.

Your final submission for the festival should be in 1920 x 1080 MP4 file format and 1GB maximum size.

Terms and Conditions

1. Cambridge Short Film Festival

- 1.1. The Cambridge Short Film Festival (The Festival) is promoted by The Town of Cambridge (The Town), 1 Bold Park Drive, Floreat, Western Australia.
- 1.2. Information and guidelines on how to enter the festival forms part of the entry terms and conditions.
- 1.3. All entries into The Festival are an acceptance of these terms and conditions.
- 1.4. Entries will open on Thursday 30 September 2021 and close on Thursday 30 December 2021.
- 1.5. The Winning Film will receive \$1000 prize money.

2. Eligibility

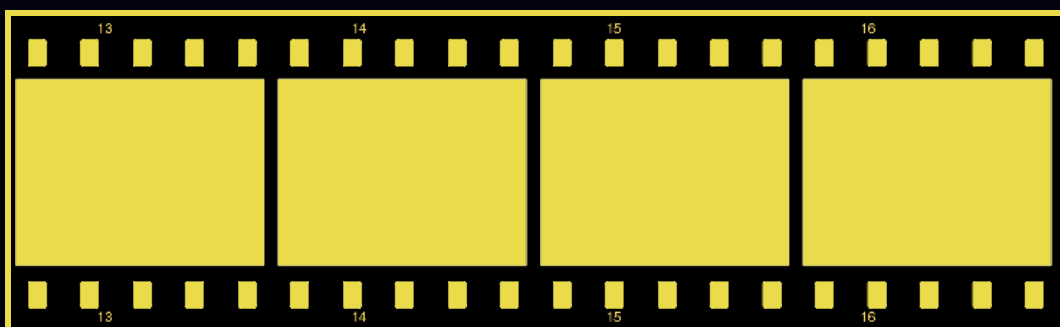
- 2.1. The Festival is open to all entrants aged between 12- 25 years of age at the time of the film submission.
- 2.2. Entrants can be group or individual provided that one person in the group lives, works or attends school in The Town.
- 2.3. The film submission must be the original work of the entrant(s) and not any other person.
- 2.4. Entrants under the age of 18 must have the permission of a parent/legal guardian to enter The Festival.

3. Application

- 3.1. Applications will open on Thursday 30 September 2021 and will close on Thursday 30 December 2021.
- 3.2. Festival entrants to submit their films by the close date. Entries will not be accepted after the 30 December 2021. This includes any re-edited versions of entries already provided prior to the close date.
- 3.3. Entrant(s) must complete an online submission form for their film via the official festival website at www.cambridge.wa.gov.au/youthfilmfestival.
- 3.4. Entries that do not comply with the terms and conditions will be will not be accepted.
- 3.5. All applications received will be retained in accordance with the State Records Act 2000.

4. Film Submission

- 4.1. The film is to fit the theme – 'Diversity'
- 4.2. Only one film submission per entrant will be accepted.
- 4.3. Films must be G or PG rated. Films with any graphic violence, profanity, or mature content will not be accepted. See www.classification.gov.au for rating guidelines.
- 4.4. The film duration must be 5 minutes or less, including credits.



- 4.5. The names of the people who participated in the film are to be included in the film credits, such as casts, crew, director, producer, writer etc.
- 4.6. Films can be live action, animated or a mixture of both.
- 4.7. Films are to be produced in 2021.
- 4.8. Films must be provided for screening in the following format: 1920 x 1080 mp4 file.
- 4.9. All submissions are final and will be used for both screening and judging. You cannot apply and then submit a final for screening.
- 4.10. The decision of the Town to accept or reject any film submission is final, and no correspondence will be entered into.

5. Judging Process

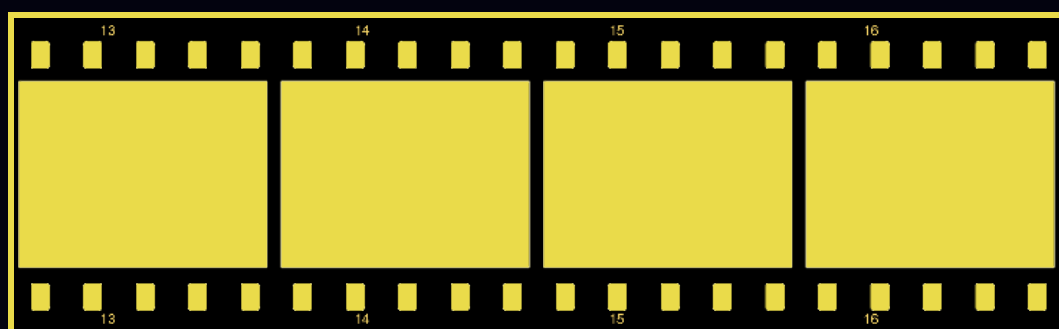
- 5.1. The winning film will be decided by the people's choice through an online voting poll.
- 5.2. Voting will open from 17 to 23 January 2022.
- 5.3. The film with the most votes will be declared the winner.
- 5.4. The winner(s) will be announced in January 2022.

6. Permissions / Image Releases

- 6.1. The entrant must hold the copyright or have written consent and release to showcase all actors, voices, footage and soundtracks used in the film.
- 6.2. The entrant must provide to the Town copies of all the written consents and releases referred to in 6.1.
- 6.3. The entrant must obtain the necessary filming licence and/or drone licence if filming in a public space in the Town of Cambridge.

7. Licensing

- 7.1. Entrants agree that by submitting a film, they authorise and grant the Town of Cambridge a non-exclusive and non-transferable licence to;
 - a) Exercise intellectual property rights in the film submission (which may include, but is not necessarily limited to the use, reproduction and or exhibition of the film submission in whole or part) for the purpose of advertising, promoting and conducting The Festival.
 - b) Exhibit or reproduce the film submission in whole or in part in any medium, including the Town's website and Facebook.
- 7.2. The Town is not required to pay a fee to exercise any intellectual property rights.
- 7.3. The rights described in this agreement are granted to commence immediately upon acceptance of the film submission by the Town and continue indefinitely.
- 7.4. The entrant may request termination of the non-exclusive license at any time by lodging a request in writing addressed to the Chief Executive Officer, Town of Cambridge, 1 Bold Park Drive, Floreat WA 6014.



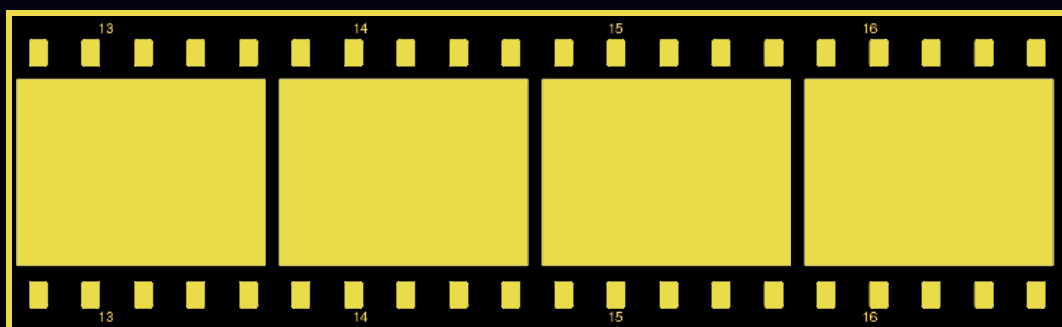
- 7.5. The Town may remove a film submission from its website and all associated distribution within 90 days.
However, the Town is not obliged to amend or withdraw images/footage previously published or disseminated prior to consent being withdrawn.
- 7.6. The entrants shall retain ownership of the film but grants the Town licencing rights referred to in 7.1. to 7.4.

8. Indemnity

- 8.1. The entrant (or where the entrant is a minor, then the parent or guardian) shall indemnify and release The Town in respect of any claim, action, liability or judgement for any and all loss, damage or injury to persons or property;
- a) arising from the negligence of the entrant (and where the entrant is a minor, their parent or guardian); and
 - b) any breach by the entrant of any third party intellectual property rights; and
 - c) against any act or omission by the entrant (and where the entrant is a minor, their parent or guardian);
 - d) Claimed or commenced by any third party against The Town.

9. Warranties

- 9.1. Entrants agree, that by participating in The Festival;
- 9.1.1. That the film submission is their own original work and creation;
 - 9.1.2. That the film submission and the acts of the Town in relation to the use of the film submission do not infringe (or reasonably be expected to infringe) upon the copyright, intellectual property rights or moral rights of any person;
 - 9.1.3. that prior to submitting the film submission the entrant has obtained the written consent of all identifiable persons, copyright material and owners of private property shown in the film;
 - 9.1.4. They own, or have the necessary licence to grant to the Town an irrevocable, non-exclusive, royalty-free and worldwide right to use the film or part of the film.





Contact Us

To view forms, submit your film or find out more, visit
www.cambridge.wa.gov.au/youthfilmfestival.

Get in Touch

Email mail@cambridge.wa.gov.au

Phone (08) 9347 6000

Visit Town of Cambridge Administration and Civic Centre, 1
Bold Park Drive, Floreat, WA, 6014

www.cambridge.wa.gov.au

