

# Feature Film Submission form

DEADLINE 18th February 2018



Please complete all the details and submit with a DVD or an online link to the film.

You can submit this form via email with online payment or you can post it to our UK office. You may also be able to deliver it to our partners in India or Bangladesh - for this option please email us first.

## 1. About the Film

Film name:	
Film name in English: <i>(if different)</i>	

Director's name:	
Directors first film?	Yes [ ]      No [ ]
Cast: (max 6)	

Duration: <i>(in minutes)</i>		Year of production:	
Country of production:		English subtitles?	Yes [ ]      No [ ]

Has the film been screened at any other festivals?	No [ ]      Yes [ ] <i>If yes, where and when?</i>
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Has the film been released anywhere?	No [ ]      Yes [ ] <i>If yes, where and when?</i>
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Link to film trailer:	
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Film website:	
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Synopsis: (Short)	
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Submission format:	Online Screener [ ]      DVD [ ]  (If online, please forward link on page 2).
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## 2. Contact Details

You are:	The Director [ ] Producer [ ] Authorised representative [ ]
First Name:	
Last Name:	
Company Name: (If applicable)	
Full Address:	
Email Address:	
Telephone:	

## 3. Team

Please name the following roles

Producer:	
Director:	
Writer:	
D.O.P.	
Music:	
Editor:	

## 4. Submission type

Please indicate your submissions type: DVD [ ] Online screener [ ]	
If online screener, please provide:	Weblink: _____
	Password: _____

## FESTIVAL FORMATS

If your film has been selected for the festival, you must have a working **DCP** file with its own hard drive ready and delivered by the set date, which will be advised. In some cases we may accept Blu Ray DVD's but this must be authorised by LBFF from London in writing.

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## 5. Payment

Our current method of payment is online via **Paypal** and the amount is **£50 GBP** which can be made via our website under the 'submissions' page, where there is a Paypal link. This is only for the regular deadline, for the extended deadline of the 28th of February 2018 you MUST use FilmFreeway.

Please use your film's name (full name if possible) as your payment reference. Kindly send us an email once you have made payment so we can cross reference this with your submission. We will not accept films without cleared payments.

### 5.1 Other payment options

We may have options for you to pay the fee locally to one of our partners in which case you **must** receive an email from us to confirm this, along with the instruction on payment. If this is the case, then the following fees apply:

**5,000 INR** if you are submitting to Kolkata (India)

**6,000 BDT** if you are submitting to Dhaka (Bangladesh)

## 6. DIRECT SUBMISSION

##For the simplest form of submission we recommend the following:

You may submit your film via **email** directly to our London head office at [contact@lbff.co.uk](mailto:contact@lbff.co.uk)

You must include:

- A. Your completed submission form. (Signed and scanned copy is accepted)
- B. An online screener link (with password, if required)
- C. You must pay **£50 GBP** online via **Paypal** as on our website under the submissions heading. (Use your films name for reference where applicable)

### 6.1 POSTAL SUBMISSION

You may also submit your film via **post** directly to our London head office as follows:

You must include:

- A. Your completed submission form.
- B. A copy of your film on DVD
- C. You must pay **£50 GBP** online **ONLY** via Paypal as detailed below. (Use your films name for reference where applicable)

You can post the DVD to our UK office:

London Bengali Film Festival

16B Blount Street

London

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## 6.2 Other submission options

You may be able to submit your film by hand to our partners or representatives in **Dhaka** (Bangladesh) or **Kolkata** (India) office.

You may be able to submit the form, along with a copy of the DVD and a local cheque payment.

Please email us at [contact@lbff.co.uk](mailto:contact@lbff.co.uk) stating your name, location, and the name of the film. We will respond with the options available.

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## 7. RULES AND REGULATIONS

1. The applicant confirms that full authority has been obtained from the film maker and its owners or any other relevant bodies prior to submitting the film to the LBFF.
2. The **deadline** for all film submissions using this form is the 18th of February 2018. Your form, film and cleared payment must be with us in London by this time. No films will be accepted after this deadline unless previously agreed with us from London. The extended deadline is on the 28th of February 2018 BUT only via FilmFreeway.
3. It is the applicants responsibility to ensure that the film, completed form and payment is received by LBFF within the deadline. If this has not been met, then the film will not be accepted.
4. The applicant is 18 years old or older.
5. You can submit your film via our downloadable form on our website or via the Film Freeway.
6. Films submitted to the London Bengali Film Festival (LBFF) must satisfy one of the following categories to be considered.
  - a) Writer or Director or Producer must be Bengali or have a Bengali heritage (any nationality)
  - OR**
  - b) The main character must be Bengali
  - OR**
  - c) The story must be set or be about Bengal or an issue affecting the Bengali Diaspora
7. The film does not have to be in the Bengali language.
8. All films with a non-English language must be subtitled. If the film is in English and with a foreign accent then we may require the film to also have subtitles.

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9. Films must have been completed on or after the 1st of January 2015.
10. Films must be 45 minutes or longer in duration.
11. Films can be of any genre or style, including fictional and documentaries.
12. The film must be a UK premiere and not screened publically or commercially anywhere in the UK.
13. If your film is selected, you must provide your film in the **DCP** format with its own hard drive, any other formats must be agreed by LBFF in writing. You will pay for any costs associated in this respect.
14. If your film is selected you must provide the following details within 14 days of receiving our acceptance email:
  - a) Press Kit
  - b) 5 High resolution film stills (Jpegs)
  - c) Online trailer link
  - d) Poster minimum A3 size (Jpeg), this may need to be edited if required
  - e) Director's Bio
  - f) Director's photo
15. Any costs involved in providing your films publicity material, DCP or any items required by LBFF must be paid for by the applicant.
16. Once your films has been submitted, it cannot be withdrawn.
17. By submitting your film to the LBFF programme you agree to make the film available for screening as per LBFF requirements and that you also agree no payment will be offered if your film is to be screened during the programme.
18. LBFF is under no obligation to provide any feedback to the applicant or any representative for films submitted.
19. One film will be awarded the 'Audience choice award' which will be done on a voting system by the viewing audience during the festival.
20. Other awards are not available.
21. LBFF and the Judges decisions are final.

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22. If your film has been selected then LBFF reserves the right to include your film poster, news, publicity material and clips of your film for the publicity of the LBFF current and future programmes on any platforms existing or yet to be invented without any time limit and without any payment or compensation to the film, applicant or it's producers or owners.

23. The applicant understands that the London Bengali Film Festival is based in London, UK. All decisions are made by LBFF in London. Any confirmation or communication regarding your film submission is done directly with LBFF team in London. Any representatives or colleagues in Bangladesh, India or anywhere else DO NOT have any authority to make any decisions, accept your films, payment or advise you in any manner whatsoever regarding the London Bengali Film Festival. You may only submit your films to LBFF local agents in Dhaka or Kolkata, ONLY if LBFF have sent you an email conformation to do so.

24. The applicant confirms all clearances from copyright holders for all images, soundtracks and any and all copyrighted materials has been obtained and the applicant also understands that it is the applicant's responsibility to ensure this has been legally obtained before submitting the film to LBFF.

25. LBFF, it's partners or sponsors will not be held responsible for the unauthorised usage or inclusion of any copyrighted materials within or relating to the submitted Film which may be screened at LBFF.

26. The applicant will be responsible and liable for any misinformation, deliberate or otherwise, damages or costs that may arise due to the applicants negligence in honouring the terms in this document or for any copyright infringement.

27. The applicant agrees that the LBFF, it's partners and affiliates will not be held responsible in any shape or form for any issues arising from any negligence by the applicant, the film maker or producers or any persons involved in the film and its ownership in regards to copyrighted materials or any other disputes in and around the film.

28. If any clearance fees or fees of any kind arise after submission to the LBFF then the applicant fully accepts that this must be paid in full by the applicant to the relevant bodies.

29. The LBFF reserves the right to disqualify any submitted films at any stage if the film or applicant does not adhere to the submission requirements and rules, in which case no refund will be offered.

30. The LBFF has a strict no refund policy. We will not offer a refund in any circumstances, even if your film has been disqualified or not selected.

31. The rules and regulations set in this document supersedes any other rules and regulations or any other communications by LBFF.

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## 8. SIGNATURE

I confirm that I have read the application form, with the rules and regulations in full set in this 7 page document. I also confirm that I have the legal authority to submit the film detailed in this form and that all the information supplied in this form are true and to the best of my knowledge.

Signature:

Date:

Name: