

GUIDELINES, TERMS AND CONDITIONS

BAFTA Rocliffe New Writing Forum 2013

- Guardian Edinburgh International Television Festival (GEITF) – August 2013
- New York Television Festival (NYTVF) – October 2013

RULES AND GUIDELINES

1. Entries will be accepted from 01 April 2013. Submission Deadlines:
 - a. **Early Bird Closing Date** for submissions - 15 April 2013.
 - b. **Final Closing Date** for submissions - 22 May 2013.
2. Entries will not be accepted after 22 May 2013 unless postmarked prior to this date. Email entries will be accepted up until midnight on each of the deadlines. BAFTA and Rocliffe do not accept responsibility for problems with the postal service which may result in any entry being lost or delayed. Proof of sending is not proof of receipt.
3. The extract must be for TV comedy sitcom or comedy sketches. We are not accepting feature or short films, or TV drama.
4. All entries will be considered by an industry BAFTA Comedy Jury and are automatically considered for both GEITF and NYTVF. In exceptional circumstances the same extract/writer may be selected for both events.
5. Entries must be the original work of the entrant, and must not infringe the rights of any other party. BAFTA and Rocliffe accept no liability if entrants ignore these rules and entrants agree to fully indemnify BAFTA and Rocliffe against any claims by third parties arising from breach of these rules.
6. Entrants can enter individually or as part of a writing team however only one writer will have their travel and accommodation covered – this should be the lead writer. This allows us to support and feature more than one writing team. Both writers will be acknowledged in all billing.
7. Entries received that do not contain all materials outlined (see YOUR ENTRY) and payment or payment reference will not be considered.
8. You should only submit work if you are available to:
 - a. Attend an interview in London on the week commencing 8 July (if selected for Stage 3 of the judging process);
 - b. Travel to Edinburgh between 21 and 24 Aug 2013 (maximum travel period required)
 - c. Travel to New York between 20 and 27 Oct 2013 (maximum travel period required)
9. Entering scripts for consideration for the BAFTA Rocliffe New Writing Forum constitutes permission to use the selected writers' names and script title and email addresses for publicity and in handouts without additional permission being sought.
10. BAFTA and Rocliffe reserve the right to cancel the BAFTA Rocliffe New Writing Forum and propose a new date or to amend these terms and conditions. If this is deemed necessary, a notice will be posted on: www.bafta.org and www.rocliffe.com

11. BAFTA and Rocliffe reserve the right to reject any entry for any reason at their absolute discretion. BAFTA and Rocliffe's decision is final and no correspondence will be entered into.
12. Submission of a script confirms the entrant's acceptance of the terms and conditions which are governed by the laws of England, Scotland, Northern Ireland and Wales.

ELIGIBILITY

1. To be eligible to enter you must meet the following criteria:
 - a. You must be 18 or over on 1 April 2013.
 - b. You must hold a UK passport. Entrants that do not hold a UK passport must be able to prove they have resided in the UK for up to five years prior to the final closing date.
 - c. You must not have had a full network commission for a comedy show (for any broadcaster) but may have broadcast credits. We do not consider individual sketches or contributing scenes for existing shows to comprise a full network commission. We will consider submissions from writers who have had a commission that never has never been broadcast.
 - d. You must not be a BAFTA or Rocliffe employee or any person connected to the BAFTA Rocliffe New Writing Forum.
 - e. Proof of age, identity, residency and eligibility may be requested. BAFTA and Rocliffe's decision as to the eligibility of individual entrants will be final and no correspondence will be entered into.
 - f. You must not have any issue that would prevent you obtaining a visa and/or appropriate passport to enter the USA. Obtaining a US visa will be the participants' responsibility, not the responsibility of BAFTA or Rocliffe and is a requirement of participation.

YOUR ENTRY

Fill in the online [Application Form](#) to generate an application reference number, a copy of which is automatically sent to Rocliffe. Do not fill this in more than once per extract. If you haven't received it within 30 minutes email scripts@rocliffe.com

1. Entrants must submit:
 - a. An application form with payment details filled in (paypal ref can be included later)
 - b. Industry biography with the full names of the writer(s) on a separate page (maximum length one page). It is acceptable to put 'This is my first script' (we love discovering new talent).
 - c. Short synopsis – 25 words
 - d. Treatment or outline of how the series would develop (500 words max)
 - e. Sample story lines if submitting a TV series (min three, max six – approx 50 words each)
 - f. Character breakdown of featured characters
 - g. Introduction to extract that sets the scene (100 words)
 - h. 10 page extract of the script (you may spill onto the 11th page to end a scene), typed and formatted to industry standards. Pages should be numbered 1-10.
2. All support material items (c-h) should carry the application number and the script title but not your name.

3. Script extracts should be typed and follow standard script format. For information on formats, we recommend you look at www.bbc.co.uk/writersroom
4. Email submissions:
 - a. Send to esubmissions@rocliffe.com with all documents in pdf format in a single email.
 - Document 1: Biography with full name of writer(s) and script title
 - Document 2: Support material in following order: Logline, Treatment, Character Breakdown, Episode Story Outlines, Introduction. The name of this document should read: Your Unique Reference Number – Script Title – support docs.pdf) **No personal details to appear.**
 - Document 3: Script Extract – 10 pages (can go into 11th page) contains your script extract only. The name of this document should read: Your Application Reference Number – your script title – script. **No personal details to appear.**
 - Document 2/3 (may be combined or separated into support materials and script extract)
5. Hard copy submissions:
 - a. Must be post-marked the day prior to the deadline (early bird or final) or hand-delivered by 5pm on the day of the deadline, marked for the attention of Alex Cook, BAFTA Rocliffe New Writing Forum, BAFTA 195 Piccadilly, London W1J 9LN.
 - b. Print the application form with the support material and script on white paper, double-sided scripts accepted.
 - c. Please do not bind, staple, paperclip or bulldog your submission
 - d. Entries will not be returned so please retain to keep a copy.
6. Each script extract entered must include a non-refundable fee. Payments must be made in UK Sterling by **cheque made out to Rocliffe Ltd** from a UK Bank, or via PayPal on www.rocliffe.com, the PayPal reference can be supplied after you have filled in the application form.
7. Entrants permit BAFTA and Rocliffe to edit featured entries for the purposes of use at the BAFTA Rocliffe New Writing Forum, in consultation with the writer.
8. Entrants retain the copyright in any script or pitch idea developed by the entrant as a result of being selected.
9. Please do not include artwork or casting suggestions.
10. All entries must be written primarily in English with translation provided for any foreign language sections.
11. Entry Fees
 - a. Early Bird fee is £30 for hard copies (posted or hand delivered) or £40 for email submissions.
 - b. Final Entry fee is £40 for hard copies (posted or hand delivered) or £50 for email submissions.
12. We charge one submission fee per script. There is no maximum submission per writer, however each submission will incur an entry fee.
13. All entrants will receive email confirmation of receipt of email one week from final entry deadline and will receive email notification of the status of their submissions after each stage. If you do not receive an email please contact scripts@rocliffe.com

JUDGING PROCESS

1. Entries will be judged on the following criteria:
 - a. The originality and strength of the idea
 - b. The accomplishment and quality of the writing of the sample script extract
 - c. The strength of voice and potential in the writer
 - d. Suitability for a theatrical performance.
2. Entries will be judged through the following process:
 - a. **Stage One:** All scripts will be read by an experienced script reader and each writer will receive a script report. The readers will assess the sample scripts against the criteria outlined and select a shortlist of up to 25 entries.
 - b. **Stage Two:** Up to 25 shortlisted entrants will be contacted. If a shortlisted entrant cannot be contacted after reasonable attempts have been made to do so, BAFTA and Roccliffe reserves the right to offer the prize to the next best entry. The industry selection panel will review the long listed entrants and select a short list of up to 12 entrants be selected for interview. We may ask for further examples of writing at this point.
 - c. **Stage Three:** The short listed entrants will be interviewed week commencing 8 July 2013 by a select panel and informed of the final decision shortly after.

Best of luck!