

Orange British Academy Film Awards

Rules and Guidelines 2008 – 2009



Orange

BRITISH ACADEMY
FILM AWARDS

British Academy of Film and Television Arts

Orange British Academy Film Awards in 2009

Rules and Guidelines

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THE BRITISH ACADEMY FILM AWARDS

INTRODUCTION

The British Academy Film Awards are presented annually to recognise, honour and reward individuals for outstanding achievement in feature films released theatrically in the UK within the awards year.

The Academy also honours individuals with awards in recognition of their contribution to the film industry. These awards are approved by the Academy's Film Committee and ratified by the Academy's Board of Trustees.

AWARDS PRESENTED:

1. The Academy Fellowship
2. Outstanding British Contribution to Cinema
3. Outstanding British Film
4. The Carl Foreman Award for Special Achievement by a British Director, Writer or Producer in their First Feature Film
5. Best Film
6. Director
7. Original Screenplay
8. Adapted Screenplay
9. Leading Actress
10. Leading Actor
11. Supporting Actress
12. Supporting Actor
13. Music
14. Film Not in the English Language
15. Animated Film
16. Cinematography
17. Production Design
18. Costume Design
19. Editing
20. Sound
21. Special Visual Effects
22. Make Up & Hair
23. Short Film
24. Short Animation

N.B. The Academy may, at its discretion, choose not to present any of the above awards at the Film Awards ceremony.

ENTERING A FILM

ELIGIBILITY

Films must be released theatrically in the UK, within the Academy awards year: 1 January to 31 December 2008.

Films that open between 1 January and 6 February 2009 inclusive may be 'qualified' by Distributors by being screened to Academy Film Voting Members by Thursday 18 December 2008.

To be eligible, a feature film must:

- be feature-length, i.e. with a running time exceeding 60 minutes;
- receive its first public exhibition or distribution in the UK as a theatrical release;
- be exhibited publicly to a paying audience within a commercial cinema in the UK for no fewer than seven consecutive days.

Films from all countries are eligible in all categories, with the exception of Outstanding British Film, The Carl Foreman Award, Short Film and Short Animation which are for British films only.

Please see separate entry criteria for Short Film and Short Animation (see pages 8-10).

All decisions made by the Academy are final.

FILM ENTRY AND SCREEN CREDITS FORM

- Films must be entered for consideration by the film's Distributor or Producer, or by an Academy Film Voting Member. Films must be entered online via www.bafta.org. Once an Entry Form has been submitted, the film's Distributor will be asked to complete a Screen Credits Form. Alternatively, the film's Producer may complete the Screen Credits Form.
- On-screen credits are used to determine eligibility in all categories. Official Screen Credits Forms are available online from www.bafta.org. They must be completed in full and be received by the Academy by email no later than Thursday 20 November 2008. Any Screen Credits Forms received after this deadline will not be accepted. If the Distributor does not complete a form, the Academy cannot guarantee the accuracy of credits listed for voting.

AWARD CATEGORIES IN THE GIFT OF THE ACADEMY

THE ACADEMY FELLOWSHIP

The Fellowship is the highest accolade the Academy can bestow. It is presented to an individual with a substantial body of work in recognition of an outstanding and exceptional contribution to film.

OUTSTANDING BRITISH CONTRIBUTION TO CINEMA

This award is in the gift of the Academy's Film Committee. Its primary purpose is to honour the talents of individuals from the industry whose achievements are not usually recognised in other award categories.

OUTSTANDING BRITISH FILM

- Director(s), Writer(s) and a maximum of three Producers are eligible;
- To be eligible, a film must have significant British creative involvement. The Academy uses the definition laid down by the DCMS and UK Film Council (<http://www.ukfilmcouncil.org.uk/culturaltest>) as a guide but certification by the UK Film Council is not a guarantee for or a requisite of eligibility. Final decisions on eligibility rest with the Academy's Film Committee;
- The nominees and winner of this award are decided by a combination of membership vote, Film Committee discussion and jury.

THE CARL FOREMAN AWARD for Special Achievement by a British Director, Writer or Producer in their First Feature Film

This award was established to encourage British filmmaking by recognising individuals in the selected disciplines

The nominees and winner of this award are decided by a panel representing a wide range of experience and skills within the industry. This panel is appointed by BAFTA and the Foreman Williams-Jones Foundation.

This category is not open to voting by Academy Members at any stage.

AWARD CATEGORIES VOTED BY ACADEMY MEMBERS

BEST FILM

- Eligibility is limited to the Producer(s) of the film. A maximum of three Producers may be credited;
- Executive Producer, Co-producer, Associate Producer, Line Producer, 'produced in association with' or any other credits are not eligible;
- All feature-length films are eligible for this award. They are not restricted to any particular genre and may include:
 - Films not in the English language;
 - Animation;
 - Documentary.

OUTSTANDING BRITISH FILM

See 'Award Categories in the Gift of the Academy' (page 4).

DIRECTOR

Eligibility is limited to the Director(s) of the film.

ORIGINAL SCREENPLAY

Eligibility is limited to the Writer(s) of the original screenplay.

ADAPTED SCREENPLAY

Eligibility is limited to the Writer(s) credited with adapting the original source material.

PERFORMANCE CATEGORIES

All individual performers are eligible for consideration within these categories:

- Leading Actress
- Leading Actor
- Supporting Actress
- Supporting Actor

The category in which individuals are placed is determined by the Members' selection within the first round of voting; the performer will be placed in the category for which they have received the most votes and all votes cast for that individual will be added together. Our voting system does not permit Members to cast more than one vote per performer (i.e. place a performer in both leading and supporting categories). The film's Distributor/Producer may make representations to the Academy about the award they wish a performer to be considered for and this may be taken into consideration.

MUSIC

- This award is presented for achievement in film music and encompasses both original score and adapted or sourced music. It is presented to the individual(s) responsible for creating the audience's overall musical experience;
- If 50% or more of the film's music is original, only the Composer(s) may be listed. If less than 50% of the film's music is original, Additional Contributors may also be listed;
- Additional Contributors may include Music Editor, Music Supervisor, Music Consultant, Music Director, Arranger and Writer. Assistants and partial contributors are not eligible;
- A maximum of three names may be listed which should include the Composer(s) responsible for the conception and execution of the film's score and/or the individual(s) responsible for the conception and use of adapted and/or sourced music within the film;
- Cue sheets must be provided for all films included on the long list for the Music Award, following Round One voting and before the announcement of nominations. Long lists are announced on 6 January 2009; cue sheets must be provided by 12 January 2009;
- The film's Producer is not eligible. The film's Director may not be listed for this category unless they also receive a credit as a key music contributor.

FILM NOT IN THE ENGLISH LANGUAGE

- All feature-length films with predominantly non-English dialogue are eligible;
- Eligibility is limited to a maximum of three Producers and the Director(s) of the film.

ANIMATED FILM

- A film will be classed as an animated feature film if it is primarily animated throughout the majority of the length of the film and has a significant number of animated major characters;
- This award is presented at the Film Committee's discretion. It will not usually be presented if fewer than eight animated features have been entered;
- The award will be presented to the key creative talent behind the film, usually the Director; if two individuals equally shared the creative input, both names may be submitted. A maximum of two individuals will be nominated per film;
- No more than three films will receive nominations for this award.

CINEMATOGRAPHY

- Eligibility is limited to the Director of Photography.

PRODUCTION DESIGN

- Eligibility is limited to the Production Designer and Set Decorator.

COSTUME DESIGN

- Eligibility is limited to the Costume Designer.

EDITING

- Eligibility is limited to the Editor of the film;
- Assistants are not eligible.

SOUND

- A maximum of five names may be submitted and must include the following roles:
 - Production Sound Mixer;
 - Re-recording Mixer;
 - Supervising Sound Editor/Sound Designer;
- Assistants are not eligible.

SPECIAL VISUAL EFFECTS

- Eligibility is limited to those individuals directly responsible for visual effects achieved within the production;
- A maximum of four names may be submitted. Additional names will not be considered;
- Producers, Coordinators and Executives are not eligible;
- The Producers of the nominated films in this category may be asked to provide the jury/chapter with excerpts from the film on DVD – not to exceed 30 minutes in total length – showing the effects used within the film and how these were achieved by the individual named nominees.

MAKE UP & HAIR

- Eligibility is limited to a maximum of two artists directly responsible for the make up and hair design in the film;
- Individuals responsible for a particular performer only are not eligible;
- Assistants are not eligible.

SHORT FILM

Eligibility

The British Academy Award for Short Film is open to UK productions only. Films are only eligible if they have a substantial British contribution in the majority of the following areas:

- Production Company
- Finance
- Director
- Producer
- Writer
- Principal cast and crew

The film must have been completed between 1 June 2007 and 31 October 2008. No exceptions will be made.

ALL submitted films must have been either screened or accepted into at least one of the festivals recognised by the Academy. The list of festivals is available on the website (www.bafta.org) or from the Academy.

Previously entered films are not eligible.

The maximum running time, including end credits, is 30 minutes.

The film must be fiction; however, the jury may use their discretion to accept dramatised factual subjects.

Films in a language other than English may only be submitted with English subtitles, or in an English language version.

Nominees and winners are decided by a jury. This category is not open to Voting Members at any stage.

Submitting the Film

Applications will be accepted between Monday 1 September and 17:00 on Friday 31 October 2008. To enter, you must include ALL of the following:

- A hard copy of the entry form (downloadable from www.bafta.org or emailed on request) with all sections completed and signed;
- 3 x DVD screeners of show quality (PAL region 2/multi-region). These screeners will be used for the initial judging and will not be returned;
- Short biographies of the Director, Producer and Writer;
- A short synopsis (approx. 50 words);
- Three stills of the film on hard copy, disc or email. Send jpegs (300dpi) to shorts@bafta.org;
- Proof of acceptance/screening at one of BAFTA's recognised festivals.

SHORT ANIMATION

Eligibility

The British Academy Award for Short Animation is open to UK productions only. Films are only eligible if they have a substantial British contribution in the majority of the following areas:

- Production Company
- Finance
- Director
- Producer
- Writer
- Key animation/creative talent

Traditionally, the Award is for subjects shot on film but the Academy will accept productions originated in other media or using a mixture of techniques.

The film must have been completed between 1 June 2007 and 31 October 2008. No exceptions will be made.

Entries that are part of a television programme/series, feature film or music promotional video are not eligible.

Previously entered films are not eligible.

The maximum running time, including end credits, is 30 minutes.

The film must be fiction; however, the jury may use their discretion to accept dramatised factual subjects.

Films in a language other than English may only be submitted with English subtitles, or in an English language version.

Nominees and winners are decided by a jury. This category is not open to Voting Members at any stage.

Submitting the Film

Applications will be accepted between Monday 1 September and 17:00 on Friday 31 October 2008. To enter, you must include ALL of the following:

- A hard copy of the entry form (downloadable from www.bafta.org or emailed on request) with all sections completed and signed;
- 3 x DVD screeners of show quality (PAL region 2/multi-region). These screeners will be used for the initial judging and will not be returned;
- Short biographies of the Director, Producer and Writer;
- A short synopsis (approx. 50 words);
- Three stills of the film on hard copy, disc or email. Send jpegs (300dpi) to shorts@bafta.org.

GENERAL ENTRY INFORMATION FOR SHORT FILM AND SHORT ANIMATION

A 35mm print or Digi-Beta of every entered Short Film must be submitted to the Academy by 17:00 on Thursday 28 November 2008 (note: Short Animations will be accepted on Digi-Beta only). You may choose to send your print or Digi-Beta when you send your application form but all films must remain at the Academy until the judging process is complete. Any charges incurred for the delivery or return of prints must be covered by those submitting the film.

Films may be entered by companies or individuals. Film schools and colleges are advised to submit no more than three films, although, in exceptional circumstances and with prior permission, the Academy may consider accepting up to two extra films per school. All student films must be submitted by the film school or college.

All prints and Digi-Betas (except those of nominated films) will be available for collection after the announcement of the nominations.

The British Academy Awards for Short Film and Short Animation will be presented to the Director, Producer and Writer only. A maximum of four named nominees will receive an Award.

All decisions made by the Academy jury and BAFTA are final and no correspondence will be entered into as to why particular entries were or were not nominated.

VOTING PROCEDURES

Voting is restricted to registered Film Voting Academy Members. Voting is conducted online and each round is authenticated by the Academy's appointed Scrutineers.

Prior to the first round of voting, all registered Academy Film Voting Members are informed of voting rules and provided with the list of eligible films that have been entered by Producers, Distributors and Academy Film Voting Members.

Academy Film Voting Members must vote or register their abstention at every stage of voting.

Round One:

In the first round, Members may vote for up to 12 films/individuals per category but may register their abstention from any category where they feel unqualified to vote.

Results of the first round vote are scrutinised by the Academy to ensure there are no anomalies prior to the activation of the second round vote. This includes the placement of individuals within the correct performance categories (see page 5). The Academy may also increase the number of film titles to go forward to the second round of voting up to a maximum of 15 per category.

Round Two:

In the second round, Members may vote for up to five* films/individuals per category. The results are returned and the top five* in each category are listed as nominations. These numbers may be exceeded only in the case of a tied vote.

Round Three:

In the third and final round of voting, Academy Film Voting Members will determine the winner in each of the following categories:

- Best Film;
- Leading Actor;
- Leading Actress;
- Supporting Actor;
- Supporting Actress;
- Film Not in the English Language (determined by membership vote in Round Three for the first time in 2007/08. See page 13 for details).

In all remaining categories, the members of each 'Chapter' or jury will determine the vote (see 'Chapter and Jury Voting' on page 12).

* There are only three nominations for Animated Film and Short Animation.

CHAPTER AND JURY VOTING

Winners in the following categories are determined by either Chapter or Jury voting:

- Outstanding British Film
- The Carl Foreman Award for Special Achievement by a British Director, Writer or Producer in their First Feature Film *
- Director
- Original Screenplay
- Adapted Screenplay
- Music
- Film Not in the English Language
- Animated Film
- Cinematography
- Production Design
- Costume Design
- Editing
- Sound
- Special Visual Effects
- Make Up & Hair
- Short Film *
- Short Animation *

* Nominations in these categories are also decided by jury voting

CHAPTER VOTING

- Chapters are made up of Academy Members with expertise and experience in the specialised field relating to a category (Sound, Music, etc.). A Chapter must contain 80 or more Members. Any categories with less than 80 Chapter members will be decided by a jury;
- In Round One, the votes of Chapter members will be counted separately to those of general Film Voting Members. The top five films voted for by the Chapters will be included in the long list for the second round of voting, where they will be highlighted, to distinguish them from other films selected by the general membership vote;
- In Round Two, the entire Film Voting membership will vote for the five nominees in all categories included in the membership/Chapter vote;
- In the final round, the relevant Chapter or jury only will vote to select the winner in their category.

FILM NOT IN THE ENGLISH LANGUAGE CHAPTER

A Chapter was introduced for this category for the first time in 2007/08. Members may opt to join this Chapter in addition to their original Chapter if they watch a large number of non-English language films throughout the year. Provided that there are at least 80 members of this Chapter at the time the voting list is finalised, the Chapter will select the nominees, which will then go to membership vote in the final round:

Round One:

The Chapter vote for their top five films. These nominations are released early, at the time of the long lists being released at the start of the second round (Friday 4 January). By releasing the nominations for this category early, the membership has more time to watch the nominated films. This allows the Members to decide the winner in this category, replacing the jury system used in the past.

Round Two:

No vote.

Round Three:

The membership at large decides the winner from the five nominations.

If there are fewer than 80 members of this Chapter, the membership will vote in rounds one and two, with a jury deciding the winner.

COSTUME DESIGN AND MAKE UP & HAIR

A Chapter has been formed to judge these categories for the first time in 2008/09. Costume Design and Make Up & Hair practitioners will combine to form a voting Chapter. This Chapter's votes for both categories will be counted separately in Round One; the top five films voted for by the Chapters will be included in the long list for the second round of voting, where they will be highlighted, to distinguish them from other films selected by the general membership vote. In the final round, this Chapter will vote to select the winners in both categories.

If the combined Make Up & Hair and Costume Chapter members do not number 80, then the winners will be decided by two juries (one for Make Up & Hair and one for Costume).

ACTING CHAPTER

For the first time in 2008/09, the votes of the Acting Chapter will be counted separately in Round One. The top five films voted for by the Chapter will be included in the long list for the second round of voting, where they will be highlighted, to distinguish them from other films selected by the general membership vote. In Round Three, all Academy Film Voting Members will vote to select the winners in these categories.

JURY VOTING

Appointing a jury

- Members of the Film Committee are allocated a category for which they will act as chair (for those categories not voted for by Chapter). Each chair is responsible for appointing their jurors, in consultation with the Film Committee Chair;
- Juries should always amount to an odd number with a recommended number of nine. A minimum of seven and maximum of 11 members is allowed. The majority must always be practitioners working within the craft of the category under consideration;
- If, for any reason, a jury member becomes unavailable, every effort must be made to obtain a replacement. In case of difficulty, the Film Committee Chair should be contacted for assistance;
- Any individuals with a conflict of interest will not be allowed to serve on the jury;
- Each jury chair is responsible for initially informing members that, by accepting the invitation to serve on the jury, they agree to: a) observe confidentiality at all times, and b) be present at the voting session until the procedure has been completed and a winner has been identified;
- All jurors will be asked to sign a confidentiality agreement;
- It is the responsibility of the chair to ensure that, when inviting persons to stand, no one organisation connected via their business backgrounds could become a majority influence;
- Each jury chair will decide upon their own method of inviting potential jury members and later, when the jury have been appointed, of keeping them informed of nominations, dates of jury screenings and the jury session as they become known;
- It is the responsibility of jury members to see all five nominated films (three for Animated Film and Short Animation) and, prior to the commencement of discussion, the chair will ensure that this requirement has been fulfilled. If not, the member(s) concerned must stand down.
- Jury chairs should ensure that no juror sits on more than one jury (plus the Outstanding British Film jury).

Jury session

- Jury chairs should contact Doreen Dean (see page 21 for details) to book a date, time and venue for their jury session to take place;
- The chair will be provided with a jury paper in advance of the jury session, outlining the voting rules and procedures. The chair is responsible for accurately imparting the information to jury members;
- The chair will, during the briefing, inform jurors of the following procedure to be adopted for: reducing the five nominations (three for Animated Film and Short Animation), the event of a tie at any stage and, if necessary, the use of a casting vote. These procedures will be outlined in the jury paper;
- The procedure, when available, may be forwarded to jury members by the chair as soon as the jury is appointed;
- The chair may engage in discussion but may not 'lead' the jurors in any way;
- The chair will make it very clear that, at the end of the jury session, a tie (i.e. no result) is not acceptable;
- The Academy's Film Committee Chair must be informed of any circumstance that could be construed as a conflict of interest. If the chair or any member of the jury has a business connection or other personal association with a nominee or nominated film, they must step down. If considered necessary, a replacement will be arranged.

Voting procedure

- Pre-printed voting forms with the five nominations listed (three for Animated Film and Short Animation) will be distributed by the chair at the beginning of each jury session;
- The chair will instruct jury members to print their name where indicated at the top of the voting form;
- Discussion followed by voting will then take place. Each jury member will confirm their vote by signing the form next to the nomination they have selected as the winner;
- The chair will collect the forms and count the votes without reference to who has voted for which film;
- In the event of a clear majority at the first vote, the chair will only inform jury members that a decision has been reached. The name of the winner will not be disclosed.

Tied vote

- In the event of a tied first vote, the jury chair will call for a second vote. Nominations which have gained no votes or one vote only, will not go forward as contenders;
- The chair will return the voting forms and instruct members to refer to the box headed 'second vote';
- The chair will state which nomination(s) received no votes or one vote only in the first vote, and will confirm to jury members that these films must now be disregarded;
- The chair will then confirm which nominations remain. Jury members will enter them in the second vote box themselves;
- Discussion on the remaining nominations will then take place;
- Before the second vote takes place, the chair will inform the jury that, in the unlikely event of a further tied vote, he/she will exercise the right to a casting vote. However, when the voting slips are handed in (after the second vote) there will be no comment on them by the chair. Whether a casting vote must be used or not will not be stated.

Result slips

- The chair will enter the final result on the result slips, a pair of self-carbonated papers;
- Result slips are forwarded in pre-printed, colour-coded sealed envelopes.
- The top copy (white) will be forwarded to the Chief Executive of the Academy;
- The second copy (pink), together with all jury voting forms will be forwarded to the Academy's scrutineers;
- The scrutineers will confirm the results of each category in writing to the Chief Executive at the end of the jury process;
- The scrutineers will retain voting forms – together with their (pink) copy of the result slip – for one year following the date of the Awards ceremony.

Further information on voting rules and procedures may be obtained from Doreen Dean at the Academy (see page 21 for details).

Nominations/Winners

- The nominations for each category will always be listed in alphabetical order;
- The winners press release is the definitive source of award winners information;
- All individual named nominees will receive a certificate of nomination;
- All individuals named as award winners will receive a British Academy Award and a winner's certificate;
- The British Academy Award may not be reproduced or used in any commercial manner unless prior permission has been obtained from the Academy;
- The Academy does not issue replicas of the British Academy Award.
- The British Academy Award (BAFTA mask) remains the property of the British Academy of Film and Television Arts, to remain in the care of the recipient or his/her descendants. Should the British Academy Award leave the care of the recipient or his/her descendants, the Academy reserves the right to purchase the mask back for a fee of £1. The Award must not be sold on to any third party.

GUIDELINES FOR DISTRIBUTORS

Screenings and Question & Answer Sessions

The Academy aims to screen a broad selection of eligible films, including all nominated films. Where possible, nominated films will be screened once at the Academy after the announcement of nominations or twice where a film has not been made available to the Film Voting Members as a DVD screener.

As it is not possible for the Academy to screen all films released within the awards year, Distributors are encouraged to allow Academy Film Voting Members free access to eligible films at additional outside screenings.

The following must be adhered to when organising screenings:

- The provision of food is permitted, but not on a scale where it could be seen as an inducement;
- The distribution of gifts to screening attendees is not permitted;
- Distribution of a one- or two-sided sheet of A4 giving information about the film is permitted at screenings;
- The Academy encourages Distributors to host Q&A sessions following screenings with either cast or crew members, as a valuable means of better informing members;
- Q&As may be recorded and made available to the membership online as audio or video podcasts. They may also be included on BAFTA DVD screeners as extras;
- All Distributors must sign a Screenings Q&A Agreement (available from the Academy), to agree:
 - to provide BAFTA with one copy of all Q&A footage filmed at screenings for BAFTA members that take place as part of the Orange British Academy Film Awards campaigning season, whether such screenings take place at BAFTA, 195 Piccadilly, or any other venue;
 - to deliver such copies on Digi-Beta by no later than one week after the Film Awards ceremony;
 - to allow BAFTA unlimited use of this footage – both internally and online – after the Film Awards have taken place for non-commercial purposes, in perpetuity;
 - to pay BAFTA a one-off fee of per film (\$5,000.00 for 3 years term; \$7,500.00 for 5 years term; \$22,000.00 for perpetuity) if Q&A footage filmed at screenings for BAFTA Members is used commercially on a DVD of the film as an extra or elsewhere.

A Screenings Q&A Agreement must be signed and returned before the Distributor informs the membership of any Q&A events.

- The Academy must be kept informed of all screenings that are arranged at venues outside the Academy.

Communications

Distributors will be provided with the email addresses of all Members who have agreed for their details to be passed on.

Although emails are often the best way of informing Academy Members about screening information, please be aware that some Members use dial-up connections and do not want to download large emails.

The following is applicable to email communications:

- Emails must be in plain text only and not exceeding 50kb in size. Attachments are not permitted;
- Emails may give details of screenings (i.e. venue, time, date) and/or information about the film(s). This may include synopsis, cast and crew, 'for your consideration' listings which reflect the BAFTA categories, quotes and other nominations/awards received;
- Website links may be included in emails. A list of the features available on these websites (trailers, podcasts, etc.) may also be included;
- Emails thanking Members for voting are not permitted.

Please make clear in any communications to Members that the originator of the message is you and not the Academy, and please respect Members' wishes if they ask to be taken off your mailing list.

Some Distributors refer to their awards campaign offices, in print and on the telephone, as 'the Academy office' or 'the BAFTA office'. This is incorrect and confusing to Academy Members. We suggest the more accurate 'Distributor's name Awards Office'.

Brochures and Other Materials

If you wish to send Members printed information about your film, the following must be adhered to:

- Additional printed information must not exceed a single two-sided A4 document per film. This document can be of any shape but must not exceed the size limit. Details of screenings (i.e. venue, time, date) may be listed and/or information about the film(s). This may include synopsis, cast and crew, 'for your consideration' listings which reflect the BAFTA categories, quotes and other nominations/awards received. Where performers are listed, it is helpful to include photographs where possible;
- You may combine a number of films within a booklet; the same limit of two sides of A4 per film applies, although you may add a cover. Covers may contain company details (contact numbers, etc.) but no details of the films;
- It is acceptable to send soundtracks. Retail versions may be sent if available but these must contain music written or licensed for the film only; 'inspired by' albums must not be sent. Soundtracks may also be provided online as downloads;
- If you wish to send screenplays, Members must be contacted in advance and asked if they would like to receive a copy. Screenplays should generally be provided as downloads but hard copies may be sent. Retail versions of screenplays are not permitted;
- 'Making Of' books are not permitted.

BAFTA Logos

- Distributors may only use the BAFTA event logo in print and broadcast once a film has been nominated;
- Logos and permission agreements will be provided by the Academy before the nominations are announced, for advance artwork preparation, but may only be used if the film receives a nomination;
- The Orange British Academy Film Awards event logo changed in 2007. If you are unsure whether you have the most up to date logo, please contact us;
- The official event logo must be used; use of the mask alone is not permitted;
- Contact Nick Williams (see page 21) for permission to use the BAFTA event logo.

Screeners

Whilst Members are encouraged to see all films in the cinema, as intended by the filmmakers, the Academy will, with Members' permission, provide address details directly to Distributors so that Distributors are able to send DVD screeners to Film Voting Members. All Distributors who request this list must sign a confidentiality agreement before the list will be released. If a Distributor chooses to use a mailing house to distribute DVDs, the mailing house must also sign a confidentiality agreement before the list will be released.

BAFTA LA and East Coast Member distribution lists will also be made available through the London office.

- Prior to the distribution of screeners, Members must be given the opportunity to see films in the cinema;
- Screener covers may contain artwork/quotes/other awards won. The Academy does not need sight of printed materials in advance;
- Retail versions of DVDs may be sent;
- Extras on DVDs are permitted, including 'making of' documentaries and recordings of Q&As;
- The Academy encourages distributors to include a list of categories, with cast and crew credits, either on screener covers or on a letter enclosed with the screener. This list must reflect the British Academy Film Awards categories only. Where performers are listed, it is helpful to include photographs where possible;
- DVD packaging must be limited to DVD box only. No excessive packaging is permitted;
- Films cannot be distributed to the Members online via downloads.

Chapter Lists

Chapter lists will not be made available for any chapter except for the Film Not in the English Language chapter, which will be available for the first time this year.

This change has been made to help distributors to increase the number of foreign language films sent out to members on screener DVDs.

Only members of the Film Not in the English Language chapter vote for the nominations in this category, however, please note that all members vote for the winner of this category and foreign language films are eligible in all categories, so we do recommend that screeners of foreign language features should be sent to all members where possible.

Piracy/Film Theft

The Academy takes a very serious view of film theft and will work with Distributors to help prevent it.

Prior to the commencement of Academy Awards screenings, all Academy Film Voting members are sent a code of conduct setting out their responsibilities regarding piracy. This code is available upon request from the Academy.

If any aspect of your campaigning is not covered in the above, please do not assume it is permitted. Please contact Deena Manley at the Academy (see page 21 for details) if you have any queries about these rules and guidelines. Any infringement of these rules will be referred to the Academy's Film Committee, who may impose penalties.

FILM AWARDS TIMETABLE

NOVEMBER 2008

Thursday 20 Deadline for Distributors/Members/Producers to enter films, including qualifying films. Deadline for Screen Credits Forms.

Wednesday 3 Dec Details of all entered films and online voting information will be made available to Film Voting Members

DECEMBER 2008

Monday 8 10:00 – Round 1 voting opens

Thursday 18 All entered films, including qualified films, must be screened to Members by this date

Distributors may continue to hold additional screenings after this date if they wish

JANUARY 2009

Monday 5 18:00 – Round 1 voting closes

Tuesday 6 Long List announced
18:00 – Round 2 voting opens

Tuesday 13 18:00 – Round 2 voting closes

Thursday 15 **Nominations Announcement**

10:00 – Round 3 voting opens for Best Film, Film Not in the English Language, the four performance categories and all categories judged by Chapter vote

Sunday 18 Screenings of nominated films begin for juries, Chapters and all Film Voting Members

FEBRUARY 2009

Monday 2 18:00 – Round 3 voting closes

Friday 6 All qualified films to open for general release to the public by this date

Sunday 8 **Orange British Academy Film Awards**

CONTACT LIST

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General Enquiries

Film Entry

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Short Film Award

Short Animation Award

Chief Executive's Office

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