

# EE British Academy Film Awards

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Rule Book 2013 – 2014



EE  
BRITISH ACADEMY  
FILM AWARDS



**BRITISH ACADEMY OF FILM AND TELEVISION ARTS**

EE BRITISH ACADEMY FILM AWARDS

RULE BOOK 2013-2014

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## A. 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.

BAFTA also honours individuals with awards in recognition of their contribution to the film industry. These awards are in the gift of the Academy; they are approved by the Film Committee and ratified by the Board of Trustees.

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BAFTA may, at its discretion, choose not to present any of the above awards at the Film Awards ceremony.

## **B. TIMETABLE 2013/14**

### **FEATURE FILM CATEGORIES**

Monday 2 September	Entry opens
Wednesday 13 November	<a href="#"><u>Deadline for receipt of entry forms and supporting information</u></a>
Wednesday 27 November	Details of all entered films to be made available to voters and entrants
Friday 6 December	Deadline for receipt of Special Visual Effects statements
Tuesday 10 December	Mailing of proposed candidates for nomination to Special Visual Effects chapter for comment
	Requests for further information about proposed candidates for nomination sent to entrants
Wednesday 11 December	Round One voting opens at 10:00 GMT
Tuesday 17 December	Deadline for receipt of comments about proposed candidates for nomination for Special Visual Effects
	Deadline for receipt of additional information requested about proposed candidates for nomination
Thursday 19 December	Qualified films must be screened to voters by this date
	Entrants may continue to hold additional screenings after this date if they wish
	Deadline for receipt of Special Visual Effects reels
Friday 3 January	Round One voting closes at 18:00 GMT
Monday 6 January	<a href="#"><u>EE Rising Star Award nominations announcement</u></a>
	Outstanding British Film jury meeting
Wednesday 8 January	<a href="#"><u>Nominations announcement</u></a>
	Round Two voting opens
Wednesday 12 February	Round Two voting closes at 18:00 GMT
Friday 14 February	All entered films to open for general release to the public by this date
Saturday 15 February	<a href="#"><u>Nominees' Party</u></a>
Sunday 16 February	<a href="#"><u>EE British Academy Film Awards</u></a>

### **BRITISH SHORT ANIMATION & BRITISH SHORT FILM**

Monday 12 August	Entry opens
Wednesday 16 October	Jurors start watching entries
Wednesday 30 October	<a href="#"><u>Deadline for receipt of entry forms, supporting information and upload of film to BAFTA Viewing Portal</u></a>
Tuesday 19 November	Longlisted filmmakers notified
Tuesday 26 November	Deadline for receipt of DCP/Beta for all longlisted films
Wednesday 8 January	<a href="#"><u>Nominations announcement</u></a>
	Opt-in chapter vote for winner opens
Wednesday 12 February	Opt-in chapter vote for winner closes at 18:00 GMT
Saturday 15 February	<a href="#"><u>Nominees' Party</u></a>
Sunday 16 February	<a href="#"><u>EE British Academy Film Awards</u></a>

**BAFTA ACCEPTS NO RESPONSIBILITY FOR ENTRANTS MISSING DEADLINES**

## C. ELIGIBILITY

Films must be released theatrically in the UK, within BAFTA's Awards year: 1 January to 31 December 2013.

Films that open between 1 January and 14 February 2014 inclusive may be 'qualified' by distributors by being screened to voters no later than 19 December 2013.

To be eligible, a feature film must:

- Be feature-length (with a running time exceeding 70 minutes); and
- Receive its first public exhibition or distribution in the UK as a theatrical release; and
- Be exhibited publicly to a paying audience within a commercial cinema in the UK for no fewer than seven days (not including festival screenings). These need not be consecutive days, nor at the same venue.

Any release pattern which falls outside of this definition will not normally be eligible. Please contact Deena Wallace (see page 32) if you are unsure.

Previously entered films are not eligible.

Where a film is released in more than one language version, only one version can be entered and this should generally be the original language version.

Films from all countries are eligible in all categories, with the exception of Outstanding British Film, Outstanding Debut by a British Writer, Director or Producer, British Short Film and British Short Animation which are for British films only.

All films should be listed by the entrant in all categories for which it is eligible, with the following exceptions:

- Documentary films will not automatically be included in the eligible lists for Original or Adapted Screenplay, Make Up & Hair, Costume Design, Production Design or Special Visual Effects. Where there is a relevant credit, entrants may list a documentary film in these categories;
- Animated films will not automatically be included in the eligible lists for Make Up & Hair, Costume Design or Special Visual Effects. Where there is a relevant credit, entrants list an animated film in these categories;
- Eligibility for the Original Music category is restricted to films for which more than 50% of the music has been originally composed. Entrants wishing to submit a film to this category must provide correct supporting material to confirm its eligibility (see page 12);
- Entrants for the Outstanding Debut category are not obliged to enter their films for any other category, but may do so if they wish to.

There are separate eligibility criteria for British Short Film and British Short Animation (see page 10) and additional criteria for Outstanding Debut (see page 9).

## CHOOSING WHICH CEREMONY TO ENTER

### Feature films (over 70 minutes)

An entry can only be made either to the Film Awards or to the Television and/or Television Craft Awards.

If a work receives its first exhibition as a public, paid-entry cinema screening for seven or more non-consecutive days then it should be entered for the Film Awards. If a work receives its first exhibition as a TV broadcast then it should be entered for the Television and/or Television Craft Awards.

A work will not be eligible for the Film Awards if it has a theatrical release of fewer than seven non-consecutive days (not including festival screenings): if such a work subsequently has a television broadcast then it may be eligible for the Television and/or Television Craft Awards.

If a work is released into cinemas and on television or online on the same day, then it will be eligible for either the Television and/or Television Craft Awards or the Film Awards, but not both.

Feature films can be entered into both the Children's Awards and the Film Awards.

**Short films (under 40 minutes)**

For the British Short Film and British Short Animation categories in the Film Awards (where the minimum theatrical run is not applicable) the principle of first exhibition determining the appropriate ceremony still holds. If the work first has a public, paid cinema screening and/or a film festival screening it will be eligible for the Film Awards. Otherwise it will be eligible for the Television/Television Craft/Children's Awards.

**ALL DECISIONS ABOUT A FILM'S ELIGIBILITY ARE MADE BY BAFTA'S FILM COMMITTEE, OR ITS REPRESENTATIVES, AND ARE FINAL**

## D. ENTRY

### Who can enter a film?

- A film may be entered for consideration by its distributor or producer, or their nominated representative, collectively referred to as the 'entrant' throughout these rules.
- Voters may suggest films for entry by emailing Deena Wallace; the film's distributor or producer will be asked to provide all necessary information to complete the entry.
- A film's composer may suggest a film for entry for the Original Music category by completing [this online form](#); the film's distributor or producer will be asked to provide all necessary information to complete the entry so that it can be listed in all other relevant categories.

### Feature film entry

#### Stage 1: Register the film via the BAFTA website

- [This registration form](#) must be completed before voters are contacted about opportunities to see a film (see page 21 onwards), so that the film's eligibility can be established. Films can be registered at any time from now until **Wednesday 13 November**.

#### Stage 2: Complete a full online entry form

- Once a film has been registered, the film's distributor or producer will be asked to complete a full online entry form (previously called the screen credits form) on <http://entry.bafta.org>. This form will be available from **Monday 2 September**. Entrants will be contacted with details of how to access and complete this form; this information will also be available on the BAFTA website.
- Final, exhibited on-screen credits are used to determine eligibility in all categories. A film must be entered in all categories for which it is eligible and where there is an eligible screen credit, with exceptions as noted on page 5. Entrants should complete the online entry form with reference to the on-screen credits and must submit a copy of the film's opening and closing credit roll and/or cards and poster credit block along with their completed form.
- Additional materials must be submitted for entry in the following categories:
  - Original Music: music cue sheet, marked up to indicate which cues were originally composed for the film. Please note that this will be made available to voters during Round One and Two voting. The provision of a cue sheet is mandatory; the distribution of this cue sheet to voters is optional – please contact Deena Wallace if you do not wish your cue sheet to be made available to voters.
  - Outstanding British Film: proof of receipt of a BFI/DCMS certificate (if available). This is mandatory.
  - Outstanding Debut: production notes or press kit; ten DVD screeners. These are mandatory.
  - Original and Adapted Screenplay: shooting script. Please note that this will be made available to voters during Round One and Two voting, and, if a film is nominated, its screenplay may be made available on <http://guru.bafta.org/>. This is optional.
- Online entry forms must be completed in full and received, along with all supporting materials, no later than **Wednesday 13 November**. If the form is not completed in full, BAFTA cannot guarantee the accuracy of credits listed for voting or nomination. If the required supporting materials are not received, BAFTA reserves the right not to list a film in the affected category.
- If an entered film is withdrawn after the final Entered Films List is issued to voters and voting begins then it cannot be entered in any subsequent year, even if its release date has changed.

### Shorts entry

- 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, BAFTA may consider accepting up to two extra films per school. All student films must be submitted by the film school or college.
- Entry for British Short Film and British Short Animation is via completion of an online entry form at <http://entry.bafta.org>. This entry form will be available from **Monday 12 August**.
- Online entry forms must be completed in full and received, along with all supporting materials, no later than **18:00 GMT on Wednesday 30 October**. If the form is not completed in full, BAFTA cannot guarantee the accuracy of credits listed for voting or nomination, or that a film will be accepted as eligible.
- Final, exhibited on-screen credits are used to determine the eligibility of candidates for nomination and should be referred to when completing the entry form.
- As well as the entry form, the following materials must also be received by BAFTA before 18:00 GMT on Wednesday 30 October:
  - A copy of the film's opening and closing credit rollers and/or cards as they appear on the finished film (word, excel or pdf);
  - Short biographies of the director, writer(s), producer(s);
  - A short synopsis of the film (approximately 50 words);
  - One DVD screener of the film at show quality (region 2/multi-region/PAL);
  - The film as an mp4 video file, uploaded to BAFTA's awards entry website;
  - British Short Film only: Proof of acceptance or screening at one of BAFTA's recognised festivals (list of festivals available [here](#)).
- On entering a film, entrants should declare any potential rights problems which might preclude clips from the film being used as part of the Awards broadcast, if nominated, or from the whole film being included in a theatrical screenings programme.
- Part of the adjudication process for the Awards involves screening the films at BAFTA headquarters for jurors. Entrants whose films have been longlisted will be contacted by BAFTA on Tuesday 19 November and asked to submit a beta tape or Digital Cinema Package (DCP) of the film to BAFTA by **Tuesday 26 November**. Applicants may choose to send the beta tape or DCP with the initial application but all films must remain at BAFTA until the judging process is complete. Any charges incurred for the delivery or return of betas must be covered by those submitting the film; all beta tapes and DCPs (except those of nominated films) will be available for collection after the nominations announcement on Wednesday 8 January.
- BAFTA plans to release the nominated films theatrically soon after the 2014 ceremony. If your film is one of the nominees and you are able to join the tour, we will need we will need your film as QuickTime ProRes or HDCAM SR and also an audio track listing shortly after the announcement of the nominations in January. If an entrant foresees any problems with taking part in this tour, please contact Bradley Down (see page 32).
- If an entered film is withdrawn after **Friday 1 November** then it cannot be entered in any subsequent year.



## E. AWARD CATEGORIES AND RULES

This section explains specific eligibility criteria for each category and also states who is eligible to be proposed as a candidate for nomination – these are the names listed as nominees/winners should a film be nominated/win in that category.

The adjudication process for each award is also summarised here; further details are in the next section, Voting, Chapters and Juries on page 17.

### 1. FELLOWSHIP

This award is in the gift of BAFTA's Film Committee. 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.

### 2. OUTSTANDING BRITISH CONTRIBUTION TO CINEMA

This award is in the gift of BAFTA's Film Committee. The primary purpose of this award is to honour the talents of a British industry individual whose achievements have changed the face of cinema and/or who would not usually be recognised in other award categories.

### 3. OUTSTANDING BRITISH FILM

This award was created to recognise **initiative** and **endeavour** in British film, aiming to reward outstanding and original British filmmaking which shows **exceptional creativity and innovation**.

#### Additional eligibility criteria

- To be eligible, a film must have significant British creative involvement and be certified as British under one of the BFI/DCMS's three definitions available here <http://www.bfi.org.uk/film-industry/british-certification-tax-relief>;
- Only exceptionally will a non-certified film be considered. Final decisions on eligibility rest with BAFTA's Film Committee;
- Six films will receive nominations for this award.

#### Adjudication

- An opt-in chapter votes for five nominations during Round One voting;
- The Outstanding British Film jury selects a sixth nomination;
- An opt-in chapter votes for the winner during Round Two voting;
- More information about the jury process for this award can be found on page 19.

#### Candidates for nomination

- Director(s), writer(s) and a maximum of three producers are eligible;
- See the Director, Adapted Screenplay, Original Screenplay and Best Film rules for which credits are acceptable.

### 4. OUTSTANDING DEBUT BY A BRITISH WRITER, DIRECTOR OR PRODUCER

This award was established to encourage British filmmaking by recognising individuals in the selected disciplines. It was previously presented as the Carl Foreman Award for Special Achievement by a British Writer, Director or Producer in their First Feature Film.

#### Additional eligibility criteria: the film

The film must be eligible according to BAFTA's standard eligibility criteria. In addition:

- The film should be a British film according to BAFTA's criteria for British films. In exceptional circumstances only, the jury may choose to consider a British writer, producer or director who makes their feature debut as writer, producer or director on a non-UK film but the jury must be

certain that this achievement is outstanding and extraordinary enough to justify such an exception;

- Throughout 2013, and at the date of presentation of the award, the candidate must be a British citizen;
- The candidate must be a substantive writer, producer or director. Ancillary roles, such as an assistant director are not eligible;
- The film must be the candidate's first feature film (fiction or documentary) as either writer, director or producer and be released in the UK.

#### Additional eligibility criteria: the candidate

- If a candidate has previously made a film in the relevant role but that film has not been theatrically released in any part of the world, that candidate would still be eligible for the award;
- If a candidate has previously made a film in the relevant role and that film has been theatrically released in any part of the world, in general that candidate would not be eligible for the award but, if that release was outside of the UK, the candidate could be eligible if the jury considers that the circumstances are exceptional;
- Where a candidate is credited in the same role on two or more films released in the same eligibility year: except in exceptional circumstances the film first shot would be regarded as the candidate's debut; the sequence of release is irrelevant.

#### Adjudication

- The nominees and winner for this award are decided by a jury and it is not open to members voting at any stage;
- The award is presented at the jury's discretion;
- For full details of the jury procedure for this award see page 18.

#### Candidates for nomination

- Director(s), writer(s) and producers are eligible;
- See the Director, Adapted Screenplay, Original Screenplay and Best Film rules for which credits are acceptable.

### **5. BRITISH SHORT FILM**

### **6. BRITISH SHORT ANIMATION**

#### Additional eligibility criteria

- These categories are 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
  - Film only: principal cast and crew
  - Animation only: key animation and creative talent
- Films must have been completed between 1 June 2012 and 31 October 2013. No exceptions will be made;
- The maximum running time, including end credits, is 40 minutes;
- Previously entered films are not eligible;

- Films may be fiction or non-fiction. Entries that are part of a television programme/series, feature film or music promotional video are not eligible;
- Films in a language other than English may only be submitted with English subtitles, or in an English language version;
- British Short Film only: all submitted films must have been either screened at or accepted into at least one of the festivals recognised by BAFTA. The list of festivals is available [here](#);
- Five films will be nominated for British Short Film and three for British Short Animation;
- BAFTA plans to release the nominated films theatrically soon after the 2014 ceremony. If your film is one of the nominees and you are able to join the tour, we will need we will need your film as QuickTime ProRes or HDCAM SR and also an audio track listing shortly after the announcement of the nominations in January. If an entrant foresees any problems with taking part in this tour, please contact Bradley Down (see page 32).

#### Adjudication

- Nominations for the British Short Film and British Short Animation categories are decided by juries;
- Winners for both categories will be decided by the opt-in Shorts chapter;
- For full details of the jury procedure for these awards see page 19.

#### Candidates for nomination

- Eligibility is limited to the director, writer(s) and producer(s). A maximum of four individuals may be credited;
- See the Director, Adapted Screenplay, Original Screenplay and Best Film rules for which credits are acceptable.

### **7. BEST FILM**

All feature-length films of any genre are eligible for this award, including films not in the English language, animated films and documentaries.

#### Adjudication

- Nominations and the winner are decided by all voters.

#### Candidates for nomination

- 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.

### **8. DIRECTOR**

#### Adjudication

- Nominations are decided by the Directing chapter;
- The winner is decided by all voters.

#### Candidates for nomination

- Eligibility is limited to the director(s) of the film.

### **9. ORIGINAL SCREENPLAY**

#### Adjudication

- Nominations are decided by the Screenplay chapter;
- The winner is decided by all voters.

### Candidates for nomination

- Eligibility is limited to the writer(s) of the original screenplay: 'story by' or similar credits are not eligible.

### Additional submission material

- Please submit the shooting script along with the online entry form; this will be made available to the screenplay chapter in Round One voting and to all voters in Round Two voting and, if a film is nominated, its screenplay may be made available on <http://guru.bafta.org/>. This is optional.

## **10. ADAPTED SCREENPLAY**

### Additional eligibility criteria

- Where a script is based on another narrative source (novel, play, short story, video game, memoir, TV show or another film) it will be considered adapted. This includes sequels and prequels.

### Adjudication

- Nominations are decided by the Screenplay chapter;
- The winner is decided by all voters.

### Candidates for nomination

- Eligibility is limited to the writer(s) credited with adapting the original source material: 'story by' or similar credits are not eligible.

### Additional submission material

- Please submit the shooting script along with the online entry form; this will be made available to the screenplay chapter in Round One voting and to all voters in Round Two voting and, if a film is nominated, its screenplay may be made available on <http://guru.bafta.org/>. This is optional.

## **11. LEADING ACTRESS**

## **12. LEADING ACTOR**

## **13. SUPPORTING ACTRESS**

## **14. SUPPORTING ACTOR**

### Additional eligibility criteria

- All individual performers are eligible for consideration in these categories, including voice performers.

### Adjudication

- The category in which individuals are placed is determined by the voters' selection in Round One voting: the performer will be placed in the category in which they received the largest proportion of votes. All votes cast for that individual in both the Supporting and Leading categories will be counted and the five performers in each category with the most total votes will be nominated;
- Our voting system does not permit voters to cast more than one vote per performer (i.e. place a performer in both the Leading and Supporting categories). The entrant may indicate which category they wish a performer to be considered for on the entry form and this may be taken into consideration;
- Nominees and winners are decided by all voters.

## **15. ORIGINAL MUSIC**

### Additional eligibility criteria

- A film will be eligible if more than 50% of all of the music featured in it (score, source and any other music) is original composition created specifically for it;

- Original songs created specifically for the film may contribute to the total amount of original composition.

#### Adjudication

- Nominations are decided by the Music chapter;
- The winner is decided by all voters.

#### Candidates for nomination

- Eligibility is limited to the composer(s) of the original score, responsible for the overall conception, design and execution of the work as a whole;
- Where the composer created less than 50% of the original music, additional contributors may be considered.

#### Additional submission material

- Films will not automatically be listed for voting in this category. Entrants may choose to put a film forward for this category, provided that it meets the eligibility criteria. Music cue sheets must be provided for all films entered for the Original Music award. These must be marked up to show which cues are original compositions specifically for the film and which are not. These must be received by Wednesday 13 November.
- The music cue sheet will be made available to the Music chapter in Round One voting and to all voters in Round Two voting. The provision of a cue sheet is mandatory if the film is to be listed in the category; the distribution of this cue sheet to voters is optional – please contact Deena Wallace if you do not wish your cue sheet to be made available to voters.

### **16. FILM NOT IN THE ENGLISH LANGUAGE**

#### Additional eligibility criteria

- All feature-length films with predominantly (over 50%) non-English language dialogue are eligible.

#### Adjudication

- Nominations and the winner are decided by an opt-in chapter.

#### Candidates for nomination

- Eligibility is limited to a maximum of three producers and the director(s) of the film;
- See the Director and Best Film rules for which credits are acceptable.

### **17. ANIMATED FILM**

#### Additional eligibility criteria

- 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;
- No more than three films will receive nominations for this award.

#### Adjudication

- Nominations and the winner are decided by an opt-in chapter.

#### Candidates for nomination

- 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.

## **18. DOCUMENTARY**

### Additional eligibility criteria

- A film will be classed as a documentary if it is predominantly factual in content; this includes re-enactments, animation, archive footage and stills as well as documentary footage. Dramatised factual subjects will not qualify as documentaries;
- This award is presented at the Film Committee's discretion. It will not usually be presented if fewer than 15 documentary features have been entered;
- Three films will receive nominations for this award. BAFTA's Film Committee reserves the right to extend the number of nominees up to a maximum of five.

### Adjudication

- Nominations and the winner are decided by an opt-in chapter.

### Candidates for nomination

- The award will be presented to the key creative talent behind the film, usually the director; if a producer equally shared the creative input with the director, both names may be submitted. A maximum of two individuals will be nominated per film.

## **19. CINEMATOGRAPHY**

### Adjudication

- Nominations are decided by the Cinematography chapter;
- The winner is decided by all voters.

### Candidates for nomination

- Eligibility is limited to the director of photography.

## **20. PRODUCTION DESIGN**

### Additional eligibility criteria

- Documentary films will not automatically be included in the eligible list for this category.

### Adjudication

- Nominations are decided by the Production Design chapter;
- The winner is decided by all voters.

### Candidates for nomination

- Eligibility is limited to the production designer and set decorator.

## **21. COSTUME DESIGN**

### Additional eligibility criteria

- Documentary and animated films will not automatically be included in the eligible list for this category.

### Adjudication

- Nominations are decided by the Costume Design chapter;
- The winner is decided by all voters.

### Candidates for nomination

- Eligibility is limited to the costume designer.

## **22. MAKE UP & HAIR**

### Additional eligibility criteria

- Documentary and animated films will not automatically be included in the eligible list for this category.

### Adjudication

- Nominations are decided by the Make Up & Hair chapter;
- The winner is decided by all voters.

### Candidates for nomination

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

## **23. EDITING**

### Adjudication

- Nominations are decided by the Editing chapter;
- The winner is decided by all voters.

### Candidates for nomination

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

## **24. SOUND**

### Adjudication

- Nominations are decided by the Sound chapter;
- The winner is decided by all voters.

### Candidates for nomination

- 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.

## **25. SPECIAL VISUAL EFFECTS**

This award is for special and visual effects and recognises achievement in both of these crafts.

### Additional eligibility criteria

- Documentary and animated films will not automatically be included in the eligible list for this category.

### Adjudication

- Nominations are decided by the Special Visual Effects chapter;
- The winner is decided by all voters.

### Candidates for nomination

- Eligibility is limited to those individuals with primary creative responsibility for the special and visual effects achieved within the production;

- A maximum of four names may be submitted. Additional names will not be considered;
- The proposed candidates for nomination should be those responsible for the most significant and outstanding effects within the film, generally the visual effects supervisors, animation supervisors and/or special effects supervisors. The proportion of special and visual effects craftspeople put forward should be a fair reflection of the proportion of effects within the film achieved by each craft. The candidates for nomination should only be all special effects craftspeople or all visual effects craftspeople where all or very nearly all of the effects were achieved by that craft. The film's producer(s) and senior special and visual effects supervisor(s) must be fully consulted in the process of selecting those who should be credited;
- VFX or SFX producers, coordinators and executives are not normally eligible unless it can be shown that they are directly and creatively responsible for the effects achieved;
- The list of proposed nominees will be circulated to members of the Special Visual Effects chapter on Tuesday 10 December. Any comments about the proposed names must be emailed to Deena Wallace by Tuesday 17 December for review by BAFTA's Film Committee;

#### Additional submission material – optional

- Short statements about the effects achieved within the production may be submitted for circulation to the Special Visual Effects chapter during Round One voting and to all voters during Round Two voting. This statement should explain how the key elements of the production were achieved and should be a fair reflection of both the special and visual effects input into the production;
- The statement can include images (stills from the film only), and should be no longer than 1000 words. This statement may be submitted along with your entry form by Wednesday 13 November or emailed as a pdf to Deena Wallace by Friday 6 December. Any statements received after this date or which do not adhere to the stated guidelines may not be made available to the chapter in time for the start of Round One voting;
- A short reel may be submitted for circulation to all voters during Round Two voting. This reel should demonstrate how key scenes/effects included within exhibited prints of the film were achieved and it should be a fair reflection of both the special and visual effects input into the production;
- The reel may last a maximum of five minutes; 'before and after' footage may be included, there should be no voiceover or talking heads, but factual captions may be used. This reel should be submitted via <http://entry.bafta.org> by Thursday 19 December (please note that this site won't be available until Monday 2 September). Any reels received after this date or which do not adhere to the stated guidelines may not be made available to voters in time for the start of Round Two voting. Please note that reels will only be circulated to voters for nominated films, not for all entered films in Round One voting.

#### **APPEALS**

Any proposed candidates for nomination who fall outside of the rules stated here will not be accepted.

If you wish to appeal to BAFTA to make an exception to these rules, this must be submitted in writing to Deena Wallace by Tuesday 17 December. Appeals should contain short statements from the film's producer(s), from the individual(s) concerned and from team members working directly with the individual(s).

**ALL FINAL DECISIONS ON NOMINEE ELIGIBILITY REST WITH BAFTA'S FILM COMMITTEE**



## **F. VOTING, CHAPTERS AND JURIES**

The Fellowship and Outstanding British Contribution to Cinema awards are in the gift of the Academy and are not open to voting by members at any stage.

Outstanding Debut by a British Writer, Director or Producer is in the gift of a jury appointed by BAFTA and is not open to voting by members at any stage.

The remaining awards are partially or wholly voted for by members of BAFTA.

### **VOTING PROCEDURES**

Voting is restricted to registered voters. Voting is conducted online and each round is authenticated by BAFTA's appointed independent scrutineers.

Before Round One voting opens, all registered voters are informed of voting rules and provided with the list of eligible films that have been entered. Voters must vote or register their abstention at every stage of voting.

#### **Round One voting – nominations**

- All voters vote for the nominations for Best Film, Leading Actor, Leading Actress, Supporting Actor and Supporting Actress;
- The relevant chapter votes for the nominations for Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay and Original Screenplay;
- In Animated Film, Documentary, Film Not in the English Language and Outstanding British Film only members of the relevant opt-in chapter vote for the nominations;
- Voters may vote for up to five films/individuals per category (three for Animated Film and Documentary \*). They should abstain in any category where they feel unqualified to vote or where they have not seen a considerable number of films;
- The five films (three in Animated Film and Documentary \*) in each category with the highest number of votes will be the nominations;
- Voters are asked to rank their votes from one to five. These rankings will be applied in the event of a tie. If, following ranking being applied, there remains a tie, more than five nominations may be listed (three in Animated Film and Documentary \*);
- The results are scrutinised by BAFTA and its scrutineers to ensure there are no anomalies prior to the activation of Round Two voting. This includes the placement of individuals within the correct performance categories (see page 12).

\* Unless BAFTA's Film Committee has determined that five nominations will be given, in which case voters will have up to five votes for the Documentary category and five nominations will be listed – see page 14.

#### **Round Two voting – winners**

- All voters vote for the winner of Best Film, Leading Actor, Leading Actress, Supporting Actor, Supporting Actress, Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay and Original Screenplay;
- Members of the relevant opt-in chapter vote for the winners of Documentary, Film Not in the English Language, Outstanding British Film, Animated Film, British Short Film and British Short Animation;
- Voters must abstain in a category if they have not seen all of the nominated films in that category, or if their knowledge of advancements in that craft is not up-to-date;
- Voters cast one vote each; the film/individual receiving the most votes is the award winner.

## CHAPTERS

### Craft chapters

- Chapters are made up of BAFTA members with expertise and experience in the specialised field relating to a category (e.g. sound, editing). A chapter contains 80 or more voters;
- Chapters vote for the nominations in the following categories: Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay, Original Screenplay.
- It is not permissible for entrants to target these chapters or for members to reveal that they are in these chapters.

### Exception: Costume Design and Make Up & Hair

- Should there be fewer than 80 chapter members in either the Costume Design or Make Up & Hair chapters, these two chapters will combine to form a single chapter which votes for the nominations in both of these categories.

### Opt-in chapters

- Any voter may join an opt-in chapter so long as they commit to watching additional films in those categories. Opt-in chapters exist for Animated Film, Documentary, Film Not in the English Language, Outstanding British Film, British Short Film and British Short Animation. If a member wishes to join any of these opt-in chapters, they should email Jim Bradshaw (see page 32);
- Only members of the relevant opt-in chapter vote for the nominations and the winner in that category;
- Entrants may choose to send DVD screeners just to an opt-in chapter, however all voters vote in Best Film and the four performance categories so screeners should be sent to all voters where possible.

### Exception: British Short Film and British Short Animation

- The nominations in each category are decided by a jury (one jury for each category), the opt-in chapter votes for the winner.

## JURY RULES AND PROCEDURES

Juries are operated according to BAFTA's general jury rules except in the following:

### Outstanding Debut

- The jury will meet up to five times over the course of the Awards year;
- The jury chair is appointed by the BAFTA and its Film Committee;
- The jury is appointed by the jury chair in conjunction with BAFTA and its Film Committee and should represent a wide range of experience and skills within the industry;
- Any member of the jury who is unable to attend the final two selection meetings can take part in discussions via telephone and can cast their vote confidentially via the Chairman as long as they are able to hear and take part in all discussions;
- Before voting for the nominees and winner, any juror with a conflict of interest will stand down, but may remain part of the jury until this point.

### **Outstanding British Film**

- The jury will be a minimum of ten and a maximum of 20, drawn from a pool of jurors selected by the chair and deputy chair of the BAFTA's Film Committee and approved by the Film Committee;
- The pool of jurors will be asked to declare any potential conflict of interest based on the draft Entered Films List, circulated to jurors, voters and entrants in November 2013;
- The five films with the most votes after Round One voting will be nominated
- The jury will be informed, in confidence, of the 15 films with the most votes;
- Any juror with a conflict of interest will be asked to stand down if the film in question is included in the top 15 films after the opt-in chapter vote in Round One voting;
- Any juror who has not seen all 15 of the films on the list will be asked to stand down from the jury;
- The jury will select one film from those films placed six to 15 in that list to be nominated in addition to the chapter's selection;
- If, for any reason, a jury of ten cannot be formed, then BAFTA's Film Committee will decide the sixth nomination;
- When nominations are announced, there will be no distinction made between a nomination selected by the opt-in chapter vote and a nomination selected by the jury.

### **British Short Film**

- Twelve jurors will be appointed.

#### Round One

- The jury will be split into pairs to watch a sixth of the entered films;
- Each pair will decide, by consensus, on three films to put forward to Round Two;
- Each juror may select an additional personal selection to put forward to Round Two (this is not compulsory);

#### Round Two

- All jurors watch all films which have progressed to Round Two;
- Jurors vote for up to five films, ranking their votes in order of preference;
- Every juror's top-ranked film advances to Round Three (the longlist);
- The other votes are added together (ranking disregarded) and the remainder of the longlist is made up of the films which received the most votes;
- At this stage, the jury chair may add one film to the longlist, at their discretion.

#### Round Three

- All jurors watch all longlisted films at screenings at 195 Piccadilly before the final jury meeting to select the nominations.

### **British Short Animation**

- Twelve jurors will be appointed.

#### Round One

- All jurors watch all entered films;
- Jurors vote for up to five films, ranking their votes in order of preference;
- Every juror's top-ranked film advances to Round Two (the longlist);
- The other votes are added together (ranking disregarded) and the remainder of the longlist is made up of the films which received the most votes;
- At this stage, the jury chair may add one film to the longlist, at their discretion.

## Round Two

- All jurors watch all longlisted films at screenings at 195 Piccadilly before the final jury meeting to select the nominations.

### VOTING, CHAPTERS AND JURIES – SUMMARY TABLE

	Round One voting – nominations (up to five votes *)	Round Two voting – winner (one vote)
<b>Best Film</b> <b>Leading Actress</b> <b>Leading Actor</b> <b>Supporting Actress</b> <b>Supporting Actor</b>	All voters	All voters
<b>Director</b> <b>Original Music</b> <b>Cinematography</b> <b>Production Design</b> <b>Editing</b> <b>Sound</b> <b>Special Visual Effects</b> <b>Costume Design **</b> <b>Make Up &amp; Hair **</b>	Directing chapter Music chapter Cinematography chapter Production Design chapter Editing chapter Sound chapter Special Visual Effects chapter Costume Design chapter Make Up & Hair chapter	All voters
<b>Adapted Screenplay</b> <b>Original Screenplay</b>	Screenplay chapter	All voters
<b>Animated Film</b> <b>Film Not in the English Language</b> <b>Outstanding British Film</b> <b>Documentary</b>	Opt-in Animation chapter Opt-in FNIEL chapter Opt-in British Film chapter Opt-in Documentary chapter	Opt-in Animation chapter Opt-in FNIEL chapter Opt-in British Film chapter Opt-in Documentary chapter
<b>Outstanding Debut</b>	Jury	Jury
<b>British Short Film</b> <b>British Short Animation</b>	Short Film Jury Short Animation Jury	Opt-in Shorts chapter

\* Where there are only three nominations each voter may cast up to three votes.

\*\* If there are fewer than 80 members of either the Costume Design chapter or Make Up & Hair chapter, the two will combine to judge both categories.

**ALL DECISIONS MADE BY BAFTA AND ITS JURIES ARE FINAL AND NO CORRESPONDENCE WILL BE ENTERED INTO AS TO WHY PARTICULAR ENTRIES WERE OR WERE NOT NOMINATED**

## **G. CONTACTING VOTERS AND OPPORTUNITIES TO SEE ENTERED FILMS**

BAFTA encourages entrants to provide plenty of opportunities for voters to see entered films. BAFTA is duty-bound to provide a level playing field for all entered films regardless of their origin or PR budget. Communications to our voters are permitted with the sole purpose of informing them about opportunities to view films.

The following rules and guidelines exist to maintain this fair and level playing field and to protect our voters' personal contact information and they should be respected in letter and spirit. BAFTA reserves the right to enforce penalties for entrants who do not abide by these rules when interacting with voters.

Any infringement of the letter or spirit of these rules will be referred to BAFTA's Film Committee, who may impose penalties which may include a ban on further communications with voters, restrictions on ticket purchasing or disqualification of the film.

### **1. WAYS FOR VOTERS TO SEE FILMS**

#### **1.1. BAFTA's year-round screenings programme**

BAFTA offers its voters opportunities to see entered films via the official BAFTA screenings programme (London, English regions, Wales, Scotland, Los Angeles, New York). We also encourage voters to see films on general release in the cinema and via our partnerships with exhibitors.

BAFTA screens eligible films to voters year-round at 195 Piccadilly in London, across the UK and in New York and Los Angeles. Please see page 32 for the relevant contact. These are popular programmes and should be the initial and preferred method of presenting films and Q&As to voters. However, as it is not possible for BAFTA to screen all films released within the Awards year, entrants are encouraged to allow voters free access to eligible films at additional outside screenings and access to films whilst they are on cinema release.

BAFTA provides a balanced screening programme for voting purposes, prioritising British films and films that voters might find harder to see in the cinema (for a full breakdown of BAFTA's screening priorities, contact Mariayah Kaderbhai, page 32). BAFTA welcomes cast and crew attendance at post-screening Q&As. Due to programming restrictions, not all screenings at 195 Piccadilly can include a Q&A.

To be part of BAFTA's official screenings programme in the English regions, screenings must be accompanied by a talent Q&A; entrants may of course organise their own screenings for voters without talent Q&As.

Additionally, BAFTA will screen a selection of nominated films at 195 Piccadilly after the nominations announcement. Films meeting the following criteria will be screened once:

- Any film that has not already been screened at 195 Piccadilly;
- Any film that has not been sent to voters as a DVD screener;
- Films nominated for: Best Film, Documentary, Film Not in the English Language and Outstanding British Film.

#### **1.2. What entrants may offer to voters**

Upon signature of a confidentiality agreement, BAFTA allows entrants access to voters' email and postal addresses so that they may offer voters the opportunity to see films in the following ways:

- At private screenings, with or without Q&As (see section 1.2.1 below);
- On general release/other screenings (see section 1.2.2 below);
- On DVD screener (see section 1.2.3 below);
- Via online stream or download (see section 1.2.4 below).

In each case, the intention is to allow voters extra opportunities to see a film, and offering or sending voters any extraneous material or information alongside the viewing opportunity is not permitted, unless stated below.

With hundreds of films released each year, BAFTA strongly recommends that:

- Entrants offer opportunities for voters to see their films throughout the year, not just during the 'awards season';
- Screenings are organised before DVD screeners and online viewing opportunities are provided;
- Opportunities to see entered films are offered to voters well in advance of Round One voting opening on Wednesday 11 December.

BAFTA will list all available DVD screeners and online viewing opportunities in the members' area of the BAFTA website with contact details for the relevant entrant.

Entrants may make other relevant materials available to voters to better inform them about a film. For further information about what is and isn't permitted see section 1.2.5.

### 1.2.1. Private screenings

#### a. Compulsory

- A film must be registered [on the BAFTA website](#) before voters are invited to a screening;
- The procedure for confirming successful/unsuccessful applications for tickets must be clearly stated in the invitation to voters (including the expected timeframe within which voters should receive a response);
- Invitations must be extended to all voters on the list provided during Round One, during which all films are eligible in Best Film and the four performance categories (where relevant), which are open for voting by all voters;
- After the nominations announcement, and if a film is nominated only in Animated Film, Documentary, Film Not in the English Language or Outstanding British Film, then it is permissible to invite only members of the relevant opt-in chapter to a screening;
- BAFTA should be informed of all screenings. BAFTA email addresses are included on the list of voters to this end; please do not remove these email addresses.

#### b. Preferred

- Not all voters will be able to respond immediately to screening invitations. It is fairer to collect responses within a certain timeframe and then allocate tickets at random;
- Please consider running a waiting list so that voters can be informed of any last-minute availability due to cancellations.

#### c. Permitted

- Complimentary food and drink, but not on a scale where it could be seen as an inducement;
- Q&As with cast and/or crew from the film (see 1.2.1.e);
- Distribution of print material at the screening supplying information about the film (up to two A4 sides);
- Inviting only a specific group of voters to a screening based on their geographical location is permitted only with prior agreement from BAFTA (contact Deena Wallace or Jim Bradshaw).

#### d. Not permitted

- Gifts to screening attendees;
- Late admission of voters into screenings and/or allowing behaviour that may disadvantage viewing conditions of the film by other voters;
- Selective ticket distribution to chapter members or on any other basis.

Please contact Matthew Wiseman in Los Angeles or Jill Hawkins in New York for additional rules surrounding screenings taking place in the United States (see page 32).

e. Q&As

Q&As following screenings are permitted for the sole purpose of enabling our voters to be better informed about films.

It is permissible to film a Q&A. The resultant footage may be made available online (audio or video) on the film's website or as an extra on DVD screeners manufactured for BAFTA voters.

A Q&A agreement must be signed and returned to Deena Wallace before the entrant invites voters to any filmed Q&A event. Download the agreement [here](#).

### 1.2.2. On general release/other screenings

Entrants may offer voters access to see a film at cinemas during its release.

- Such screening opportunities should be offered to all voters during Round One, but can be restricted to opt-in chapter voters only in Round Two for the following categories, if a film is only nominated in that category: Animated Film, Documentary, Film Not in the English Language and Outstanding British Film;
- Where access to the film is free for the voter, any restrictions on this offer should be clearly stated and admission should be on presentation of the voter's BAFTA membership card;
- Where access to the film is not free for the voter, i.e. the entrant is simply informing the voter that the film is available to see on general release, this should be stated very clearly. Please contact Deena Wallace before sending communications of this sort to voters.

Voters may be offered tickets to premieres or other special screenings, but this is subject to approval by local BAFTA offices (see page 32), and should be restricted to the screening only (i.e. not any after-screening parties).

### 1.2.3. DVD screeners

Please note that ten identical BAFTA names are included in the list of voters provided for the purposes of distributing screeners. These are for our production team and the writers of the broadcast show. Thank you for your assistance in providing these extra screeners.

a. Compulsory

- A film must be registered [on the BAFTA website](#) before voters are sent a DVD screener of it;
- The membership department (see page 32) must be informed before a DVD screener is sent to voters;
- The DVD sent out should contain the final, released version of the film;
- Where a film is released in multiple languages, the screener sent should ideally contain only the language version that has been entered for the Awards (with English sub-titles where appropriate). If this is not possible, then clear instructions should be included with the DVD, telling the voter how to access the correct version of the film on the DVD;
- English language subtitles should be included on screeners of non-English language films;
- DVD screeners should be sent to all voters on the list provided. If for any reason this is not possible, please contact Deena Wallace before arranging your mailing.

b. Preferred

- Providing the region-appropriate format of DVD screeners is vital. Please consider the location of our voters when distributing screeners; it is highly unlikely that PAL/UK region DVDs will be viewable by voters in the USA;
- Please also be aware of shipment times (especially for deliveries to the US) to ensure that screeners arrive in a timely fashion before voting deadlines;
- Voters find it helpful to have the film's running time and film certificate listed on the DVD cover;
- Please bear in mind the needs of voters with hearing impairments and consider including optional sub-titles where possible.

c. Permitted

- Retail versions of DVDs;
- Extras on DVDs, including 'making of' documentaries and recordings of Q&As;
- Advertising on the covers by prior agreement with Deena Wallace;
- DVD covers may contain credits/artwork/quotes/other awards won (see 1.2.5.b for more about what hard copy information is permitted);
- Blu-ray discs (please note that not all voters have blu-ray technology – the membership department can provide you with a list of voters who have requested to receive blu-ray where possible);
- Offering to mail DVDs to voters on request;
- Mailing DVDs to opt-in chapter voters only (or offering to mail DVDs to these voters on request). This applies for the following categories: Animated Film, Documentary, Film Not in the English Language and Outstanding British Film. Entrants may choose to send DVD screeners just to these opt-in chapters, however as all voters vote in Best Film and the four performance categories in Round One, and in the majority of categories in Round Two, screeners should be sent to all voters wherever possible.

d. Not permitted

- Excessive DVD packaging;
- More than one copy of a DVD (unless included in a retail version);
- Information about the contents of a package containing DVD screener(s) should not be included on the outside of a parcel or on the address label (unless required by customs for international shipments);
- Separate mailings of DVDs containing video material other than the film itself.

#### **1.2.4. Online stream or download**

a. Compulsory

- A film must be registered [on the BAFTA website](#) before voters are offered online access to it;
- The membership department must be informed before members are offered any online viewing opportunities;
- Voters should be given full details of how to access the film and a contact email address and/or phone number for voters to contact in case of problems;
- Any restrictions on availability, e.g. a window for downloading/viewing, should be clearly stated;
- Online viewing opportunities must be offered to all voters, however, if an entrant does not hold the necessary rights to distribute a film online in all territories and efforts to make the necessary arrangements with the local rights holders were not successful, voters may be targeted geographically by prior agreement only. Please contact Deena Wallace to arrange this.

b. Permitted

- Any platform may be used;
- Films may be made available via download or streaming, for voters to keep or only for a fixed time;
- Access may be offered to voters, with voucher codes (or similar) sent on request. All voters must be offered access, except where an entrant does not hold the necessary rights to distribute a film in all territories and efforts to make the necessary arrangements with the local rights holders were not successful, in which case voters may be targeted geographically by prior agreement only. Please contact Deena Wallace to arrange this.



c. Not permitted

- More than one copy of a film. Entrants may provide a replacement voucher code (or similar) if a voter experiences technical difficulties.

### 1.2.5. Other materials

Voters' contact details are provided to allow entrants to offer additional opportunities to see a film. Except as specified below, these contact details must not be used to send or offer any other material to voters.

a. Compulsory

- A film must be registered [on the BAFTA website](#) before voters are offered or sent any materials relating to it.

b. Permitted

- Soundtracks may be offered for films eligible for the Original Music category only:
  - CDs may be mailed to voters (or offered on request);
  - Stream or download may be offered to voters, or featured on a film's website;
  - These should include only music written or licensed for the film and should highlight which tracks are original compositions for the film;
  - See section 2.c for rules governing how entrants may communicate the availability of soundtracks to voters.
- Screenplays may be offered for films listed in either the Adapted or Original Screenplay category only:
  - Hard copy screenplays may be offered to voters and sent on request only;
  - Soft copy screenplays may be offered to voters and emailed on request only;
  - Voters may be sent a link to download a screenplay;
  - The screenplay sent (in either hard or soft copy) should be the shooting script. It should be unadorned and should not contain any illustrations or other information;
  - See section 2.c for rules governing how entrants may communicate the availability of screenplays to voters.
- Hard copy information about a film may be sent to voters. Wherever possible this should be included with a screener mailing, and not sent as a separate mailing. This may include:
  - A list of categories (to reflect the EE British Academy Film Awards category titles) and credits;
  - Photographs of performers;
  - Details of screenings;
  - Other information: running time, certificate, information about sub-titles/language versions;
  - This information should not exceed a single two-sided A4 document per film. This document can be of any shape but must not exceed the size limit. A number of films may be combined into a booklet; the same limit applies per film, though a cover may be added, which may include company details but no details of the films.

c. Not permitted

- 'Inspired by' albums;
- 'Making of' books;
- The material that an adapted screenplay is based on (e.g. a book or play);
- Hard copy mailings of screenplays except at a voter's request;

- Retail copies of screenplays;
- Any other material not listed above.

## 2. COMMUNICATION TO MEMBERS

BAFTA expects that screening invitations will be sent to voters by email and that postal mailings will only be used for posting DVD screeners, soundtracks, hard copy screenplays (to be mailed only on request) and for hard copy information about a film.

Information about films and screenings must be consolidated into as few communications with voters as possible to help to reduce the volume of mailings sent. Fewer, more concise and informative emails can be more effective. Excessive emailing by entrants will be penalised. It is helpful for voters if hard copy mailings are consolidated into as few parcels as possible.

Email and postal address lists for voters are available from the London, New York or Los Angeles offices (contact details on page 32) subject to signing a confidentiality agreement. Voters' details are released with the sole purpose of informing them about opportunities to see an eligible film or access information about it, as set out below. Any other use of voters' details is not permitted.

Each and every organisation who will require access to the mailing list(s) for the purpose of sending materials to our voters (including distributors, PR companies, fulfillment houses and mailing houses) must sign a confidentiality agreement with BAFTA.

It is not compulsory to send soft or hard copy mailings to BAFTA to approve before sending them to voters, but if you are unsure about any whether your planned communication is within the rules, please contact Deena Wallace first before sending it, whichever local region you are sending to.

The following rules apply to email and postal communications, except as noted.

### a. Compulsory

- A film must be registered [on the BAFTA website](#) before voters are contacted about it;
- Confidentiality agreements must be signed by representatives of all companies handling voters' data;
- Voters' data must be protected and addresses (email and post) must not be visible to other recipients;
- Voters' details must not be printed and must be destroyed from all systems by 9 January 2014 (if a film is not nominated) or by 17 February 2014 (if a film is nominated). Any automated mailing system which stores voters' data outside of this time should not be used;
- The membership department will issue updates to the lists from time to time; these changes should be reflected in entrants' own systems as quickly as possible;
- The membership department must be informed of any material being posted to voters before it is sent;
- Mailings must be sent to all voters on the list provided except in the following circumstances:
  - Postal:
    - DVDs are being sent to an opt-in chapter only (see section 1.2.3.c).
  - Email:
    - Advisory that a DVD screener is on the way to an opt-in chapter only;
    - Offer of a DVD screener to an opt-in chapter only;
    - During Round Two only: screening invitation to an opt-in chapter only, where a film has been nominated only in that category;
    - Offer of online viewing to a geographical group of voters, due to rights restrictions (see section 1.2.4.a).

b. Preferred

- If you are offering/sending a DVD screener to the opt-in chapter only and a screening to all voters, please separate this into two mailings: one to the chapter offering both the screening and DVD and one to other voters offering just the screening as this will be clearer.

c. Permitted mailings

- A mailing may be sent if it contains one of the following new pieces of information:
  - A new private screening of a film;
  - Access to a film via stream or download;
  - A new opportunity to see a film on general release;
  - Announcement of the arrival of a DVD screener or an offer to send a screener on request;
  - Opportunity to download a film's screenplay or soundtrack, offer to send a screenplay or soundtrack on request, or announcement of the arrival of a CD of a soundtrack.
- Please note that the availability of screenplays and soundtracks can only be used as a new piece of information justifying a mailing once per film. It is not permissible to, for example, offer a hard copy screenplay, then in a separate email offer a soft copy screenplay, then in a separate email send a link to download a screenplay;
- It is not compulsory to send a separate notification each time a piece of information meets one of the above criteria, indeed it is the intention of these rules to ensure that as many pieces of information as possible should be consolidated into each communication; excessive emailing will be penalised;
- Where a mistake has been made and needs to be rectified, contact Deena Wallace before sending a correction.

d. Permitted content

- Details of screenings (venue, time, date, procedures for requesting and confirming tickets);
- Short synopsis, cast and crew list;
- Category listings;
- Up to five quotes or star listings from filmmakers/journalists;
- Details of nominations/awards received (if these are not BAFTA nominations, please ensure that this is made clear);
- Links to a film's official or BAFTA campaign website and a brief list of the features available on these websites (trailers, podcasts, etc.);
- A link to where a film is available to download or stream and any relevant password/code;
- Details of where to download the screenplay or soundtrack;
- Offer to send a DVD screener, soundtrack (hard copy) or screenplay (hard copy) on request;
- Information about the delivery of a DVD screener;
- Where an entrant is not able to arrange additional opportunities to see a film to voters, they may send a 'for your consideration' email, following consultation with Deena Wallace.

e. Not permitted

- Targeting the following chapters with any kind of communication, screener, invite or incentive: Directing, Screenplay, Cinematography, Sound, Editing, Costume Design, Make Up & Hair, Production Design, Special Visual Effects, Music;
- Asking voters to reveal if they are in a chapter;
- Any email that is simply a reminder or does not give information to voters about new opportunities to view a film or download the soundtrack or screenplay (see section 2.c);
- Emails including information about screenings that are already full;

- Emails containing images, company or film logos (including text logos) and/or coloured backgrounds;
- Emails marked as 'high importance';
- Emails over 50kb in size;
- Emails with attachments;
- Reference to screenings as a 'BAFTA screening' or an 'Academy screening'. Please instead use 'screening for BAFTA voters';
- The use of BAFTA in your email address or any implication that BAFTA is the originator of the message;
- Referring to your awards campaign office as 'the Academy office' or 'the BAFTA office'. Please instead use '[Entrant's Name] Awards Office';
- Emails thanking members for voting;
- Mailings to voters if they have requested to be taken off your mailing list;
- Contacting members directly via Facebook, Twitter or any other social network.

### **Piracy**

BAFTA takes a very serious view of film theft and will work with entrants to help prevent it.

All voters sign up to a code of conduct setting out their responsibilities regarding piracy. This code is available upon request from Jim Bradshaw (see page 32).

**IF ANY ASPECT OF YOUR CAMPAIGNING IS NOT COVERED IN THE ABOVE, PLEASE DO NOT ASSUME IT IS PERMITTED. PLEASE CONTACT DEENA WALLACE IF YOU HAVE ANY QUERIES ABOUT THESE RULES AND GUIDELINES.**

**ANY INFRINGEMENT OF THE LETTER OR SPIRIT OF THESE RULES WILL BE REFERRED TO BAFTA'S FILM COMMITTEE, WHO MAY IMPOSE PENALTIES WHICH MAY INCLUDE A BAN ON FURTHER COMMUNICATIONS WITH VOTERS, RESTRICTIONS ON TICKET PURCHASING OR DISQUALIFICATION OF THE FILM.**

## **H. NOMINATIONS AND WINNERS**

- The nominations for each category will always be listed in alphabetical order by film title, except for performance nominations, which will be listed in alphabetical order by performer's first name;
- Except as otherwise stated within this Rule Book, there will be five nominations in each category;
- The winners' press release and list 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 BAFTA award and a winner's certificate;
- The award may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA;
- The BAFTA award 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 award leave the care of the recipient or his/her descendants, BAFTA reserves the right to purchase the mask back for a fee of £1. The award must not be sold on to any third party;
- BAFTA does not issue replicas of the award; in light of this fact, certain companies directly involved with the winning films in certain categories may purchase a duplicate winner certificate so that they can have a record of their involvement in a winning film. No duplicate nomination certificates can be issued.

## I. BAFTA LOGOS

- Entrants may only use the EE British Academy Film Awards event logo online, in print and in broadcasts once a film has been nominated;
- Logos and permission agreements will be provided by BAFTA before the nominations announcement for advance artwork preparation, but may only be used if the film receives a nomination;
- The EE British Academy Film Awards event logo changed in 2012/13. 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 32) for permission to use the event logo.

## J. CLIP USAGE

- BAFTA will show clips of nominated films at the EE British Academy Film Awards ceremony and these clips may form part of the television and online broadcast of the ceremony in the UK and around the world;
- BAFTA commits that it will not select any clip which could be construed as a 'spoiler' for any viewer who has not yet seen the film, but otherwise requires the freedom to select suitable clips to illustrate the craft or the individual nominated and to complement the clips selected for the other nominated films/individuals;
- Part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. In order to fulfil this, BAFTA intends to make clips of the nominated films available to the public on BAFTA's websites and social media channels\*;
- Owners of nominated films are obligated to submit to BAFTA a copy of the film in Digibeta format, no later than five days following the nominations announcement. BAFTA and/or their production company will maintain such tapes under tight security and return them immediately following the ceremony broadcast;
- BAFTA will send the entrant a clip licence for your signature to confirm which clips are to be used and where;
- By entering a film for consideration, the film's owners are deemed to have conveyed to BAFTA the right to choose excerpts from the film at BAFTA's sole discretion for incorporation into the worldwide television broadcast of the ceremony and on the BAFTA website and associated websites for non-commercial purposes in the context of the Awards for one year from February 2014;
- Upon entering a film via <http://entry.bafta.org/> for EE British Academy Film Awards consideration, the entrant will be asked to confirm the following:
  - That he/she has the authority, on behalf of the film and filmmakers, to agree to grant the above licence;
  - That he/she agrees to grant the above licence.
- If you foresee any problems with the granting of this licence, please contact Deena Wallace before entering the film.

\* Please note that this clause previously specified a selection of websites. This has been replaced with the phrase 'BAFTA's websites and social media channels'. The urls of these websites and social media channels will be specified within the clip licence confirming which clips are to be used and where.

## K. CONTACT LIST

### **Deena Wallace**

Head of Film

Tel: +44 (0)20 7292 5857 / [deenaw@bafta.org](mailto:deenaw@bafta.org)

General enquiries – all award categories

Film entry and rules

Approvals of materials/emails etc.

Voting procedures

Nominees

### **Bradley Down**

Tel: +44 (0)20 7292 5855 / [bradleyd@bafta.org](mailto:bradleyd@bafta.org)

British Short Film and Animation awards

### **Jim Bradshaw**

Head of Membership

Tel: +44 (0)20 7292 5833 / [jimb@bafta.org](mailto:jimb@bafta.org)

Membership enquiries

Voter lists and information (UK)

Confidentiality agreements

Screener DVDs, online viewing enquiries

### **Nick Williams**

Tel: +44 (0)20 7292 5847 / [nickw@bafta.org](mailto:nickw@bafta.org)

Logos/permission agreements

### **Mariayah Kaderbhai**

Tel: +44 (0)20 7292 5808 / [mariayahk@bafta.org](mailto:mariayahk@bafta.org)

Screening programme:

195 Piccadilly, English regions, Scotland, Wales

### **Lucy Sneddon – Scotland**

Tel: 0141 302 1770 / [lucys@bafta.org](mailto:lucys@bafta.org)

Screening programme: Scotland

### **Claire Heat – Wales**

Tel: 029 20 223 898 / [clairehe@bafta.org](mailto:clairehe@bafta.org)

Screening programme: Wales

### **Matthew Wiseman – Los Angeles**

Tel: +1 323 658 6590 / [matthew.wiseman@baftala.org](mailto:matthew.wiseman@baftala.org)

Screening programme: Los Angeles

Membership enquiries

Voter lists and information (Los Angeles)

### **Jill Hawkins – New York**

Tel: +1 212 258 2651 / [operationsny@bafta.org](mailto:operationsny@bafta.org)

Screening programme: New York

### **Sam Pezzullo – New York**

[membershipny@bafta.org](mailto:membershipny@bafta.org)

Membership enquiries

Voter lists and information (New York)

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