

**2012-2013 HILDEGARD “UNSUNG HEROES”  
SHORT-FILM COMPETITION  
For Grades 6-12  
Rules and Guidelines**

**Purpose:** To learn about and identify “Heroes” in the community and create a Short Film that tells a story of an “Unsung Hero” from the community

There are countless statues, portraits, depictions, books and movies about heroes from the past and present; however, true heroes are often overlooked. Whether it is because of their humility or the fact that they are “quiet” heroes doing the difficult jobs others cannot or will not do, they often do not receive the recognition they truly deserve. After students have had a chance to learn about heroes and the special characteristics they possess, they are invited to create a Short Film (following the Guidelines/Restrictions listed below) arising from the theme “Unsung Heroes in Our Midst”. Students are encouraged to use their imaginations and the rich human resources they can find in their own backyards to capture these stories of heroism that have gone untold.

Entrants have a responsibility to secure permission of any “Heroes” featured in their Short Films prior to beginning their work. A **‘Hero’ Release Form** must be signed by each “Hero” that the entrants have selected as part of their film creation. Through their teacher/facilitators (including youth leaders, administrators and/or parents/guardians), students may submit a Short Film that is an original creation. This Short Film should uplift and inspire the viewer as it tells a story or shares a point of view. Group efforts will be accepted for this Competition but there will be limits on the number of Short-Film entries each school/facility may submit.

Students, with the help of their teachers/facilitators, are strongly advised to review copyright laws and issues that may arise with the production of these short films. Lack of knowledge of copy right laws does not excuse copyright infringement. For instance, student film producers may believe they have a right to include “I-Tunes” paid for and downloaded for use in their Short Films but that is not necessarily the case. Becoming informed and following copyright laws are part of the learning process for this competition and will help the student film producers to understand their legal and moral responsibilities when it comes to creating their films while using the creative products of others. Students and their teachers/facilitators are encouraged to research copyright laws to become better informed. As a starting point, information available about copyright guidelines as well as sample letters requesting permission to use copyrighted materials may be found at:

“Model Permission Letters—Columbia Copyright Advisory Office”

[www.copyright.columbia.edu/copyright/permissions](http://www.copyright.columbia.edu/copyright/permissions)

“Copyright Issues When Using Music in Videos” [www.school-video-news.com](http://www.school-video-news.com)

**Who May Enter:** Students in grades 6-12 within a 50-mile radius of Lincoln. Short-Film entries must be from current students (public, private or home-schooled) as of February 2, 2013.

**Deadline Date for Submission of Short Films:**

Teachers/facilitators will be responsible for submitting all copies of the films and **Producer Statements** along with all required forms (**Competition Participation Entry Forms, 'Hero' Release Forms, Talent Release Forms, Production Location Contracts**, permission and disclaimer forms and waivers.

Hildegard Center for the Arts representative **Cathy Harrington** will act as the liaison for all Home-Schooled-Student entrants. You can reach Cathy at 402-730-6668 (cell) or via email at [lettersfromhome51@hotmail.com](mailto:lettersfromhome51@hotmail.com) to answer questions and facilitate participation.

The films may be submitted as **early as March 1, 2013**. The deadline for all submissions is no later than **5 p.m. on Monday, March 11<sup>th</sup>, 2013** at Hildegard Center for the Arts, P.O. Box 5304, Lincoln, NE 68505. Please contact Anne Woita at 402-890-2528 or email [Heroes.Hildegard@gmail.com](mailto:Heroes.Hildegard@gmail.com) if other arrangements need to be made to submit entries. Any entry that is incomplete or has been received past the deadline will not be eligible for judging.

**Judges:** To be announced.

**Time of Judging:** Judging will take place the week of March 12-29, 2013. Film Producers will be notified of judging results via email the week of April 1, 2013.

**Judging Criteria:** A judging Rubric for the Competition is posted on the HCFA website ([www.hildegardcenter.org](http://www.hildegardcenter.org)).

**Reception:** A special reception for winning film producers and guests will be held on April 28, 2013 at Lincoln Southwest High School. In addition, a special “Red Carpet” reception and viewing of the winning films will take place on April 18 at the Marcus Lincoln Grand Cinema. Each Short-Film production team will receive a special award at this time.

**Rights to Films:** Hildegard Center for the Arts will retain all submitted copies of the Short Film. Student film producers should make personal copies of their creations since no submitted copies will be returned. Hildegard Center for the Arts reserves the right to use winning Short Films for website, promotion and education purposes.

### **Pertinent Forms and Contact Information:**

Please go to [www.hildegardcenter.org](http://www.hildegardcenter.org) to obtain the necessary forms/waivers to participate in the Short-Film Competition (***Competition Participation Entry Form, 'Hero' Release Form, Talent Release Form*** and ***Production Location Contract***). These forms will be available on the website to be downloaded, completed and submitted with the Short-Film entry. Please make sure all forms are legibly printed and thoroughly completed with all appropriate signatures. Failure to complete all forms and obtain necessary signatures will disqualify the Short Film from consideration. Please call Anne Woita 402-890-2528 or email [Heroes.Hildegard@gmail.com](mailto:Heroes.Hildegard@gmail.com) if you have questions.

### **Short Film Guidelines**

- ② The Short-Film entry must follow the theme “Unsung Heroes in Our Midst”.
- ② The Short-Film entry must be the original creation of the entrants--no professional assistance is allowed; adults may assist with production of the Short Film but are limited to verbal guidance only.
- ② The Short-Film entry must be received from a current student (public, private or home- schooled as of February, 2013) grades 6-12 within a 50-mile radius of Lincoln, NE. If the Short Film is produced through a collaboration--all students must meet this requirement.
- ② The Short-Film entrants’ teacher/facilitator must submit the Film on behalf of the entrants.
- ② The Short-Film entry must have been completed after August 31, 2012.
- ② The Short-Film entry must meet all Competition Guidelines.
- ② The Short Film must be physically submitted on a DVD (no electronic submission will be accepted) and must be playable on U.S. consumer-grade DVD players in format playable for Region Code 1 (North America).
- ② The Short Film entry must be no longer than eight (8) minutes, including credits.
- ② The Short Film must be in English or contain English subtitles.
- ② Five DVD copies of the Short Film must be submitted with the entry; entrants should make personal DVD copies for themselves as all submitted copies will not be returned.

- ② A typed and fully completed **Contest Participation Entry Form** must be signed by each entrant, parent/guardian, and teacher/facilitator submitting the Short Film in order for the entry to be eligible for judging. If the Short Film is a collaboration, each member of the collaboration must submit a completed **Contest Participation Entry Form**.
- ② Entrants must include a typed statement with the submission asserting that the film does not include copyrighted material or the entrants must provide written evidence that copyrighted work used in the film has been released.
- ② Entrants must include a **Hero Release Form** signed by the “Hero” featured in the Film (if applicable) with their entry in order to use the “Hero’s” name, likeness or story in the Short Film. If more than one “Hero” is represented in the Short-Film, a signed release for each “Hero” must be included with the entry.
- ② If any entrant’s original creations (e.g. music) are used in the film, the entrant must provide a written release.
- ② To avoid delays and legal barriers, it is suggested that entrants gather all signed release forms and written permissions before shooting begins.
- ② No logos, signs or any other trademarks should appear in the film (this includes trademarks appearing on clothing, props or other objects). If a trademark or logo must appear, a signed release must be included with the entry.
- ② Incomplete or late entries as well as entries which contain unrequested information or otherwise fail to comply with these Competition Guidelines and Content Restrictions will not qualify for judging.
- ② By entering the Contest, entrants and their parents/guardians acknowledge and agree that the entry, along with any documentation submitted therewith, will become the sole property of Hildegard Center for the Arts and may be used for educational and promotional purposes.
- ② Entrants and their parents/guardians represent and warrant that the entry is an original work and does not infringe on the intellectual property rights of any third party, is unpublished (in any form or medium) and has not won an award previously.
- ② Entrants must obtain consent from public locations before filming a public event and should submit a complete **Production Location Contract** with their entry.
- ② A legibly printed and full completed and signed **Talent Release** form for anyone appearing in the Short Film must be submitted with the Short-Film entry. Releases must be secured for all on-camera talent including voiceovers.
- ② Entrants should respect privacy rights and avoid filming license plates, phone numbers or other personal information.
- ② Each copy (five in total) of the DVD must be submitted in a hard case with a label that includes: Title of the Short Film, School/Facility, Teacher/Facilitator, all entrants’ names, the names of talent appearing in the film (including voice overs) and location(s) of filming.

- ② The title of the Short Film, School/Facility and Teacher/Facilitator must be clearly and legibly written on each submitted DVD copy (five in total) with a black sharpie.
- ② If the entrant(s) is not affiliated with a school or site (e.g. home-schooled student or student whose school is not participating in the “Heroes” project), the student should indicate the entry is individually entered.
- ② Entrants must include a written “Producer Statement” (one per film entry) that includes the entrants’ names, grades, schools attended (if applicable) as well as a description of the following:
  - What was learned as a result of the project (e.g. about the process, etc.)
  - What problems were faced during the process and how were they solved
  - What would the film makers change about their film or the process
  - What surprises were encountered in the production/filming process
  - What was learned about heroes
- ② Films must be suitable for all audiences (appropriate for all ages);
- ② There are no restrictions on the art form used in film production—live action, animation, Claymation, still photography or any combination are welcomed. Film makers are encouraged to be as creative as desired. Entries may be scripted or candid.
- ② The film should include thirty to sixty (30-60) seconds of black leader prior to the start of the film and after the end of the film (not to be included in the eight-minute limit);
- ② Judging of Short Film entries will be based on the Judging Rubric found on the HCFA website.
- ② The Short Film entry must be received by Hildegard Center for the Arts, P.O. Box 5304, Lincoln, NE 68505 by 5:00 p.m. on March 11<sup>th</sup>, 2013 in order to be considered for judging.
- ② All entrants will be notified of judging results (via email) the week of April 1, 2013.

### **Content Restrictions**

- ② Short Films must not contain material that violates or infringes on another's rights (living or deceased), including but not limited to privacy, publicity or intellectual property rights, or that constitutes copyright infringement.
- ② Short Films must not disparage Hildegard Center for the Arts or any other agency, sponsor, person or party affiliated with the promotion and administration of this Contest.
- ② All footage and music contained in the Short Film must be properly licensed or released, in the public domain or created by entrants.
- ② Short Films must not contain material that is inappropriate, indecent, obscene, hateful, tortious, defamatory, slanderous or libelous.

- Short Films must not contain material that promotes bigotry, racism, hatred or harm against any group or individual or promotes discrimination based on race, gender, religion, nationality, disability, sexual orientation or age.