

Film by





Education
Public Schools



State Short Film Festivals Information Package 2019

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Welcome

The **Film by** Festival showcases the visual literacy and film making talents of students and teachers in NSW public schools.

The aim of the **Film by** Festival is to promote the teaching of visual literacy and film making through the creation of high quality, entertaining, informative short films that use the NSW English, Creative Arts and PDHPE Syllabuses as the foundation for collaborative and creative work. The focus of the **Film by** Festival Series is on student learning and engagement to produce films of a high quality that show technical knowledge and understanding of film making.

This year we have expanded across the State, so you are a part of an amazing movement.

Film by the Future is your local film festival. The showcase for this event will take place on Tuesday October 23, at Event Cinemas Macarthur.

For the final evening performances of each series, the Executive Director, Directors Public Schools NSW, Educational Services Personnel, Principals and The Arts Unit will be invited to attend.

This Information Package is designed to assist you with each stage of the preparation and production of your **Film by** Festival item. It is strongly recommended you take the time to carefully read the 2019 information.

Teachers need to read and understand the guidelines and processes contained in this package. Please make note of the dates and deadlines that are given. The checklist provides an overview of the dates and information that is required to ensure the smooth running of the Film by Festival

Important Contacts

To assist schools effectively, please direct your enquiries to the relevant contact person as shown below or, alternatively please visit our website, Facebook or Yammer addresses.

Website www.artsunit.nsw.edu.au

Website www.filmby.com.au

Area of Enquiry	Contact Person	Contact Email
General Enquiries (Any questions concerning the policies and procedures of the <i>Film by</i> Festival and the <i>Film by</i> Festival Committee)	<i>Film by the Future</i> Committee	<u>ashleigh.scocco4@det.nsw.edu.au</u>
Executive Committee		
President	Glen Carter	<u>glen.carter@det.nsw.edu.au</u>
Vice President, Training & Promotions	Karen Beutler	<u>karen.beutler@det.nsw.edu.au</u>
Festival Publications, Google Docs & Social Media	John Skene	<u>john.skene1@det.nsw.edu.au</u>

Matinees & Premiere Performance Times

Film by the Future, Macarthur

Day	Event	Time	Venue
Week 3, Term 4			
Wednesday 30 October	PREMIERE	6.30pm Red Carpet Walk 7.00pm Premiere Showcase	Event Cinemas Macarthur Square

Key Dates

Day	Further Information
Term 3	Consent Deeds/ Permission to publish forms in the Appendix completed and archived at participating schools
Thursday 19 September Week 9 Term 3	All films and film submission due (Film Submission Google Form).
Thursday 26 September Week 10 Term 3	Schools notified by email of results of their application. If successful, schools to notify parents and school community with ticketing information.
Monday 30 September	Premiere tickets go on sale for Film by the Future, Macarthur. Tickets available at https://www.
Wednesday 30 October Week 3 Term 4	Film by the Future Series One Red Carpet Walk – 6.15pm Series One Premiere Showcase – 7.00pm Appendix A and B needed if attending Matinee

General Information

NSW Public Schools are invited to participate in the **Film by** Festival. The Festival is a celebration of student achievement in visual literacy and aims, not only to showcase the talents of our students, but also to raise the profile of public education across the state. The festival is renowned for its excellence in both students and teachers.

Participation:

The festival is open to students in Kindergarten to Year Six. Schools can participate in the festival as a class entry or may prefer to submit an individual students' film or as part of a gifted and talented experience the school is running for small groups of students.

Schools may elect to enter any number of films for audition by the committee. **Film by** seeks to be inclusive and recognise the contributions of all participating schools. **Film by** is not a competition and the judges' selections will include variety and originality among other considerations.

All schools will receive notification of their success or otherwise via email by Thursday 26 September.

Please submit your schools application by Thursday 19 September using the Film Submission Form.

Participation Fee:

The festival does not have a participation fee

Dress

All participating students are encouraged to dress like stars for the red carpet walk on the night of the premiere.

G Rating

All submitted films must adhere to the G rating as described by the Office of Film and Literature Classification. Information about classification is available at

http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy_Classificationcategoriesandmarkings

Student Participation and Consent Deed

A Participation and Consent Deed is to be completed by every participating student and returned to the school for archiving. A film cannot be entered into the festival if this form has not been completed and returned to your school. This document states that the student has parent/guardian permission to participate in all activities associated with the event including any media coverage that may arise. Video and photographic footage from these activities may also be used for promotional purposes in the future.

Permission to Publish Form

To be completed by participating students and returned to the school for archiving. If permission is not provided, it is the school's responsibility to inform the **Film by** committee. Please contact relevant Festival Manager.

Festival Guidelines

All performances should adhere to the following criteria based on the Film Festival Guidelines:

- Be three and a half minutes duration or less, including credits.
- Include the motif 'empowerment' in any form in the movie i.e. as a metaphor, idiom, in conversation or as part of the script or set.
- Content must be age appropriate and conform to a G rating as described by the Office of Film and Literature Classification. Information about classification is available at http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy_Classificatio_ncategoriesandmarkings
- Participation is appropriate to the skill level of the participating students.
- Film credits must only include students' first names.
- Copyright provisions are adhered to i.e. music and intellectual property.
- Films should not contain inappropriate language or statements that promote hatred towards an individual or community, such as sexism, racism, homophobia and other forms of prejudice.

Information for Teachers

- Items are to be produced by NSW Department of Education teachers and/or students currently enrolled at the school and developed as a part of an ongoing program.
- All films must be original works created in accordance with copyright laws.
- Schools are eligible to submit multiple films but as the FBTF festival is not a competition, films can be selected to reflect the greater participation of submitting schools and judges' decisions are final.
- Films must be devised with the guidelines of the **Film by** Festival in mind.

Content

Do not assume that items created for other educational or school based events will meet the guidelines of this festival. Sensitivity should be displayed in the treatment of themes, subject matter, culture and language.

Concept/Intent

When creating your work it is important to identify the intended concept/intent and the festival audience. Spend time reflecting on *what* (concept/intent or theme) you are trying to communicate to the audience and *how* you are going to communicate it—this should be explored through storyboarding where collaborative input selects camera angles, music, costuming, sets, locations, props, sound and lighting.

Questions to ask throughout the film making process:

- What is the concept/intent, theme or narrative being developed?
- Does the film type support the concept/intent, theme or narrative?
- How will you develop storyline, characters or purpose of the film within the timeframe?
- Does music choice, sound effects and general sound recording quality enhance the concept/ intent, theme or narrative?
- Is the concept/ intent, purpose or narrative clear to the audience from beginning to end?

Successful Films:

- are entertaining to a wider audience
- are clear in their purpose, narrative and structure
- use effective editing techniques
- have quality sound recording where levels are consistent and there is no feedback distortion, wind interference and all dialogue is clear and audible
- are creative and collaborative.

Music Suitability

Commercial music is allowed by the agreement the Department of Education has with the Australian Performing Rights Association (APRA) but there are restrictions. Films that use commercial or copyrighted music or images cannot be shown on school's websites nor in the media. Teachers are encouraged to create original music for their film as this will alleviate any copyright issues. See Copyright pages 12-13.

- Wherever possible, create and use original music as this will allow your film to be used on school internet sites and shown to broader audiences.
- Should you wish to show your film on school web pages or other internet sites, all commercial music used must be legally purchased on behalf of the school with the principal's acknowledgment of the purchase.

- Care should be taken to ensure the music and lyrics are appropriate to the concept/intent or theme of the work.
- Music should be selected and screened carefully with the school principal endorsing both song choice and song lyrics. Please attach a copy of song lyrics for each music track used in your item to your application.
- Songs with inappropriate lyrics or intent will not be accepted.

Length of Films Submitted

Films should not exceed three and a half minutes, including credits.

Submitted films should last no longer than three and a half minutes **or less**. The time limit is not a parameter to be aimed for. Successful films have been submitted that were under 2 minutes in duration. Innovative film making techniques should be applied to ensure the film adequately communicates its message or story within this time frame.

Film Submitting Protocols

Due to the number of films submitted to the festival. All films must be on USB in .mov, .avi or mp4 formats. Films submitted on DVD or in Windows Media Player format cannot be accepted as these are problematic. For information about appropriate and acceptable movie formats, please email Mat Egan on mathew.egan7@det.nsw.edu.au

Sound Recording

Sound levels in films need to maintain a consistent level. Films with sound levels that are distorted or are disturbing to an audience cannot be accepted. This includes children screaming and poorly recorded speech that is difficult to understand. For sound recording support contact Tina Muir via email Tina.muir@det.nsw.edu.au

Submitting Films and Application Forms

All film submissions, complete with the application form **Film Submission Form** signed by the principal, are to be sent to:

Film by the Future
Ingleburn Public School
Corner Oxford and Cumberland Rd,
Ingleburn, 2565

Please be sure to read each form carefully. All films are due by Thursday 19 September.

Copyright

Films produced for the **Film by** Festival must be original work as not to infringe the copyright of another person.

It is important that all schools entering **Film by** abide by copyright law when using existing, non-original music in their films.

With this in mind, please note the below copyright guidelines for using music when preparing your film.

If you are using copyright protected music please note the following:

1. You must make sure that any music you use comes from a legal source. This can be a commercially purchased CD or a legal online provider. If you're not sure if you are using a legal online provider, check the Pro-Music website: <http://www.promusic.org/legal-music-services-australia.php>
2. If you are choosing a song from a movie or musical (including Disney) you must make sure that your film is not portraying any themes, characterisations, theatrical elements or storyline from that movie or musical. This includes using similar costuming that is used in the movie or musical.
3. If you need to adapt the music for any purpose (i.e. to fit into time constraints) then it is important to note the following:

You cannot have:

- Remixes, edits, restructures, medleys or other adaptations are made to the music or sound recordings without prior approval from the record company label (the school would need to clear this before entry and include their permissions in their entry package)
- No lyric changes or print arrangements are made without prior publisher permission
- Every recording made (i.e. the videos submitted) needs to have the following wording on it:
 - o This recording has been made under licence from AMCOS and ARIA for educational purposes only.
 - o Title of each musical work used
 - o Composer/lyricist/arranger
 - o Performing artist
 - o Record company label

Please note: If you want to do any of the above, you must seek permission from the record company label to do so. The relevant record label will be noted on the back of the CD or in the album details on a legal digital download next to the copyright protection mark (i.e. the © notice). If you are unsure of who the record label is, you can contact ARIA (www.aria.com.au).

Some examples of what you can do without further permissions are:

- i. Use only sections of the song to fit in with performance time constraints (i.e. cut out the final verse)
 - ii. Play portions of multiple recordings back to back to create a medley as long as they are not cross-faded
 - iii. Fade songs in and out so long as one song is not being faded into another which would be a cross-fade
4. If you plan on using your film outside of the **Film by** screening – for example putting it on your school Facebook page or website – and it contains copyright music, you must seek permission from the copyright owner to use their work. This is usually a publisher and APRA AMCOS can assist you in getting in touch with them if you email mechres@apra.com.au.

PLEASE NOTE: The Department cannot place your video online (i.e. Department of Education website, social media channels) or use it for any advertising or promotional purpose unless you have obtained this permission prior to the **Film by** screening.

If you need to seek further permission for any of your music, please ensure you do so with ample time available to you. Permissions are not always granted which means you may be required to use a different work or copyright-free music. If you do require further permissions, **Film by** will require written proof from the copyright owner noting that you sought the correct permission for your use.

If you want to use non-copyright protected music, you will be able to find information on Creative Commons music use online here: <http://smartcopying.edu.au/open-education/openeducation-resources/where-to-find-cc-licensed-material/where-to-find-cc-licensed-music>

If you have any questions, please contact the Copyright Division of the DoE Legal Services Department or the Educational Licensing Department at APRA AMCOS on 02 9935 7900.

Feedback

The **Film by** Festival Committee seeks continuous improvement of the festival and welcomes your feedback. Your evaluation is used to identify strengths and things that are working well as well as to identify areas of development to improve next year's festival.

The Feedback Survey for performers, staff, school communities and parents will be available after the completion of the festival and the link will be provided at a later date.

General Movie Feedback:

The judges base their decisions on a number of criteria:-

1: How entertaining is the film?

Does it have a good story and is it easy to follow? Will the film appeal to a wider audience – and not just the students, class and school for which the film was made? How creative was the film? Was some effort made to create appropriate sets or source more appropriate or realistic film locations? All films must adhere to a G rating and violence and guns are not appropriate.

2: Technical specifications.

As the film will be shown on a large screen, has a decent quality camera been used? Was the film in focus? Was the sound quality good and could the voices be easily understood? Screaming or distorted sound files cannot be used. Filming in halls and other places filled with hard surfaces causes echoes and sound issues. When filming outdoors or when recording narrations use a windsock on any microphones as this will help prevent wind noise and 'popping'. Filming in classrooms is often problematic with light sources from all directions making the actors faces appear in shadow. Filming in front of IWB is also problematic.

3: Was the film edited well?

We all know students love gimmicks and transitions but try not to use them unless they add real creative value. Editing can be difficult but sometimes you need to be ruthless to maintain pace and interest. Just because you liked a scene, if it doesn't add value to the film, it must be cut. The same is also true of films that use every child in the class to say or do something. These films are great for class and school functions but are not necessarily suitable for a more general audience.

4. Collaboration and mentoring.

Many teachers stress that the films they have submitted were the sole product of the students' work. While this is highly commendable it does not necessarily make for a successful Film by film. We encourage teachers to be involved in the whole project- guiding, critiquing and advising to hopefully create a better quality film which also then teaches students to critique their own and other films. 'Mock up' films and dummy runs are valuable learning tools as it is from these that sound and lighting issues can be addressed before the final filming. Film the same scene more than once from different perspectives.

Risk Management

The Department of Education requires you to provide a number of risk assessments as per the excursions policy documents.

Please ensure when you attend a matinee or premiere you:

STEP 1: Prepare your own school risk management plan especially for travelling to and from the venue and to cater for any particular student needs. Make two copies and give one to your school principal and keep one with you on the day of the excursion.

STEP 2: Make **2 copies** of the risk management plan provided on behalf of the committee.

Event Cinemas, Macarthur - you will need:

Appendix **A** - committee completed risk assessment for Event Cinemas, Macarthur Square

Appendix **B** - Venue evacuation plans and map

Give one to your school principal and ensure you have discussed this plan with participating students / staff and take one copy with you on the excursion day.

STEP 3: Make **2 copies** of your student roll – one to be handed into staff upon arrival and one for you to have for the day.

STEP 4: Make **2 copies** any participating student's ASCIA Action plans/Asthma plans to be handed in to the manager of the event upon arrival. Ensure the relevant EpiPen® /Anapen® and ventolin accompanies the student.

STEP 5: Carry a first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen® and ventolin.

STEP 6: The DoE requires that teachers and staff demonstrate a duty-of-care to students on excursions. This festival recommends a teacher/ student ratio of at least 1 teacher per 30 students.

The following DEC intranet pages contain current Risk Management Policy and Procedures: <https://detwww.det.nsw.edu.au/adminandmanage/ohands/safeworklearn/riskmanage/index.htm>

Staff are not permitted to leave their school group unsupervised at any time.

Security

In order for the **Film by** Festival to run efficiently, and is a safe and enjoyable experience for both performers and audience, it is necessary to set guidelines which are to be observed by all schools, teachers, staff and students involved.

- All schools will be required to sign in on arrival. There will be a sign in desk located in the main foyer near the box office in the Sutherland Entertainment Centre. There will be a sign in desk located in the theatre of the Bankstown Sports Club.
- All schools will be required to give a copy of their ASCIA anaphylaxis information upon arrival.
- Students, will not be granted access to the any matinee performances unless as part of a school group with an accompanying staff member. All coordinating teachers and assisting helpers must have an identification lanyard or badge for access to dressing rooms, backstage and the theatre.
- Please report anyone who is behaving suspiciously and does not appear to have official business in the holding areas to a senior production team member.
- Student comperes will be returned to their accompanying parents at the end of the evening Premiere.
- Teachers are to remain with the students until each student has been collected by a parent/guardian.

First Aid

• The Production Team will have a first aid kit located on the stage level. Teachers are required to have an appropriately equipped first aid kit on excursions as per the DoE Excursions Policy.

Video and Photography

- For child protection, copyright, safety and the comfort of other audience members, private video recording and photography of the festival is prohibited in the Theatres.
- A film by the sea team member will be taking photographs of the evening performance. Photographs taken by the photographer will be securely stored/ disposed of in accordance with Departmental Guidelines. Should there be any students who do not wish to have their images used in publications or promotions, coordinating teachers are to notify Tina Muir, in writing prior to the **Film by** Festival with a copy of the participant consent deed.

Ticketing

Evening Premiere Tickets.

Evening PREMIERE tickets are available through Try Bookings from Monday 30 September, 2019.

Website:

Film by the Future, Macarthur Tickets for Wednesday 30 October Premiere available at: <https://www>

Adult \$15.00
Student/Concession \$15.00 Ticket prices include GST.

Please note:

- All audience members over the age of (2) two must purchase a ticket.
- Prams or strollers cannot be taken into venues.
- Please ensure you advise the relevant Box Office staff should an audience member require wheelchair access.

Travel & Parking

Travel & Parking Film by the Future - Macarthur

Event Cinemas Macarthur Square is located at Macarthur Square Shopping Centre, 200 Gilchrist Drive, Campbelltown NSW 2560. Macarthur Square is accessible by car, train and bus.



The closest train station to Event Cinemas Macarthur Square is Macarthur Station, which is approximately a 1 minutes' walk.

By Bus and Coach

Buses and coaches can safely drop off and pick up students from the Menangle Road entrance to Event Cinemas Macarthur Square. It is highly recommended that you take the mobile number of your bus driver and call them when you are ready to be picked up.

Parking

The Event Cinemas Macarthur Square offers a large amount of parking within the Macarthur Square Centre. Car parking up to 3 hours is free after which time, regular ticketing costs apply.

Appendix

1. Checklist
2. Consent Deed
3. Permission to publish

Appendix A - Committee Prepared Risk Assessment

Appendix B - Venue Emergency Evacuation Plans

Checklist

Please note there is a ratio of 1 staff teacher per 30 students when attending this event.

Please ensure you keep on file and communicate to all staff at your school:

	School Risk Management Plan
	Film By Event Risk Management
	Venue Evacuation Plans

Please ensure that you have retained these forms at your school:

	Student participation and consent deed
	Permission to publish

Please ensure you:

	Sign in at the venue upon arrival
	Give a copy of your student roll to Film By staff at the sign in desk
	Give a copy of the ASCIA medical plans to Film By staff upon arrival at sign in.
	Bring your own first aid kit to the Matinee performance
	Use common sense if it is wet weather
	Remind all students to be sensible in the toilet areas
	Do not bring any valuables and ensure students do not bring any electronic devices including mobile telephone, cameras and iPads.

Film by 2019

Student Participation and Consent Deed

Parents and carers and students over 18 must complete this form:

Your child's work or image(s) has been selected by our school to be submitted to the ***Film by*** project and presented at a film festival for schools and school communities. It may also be used at school conferences and in printed and electronic publications, including;

- Public websites of the Department of Education including the school website, the Department of Education intranet (staff only), blogs and wikis.
- Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites.
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter

Your child will be identified as creator of the work by their first name only (OR your child may be identified as the creator of the work by reference to their name, age, class or school). Please note that when information is published on public websites and social media channels, it can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information. Published information can also be linked by third parties. I understand the work may be used, modified or reproduced at the discretion of the Department of Education.

By signing below, you declare that you understand that the work may be used, modified or reproduced at the discretion of the Department of Education for purposes outlined above.

Please complete the permission slip and return to the school.

✂ _____

Name of Student: _____

Name of School and Year Level of Student: _____

Name of Teacher Requesting Permission: _____

Name/type of school work: _____

Permission I, the parent / legal guardian of the student named above agree to and provide permission for the student's work to be used at the ***Film by*** Festival in accordance with the above. I understand that their work may also be used at school conferences and in other departmental publications, including the internet as described above.

This signed permission remains effective until I advise the school otherwise.

Name of Parent/Guardian: _____ (Please print name)

_____ (Signature of Parent/Guardian) Date: _____

I, the student, also give my permission for the publication of my school work as set out above and understand that my work will be credited with my first name only, if at all. I grant the NSW Department of Education license to use my work in the way noted above.

Student Signature: _____

Date: _____

Permission to Publish

Film By (insert festival name)

Explanation of the activity

The FILM BY (festival name) will be running an event on _____. The NSW Department of Education through The Festival Committee and The Arts Unit will photograph and or make vision or sound recording of participants in the event.

Description of the information that will be collected

The NSW Department of Education, The Arts Unit will be recording the event for the purpose of promoting and celebrating film making in Public Schools.

Explanation of how the information will be collected

The festival will be filmed and photographed. Interviews of participants may occur during the event and background footage may also be obtained.

Explanation of where the information will be published

The NSW Arts Unit's Virtual Learning Program provides access to quality arts education and professional Learning delivered and hosted online. This includes but is not limited to: virtual excursions, streamed events, eLearning courses, on line resources and digital libraries. The **photographs, vision and audio** taken during the festival may be published in whole or in part on platforms and websites including but not limited to:

Public websites of the NSW Department of Education including:

- The Arts Units website <https://www.artsunit.nsw.edu.au> and the NSW Department of Education intranet (staff only), blogs and wikis. <http://www.dec.nsw.gov.au>
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter.
- The Arts Unit's Facebook Page www.facebook.com/artsunit
- Film By Facebook Page www.facebook.com/filmbytheseafestival
- The Arts Unit's Live YouTube channel <https://www.youtube.com/channel/UCXVtXxh4cqSQs8FigBSDd2Q>
- Film By Festivals YouTube Channel https://www.youtube.com/channel/UCIJCBBFcx9w_LMZbxYWpGHQ
- The Arts Unit YouTube Channel <https://www.youtube.com/channel/UCPaWdupa6xCO0AWFzzS3eDQ>
- MyPL Professional Learning website and LMS <https://education.nsw.gov.au/mypl>
- eLearning sites associated with the Department including The Arts Unit Learning Hub <https://learninghub.artsunit.nsw.edu.au>
- DART connections <http://dartconnections.org.au>
- ClickView <https://www.clickview.com.au>
- Scootle <https://www.scootle.edu.au/ec/p/home>

NSW Department of Education publications including the Educational Services, The Arts Unit and school newsletters, annual school reports, promotional material published in print and electronically including on the Department's websites including Local and metropolitan newspapers and magazines and other media outlets.

And all future media, platforms and websites the NSW Department of Education may employ in the future both existing and yet to be discovered.

For further enquires please contact your festival manager _____

Or The Arts Unit

Permission to Publish

I give permission to participate in the event and publish information as described above.

Participant name:

Date of birth:

Address:

Signature:..... Date:

Please complete and return to your child's school

APPENDIX A -

Risk Assessment for the *Film by the Future* event.

Please see Ingleburn Public School website.

APPENDIX B -

***Film by the Future* event emergency information.**

Please see Ingleburn Public School website

