

Festival submission checklist

Film	
Runtime (to the second) · year of completion	
Premiere status still available (world / international / national / regional / none)	
Budget for the run · spent so far	

Everything a festival asks for, in one list to keep beside the film. Tick each once, keep the files in one folder, and the twentieth entry takes ten minutes. The plan for the year is the festival guide at community.myfirstjobinfilm.com/guides/festivals; the festivals themselves, with fees, deadlines and the date each was checked, are at [/opportunities](#).

The film

- ☐ Locked cut: no more changes after the first entry
- ☐ Final mix: stereo and, if you have it, 5.1; the loudness a festival asks for (usually around -23 or -24 LUFS)
- ☐ Grade, clean titles, credits checked for spelling by everyone in them
- ☐ Subtitles or captions in English (SRT), and burnt-in for any line not in English
- ☐ Masters: ProRes 422 HQ at the native frame rate; an H.264 at 1080p for screeners; a DCP if the festival projects one
- ☐ A screener link with a password that does not expire, on Vimeo or the platform's own player
- ☐ The runtime to the second, the aspect ratio, the frame rate, the country, the language, the year, written down once

The assets

- ☐ Poster (portrait, at least 2000 px on the long side, with and without laurels)
- ☐ Three stills, 300 dpi, with captions and the photographer's name
- ☐ A director's headshot, 300 dpi
- ☐ Logline (one sentence) · synopsis at 50, 100 and 250 words
- ☐ Director's statement (150 to 250 words) · director's bio (50 and 150 words) · filmography
- ☐ Full credits list, names spelt as the people want them; the cast and crew's pages here linked
- ☐ A trailer or a clip (optional; some ask)
- ☐ A folder of laurels as they arrive, in PNG and SVG, on light and on dark (the ones from here are at each pick's page)

The paperwork

- ☐ Signed cast and contributor releases for everyone on screen
- ☐ Location agreements for every place you shot
- ☐ Music licences for every piece of music (sync and master), and the cue sheet
- ☐ Chain of title: the script agreement, the deal memos, anything bought or licensed
- ☐ The rights and AI declarations as made on the film's page here; ready to repeat on any entry form

Each entry

- ☐ The festival's rules read: length, premiere, completion date, category, fee, the deadline tier
- ☐ Fee waiver asked for, where there is one (students, the region, a scheme)
- ☐ The right category (short, student, documentary, animation, regional, first film)
- ☐ Entry submitted at the early deadline where possible; confirmation email filed
- ☐ The deadline, the notification date and the festival dates in the calendar
- ☐ The entry recorded on the run spreadsheet: festival, tier, fee, date entered, result, prize

After a selection

- ☐ The DCP or file delivered on time, checked on a screen, in the format they asked for
- ☐ Travel and accommodation booked, or the festival asked for help

- ☐ The Q&A prepared: three things you want to say about the film
- ☐ The press kit sent: stills, poster, synopses, the trailer link
- ☐ Social assets: the laurel on the poster, a still with the festival's name, the dates
- ☐ The selection recorded on the film's page here and on your own, with a link
- ☐ Thank-you notes to the programmer and the festival team, and the people you met written down while you remember them