

CHECKLIST
FOR
THE 50 HOUR FILM COMPETITION

Use this checklist to make sure you are submitting your film and mandatory production documents correctly.

Your film is due **NO LATER than 9pm on Sunday June 15th, 2014.**

Someone will be at the drop off point with a sign as early as 8pm.

The drop off is inside Paupers Pub at 539 Bloor Street West on the south side of the street across from the Bloor Cinema. The closest subway is Bathurst Station. <https://www.google.com/maps/place/Paupers+Pub>

If you can't attend the drop off, your film **MUST** have started uploading to <http://free.mailbigfile.com> **BEFORE 9pm on Sunday June 15th.** It does not matter if it takes a long time to **finish** uploading, we will simply check the time stamp to know when it **started** uploading. If you wish to use an alternative (dropbox, ftp, etc.) you may but email us the link to the file **IMMEDIATELY.** All submissions **MUST be before 9pm.**

- Check each box as you complete the task.
- Familiarize yourself with the location of Paupers Pub and how long it takes you to get there.
- Get a usb-stick (will not be returned, buy a cheap one).
- Get an envelope (and stamps if you plan to mail).
- Write TEAM NAME, FILM, TEAM LEADERS NAME/PHONE NUMBER/EMAIL/ADDRESS on it.
- Read, print, complete, sign and date the AGREEMENT form.
- Read, print, complete, sign and date the ROSTER form.
- Make sure your film includes the pre-film slate.
- Make sure the final frame of your film includes the post-credit slate.
- Make sure your film used ALL of the required elements (prop, character, line).
- DO NOT post/share your film anywhere publicly until AFTER July 7, 2014.
- Export your film for NTSC in HD, if possible, and save on the usb-stick.
- Put forms and usb stick in envelope.
- Ready for submission!