**1. GENERAL**

**1.1 Festival Mission & Objective**

The mission and objective of the **Chennai Christian Short Film Festival (CCSFF)** is to join hands with all Christian Media Professionals at work, to show case short films and music videos that promote the ideals and messages of Jesus Christ through this modern media.

**1.2 About DBICA**

**Don Bosco Institute of Communication Arts – DBICA**, is a nonprofit Media and Communications organization, belonging to the thousands of Don Bosco Institutions functioning in over 131 countries across the globe, committed to the formation of the young people and empowering them to be media literate and produce a media content that is educative, entertaining and socially reflective.

Over the years DBICA, has emerged as one among the premier media institutes in Chennai, actively involved in imparting values, shaping skills and forming young people to be critical consumers and creative entrepreneurs of media. DBICA continues to be a bridge, providing a platform for critics and professionals to discuss media and social issues through seminars, research, short film festivals and various other media campaigns.

**1.3 Festival Dates**

The Chennai Christian Short Film Festival (CCSFF) organized by **DBICA** – Don Bosco Institute of Communication Arts, Chennai will be held on **25.10.2015**.

**1.4 Eligibility**

Submission to the Festival is open to all Short films, documentaries and animated films made by Independent and Student film makers and originating from anywhere in the world.

**Competitive Section**

All the films Submitted by Independent Film Makers to the Festival under Short films, documentaries and animated films categories and completed **after January 1, 2014** are **eligible for the Competitive Section** of the festival program. **The duration of the films should be no longer than 20 minutes.**

The date of production is determined by the copyright /Censor certificate printed on the film.

**Non‐Competition Section**

All the films Submitted by Independent Film Makers to the Festival under Short films, documentaries and animated films categories and completed **before January 1, 2014** will be **included under the Non‐Competition Section** of the festival program.

Films previously submitted to the Festival and not selected will not be considered for the 2015 Festival. Please do not send a work‐in‐progress.

**1.5 Film formats**

Film formats that can be presented for selection and exhibition for the Festival should be in **MPEG 2 in a DVD disk** ,VOB Format(PAL or NTSC with Universal Code ‐ region 0 encoded in a DVD disk) only one film must be written on a DVD disk. Two copies of DVD disk containing one film must be submitted for judging.

The following information should be directly visible on the face of each DVD: film title, director's name, production company address and telephone number, length and subtitling (if any). Please DO NOT use small stickers on top of the regular DVD Stickers.

Please note, that presentation of other formats requires the authorization of the Festival. Without this authorization the Festival retains the right to exclude a film.

**1.6 Entry Fee**

CCSFF **does not charge** an entry fee for the festival.

**1.7 Entry Acknowledgements**

**DBICA** will confirm the receipt of the submission materials by E‐mail.

**1.8 Number of submissions**

Independent and Student Film Makers may submit any number of films under the Festival’s Film Categories like Short Films, Documentaries and Animated Films.

If you are submitting two or more films, they should be on separate DVD’s, with separate press kit CD along with the festival entry form.

For official selection of the festival program, only one film from each film category for each film maker will be allowed under the Competitive and Non‐Competitive Sections of the festivals.

**1.9 Festival Programs**

The **Chennai Christian Short Film Festival** will include Competitive and Non Competitive sections. CCSFF can also be replicated in various cities of Tamil Nadu. Selected films will be placed in the appropriate section by the Festival Program Committee.

**1.10 Participation**

Participation in the CCSFF 2015 implies acceptance of the Regulations by filmmakers, producers and their agents.

**2. FESTIVAL SECTIONS**

**2.1 Competition Section**

For the Competition Section, the selection of films which will compete in the CCSFF 2015will be decided by the Festival Program Committee.

**2.2 Non‐Competition Section**

For the Non‐Competitions Section, the selection of films which will be exhibited at CCSFF 2015 will be decided by the Festival Program Committee.

**2.3 Festival Program Committee**

Festival Program Committee comprises of the members of the festival organization and the members of the Jury.

**2.4 Jury Members**

For the complete list and profiles of the jury members kindly visit our website www.dbicafilmfestivals.org

**2.5 Awards/Prizes**

As part of the official program the Festival includes number of **awards** for films in Competitive Section to promote talented film makers. A total sum of **Rs. 1,00,000/‐** will be distributed among the various awards. For the films in the non competitive section **an audience choice** award will be given.

The members of the Jury shall select the best film in each category. In case, the panel does not find any film to have the required levels of artistic merit; it may decide not to grant awards in one or more categories. In all instances, the panel's decisions are final and no appeal in this regard shall be entertained.

**2.6 Promotional materials**

Participants are urged to make available all requested press kit / publicity materials for promotion. (Also see rule 3.3 Press Kit / Publicity Materials)

**2.7 Mentioning participation**

Producers and distributors of participating/winning films are requested to include in future promotional material the mention of Official Selection/Winners at CCSFF 2015.

**2.8 Committing to the Sections of the Festival**

After accepting the invitation to participate in the various Competitive and Non‐Competitive sections the film cannot be withdrawn.

**3. SUBMISSION GUIDELINES AND MATERIALS**

**3.1 Submission Method**

Submission materials should be sent by ordinary mail, Registered Post with Acknowledgement Due or courier. All postage costs and duties are to be borne by the sender. CCSFF is not responsible for loss or damage of the submissions materials.

**3.2 Submission Deadlines**

The submission deadline for the selection purposes for the Festival's office to receive all required submission materials is **25.09.2015**. The Festival is not obliged to view late entries.

**3.3 Press Kit / Publicity Materials**

Press Kit / Publicity Materials requested in the entry form such as: Synopsis of the film (in English), At least 2 production photos of the Film (300 dpi), 1 photo of the director(s) (300 dpi), poster of the film (300 dpi), A statement of the director on the film, Biography and filmography of the director, Production details like Cast, Crew, Credits list and any other promotional material must be submitted in a separate CD for every film.

In case an item is not available at the time of submission, it will be requested immediately upon selection (see also regulation 4). Kindly refer to the end of the Regulations document for shipping details and address.

**3.4 Submission Materials**

None of the above listed submission materials will be returned.

**3.5 Selection**

Festival programmers select and invite all films presented at the festival. Films selected for the CCSFF 2015 will be announced before the festival dateon our website **www.dbicafilmfestivals.org**. Filmmakers selected to participate will be notified in advance. Filmmakers not selected will be notified by email in due time.

**4. SELECTED FILMS**

**4.1 Participants’ obligation**

Participation in the festival requires the unconditional adherence to its regulations as set out here.

**4.2 Satellite Channel Exhibition**

All the films selected under Competition Section of the festival are requested to give absolute clearance for one time exhibition of their film in a Partnering Satellite Channel.

**4.3 Catalogue materials**

All contact persons of selected films will receive a request for catalogue materials upon confirming participation in the festival.

**4.3.1 Required Catalogue materials**

In order to compile the Festival Catalogue, for each selected film the Festival must receive a duly completed entry form and press kit. The requested materials should be sent/submitted as soon as possible upon acceptance of the invitation. The Festival accepts no liability in the event that its publications reproduce inaccuracies in submitted materials.

**4.3.2 Credits**

In principle, the catalogue will include the following technical and artistic credits: original title, international title, country (ies) of production, year of production, premiere status, format, length, director, production company, producer, sales company, print source, screenplay, cinematography, editing, production design, sound, music, principal cast.

**4.3.3 Catalogue writings**

Catalogue writings are entirely at the discretion of the Festival.

**4.4 Publicity Materials**

The contact persons of the films participating in the Festival will receive a request from the Press office to send publicity materials. These materials will be used in Festival publications and for distribution to the press and festival guests.

**4.4.1 Excerpts**

After official selection of a film, the Festival is qualified to use excerpts from the film, with a maximum of 3 minutes or a total duration of the excerpts not exceeding more than 10% of running time of the film, for promotional purposes both nationally and internationally. In the event that excerpts are not available, and it’s being understood that under no circumstances the entire print may be lent out, the Festival is qualified to copy, under its strict supervision, one or more excerpts from the film for promotional use prior to and during the Festival only.

**4.4.2 Promotion**

For promotion of the entire selection and of each selected film, the Festival website is allowed to use any photo or digital film clip (less than 3 minutes duration or the total duration of the excerpts not exceeding more than 10% of the film running time).

**4.5 Press Screenings**

During the festival and in collaboration with the Program Department, the Film Office will organize press industry screenings for the films.

**4.6 Programming**

General scheduling and the timetabling of public screenings are entirely at the discretion of the Festival Management.

**4.7 Subtitling**

Selected films will be screened in their original version. In principle, if not with English dialogues, films must be subtitled in English. Electronic sub‐titling system should not be used for any film.

**5. SHIPPING INFORMATION & CONCLUSION**

Entry and participation of films implies unconditional acceptance of the regulations. On your DVD courier pack, please mention "For cultural purposes only and No commercial value", or “value not more than 10 US$"

Submission Materials Checklist for each entry submission is as follows: **FILM ENTRY FORM, 2 DVD’S and 1 PRESS KIT CD.**

All submission materials must be sent fully prepaid by sender by Registered Post with Acknowledgement Due or courier to:

**The Director ‐ DBICA**

CCSFF 2015‐ DBICA Film Festivals

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**Website**: www.dbicafilmfestivals.org