



# Submission Requirement Checklist:

✓ **Number One: I reviewed at least one of the educational resources that are listed on the Directing Change website.** Potential resources include:

- Short educational films:
  - How to Help a Friend
  - Suicide Prevention 101
  - Mental Health Continuum
  - Mental Illness & Stigma
  - Mental Health Conditions
  - Advocacy
- Suicide Prevention Prezi: Found on the “For Youth” page of our website.

✓ **Number Two: I reviewed the judging form for my category and scored my own film.**

Judging forms can be downloaded on the website.

- This means your film will not be disqualified because you are not showing a suicide attempt or death in your film.
- You are not going to lose valuable points for missing a required resource (such as the National Suicide Prevention Lifeline for the Suicide Prevention Category) or losing up to 10 points for using terms such as “committed suicide” or “crazy”.
- Your film is not going to lose 10 points for not having captioning in the Through the Lens of Culture category, which means including text in English that allows the viewer to fully comprehend your film, whether because of a linguistic barrier or hearing impairment.

✓ **Number Three: My film is exactly 60 seconds long.** Only the first 60 seconds of a film will be judged. Although the film won't lose points, any films which run longer than 60 seconds will not be judged upon their full content and will be at a disadvantage. The title slide does not count toward the 60-second limit.

*Why this matters: Many of the films (even if they are not winning films) are used to support local awareness efforts and shown in local movie theaters and even on TV. We are only able to use films that meet the 60-second requirement.*





- ✓ **Number Four: My film includes all required logos and the National Suicide Prevention Lifeline (for Suicide Prevention Category films) and captioning (for Through the Lens of Culture Category Films).**



All films **must** include:

1. This compilation image of logos which should appear at the end of your film and within the 60 second limit.

Some films must also include:

2. The National Suicide Prevention Lifeline: (800)273-8255 (TALK) (**only films submitted in the Suicide Prevention Category**).
3. Captioning (only films submitted in the Through the Lens of Culture category)

- ✓ **Number Five: My film includes a title slide.**

The title slide is not counted in the 60-second limit. You may use the title slide provided or you may create your own title slide as long as it includes the required information below:

- Film Title
- Filmmaker (s) names: (these are the youth involved in the filming, editing, or creation of the film)
- School or Organization, Club or Other Affiliation Name
- County (not country)
- Adult Advisor Name
- The Submission Category





### **Number Six: I completed all required release forms.**

Release forms must be signed electronically online and then uploaded as part of your entry form. Once you electronically sign the form, you can save the form as a PDF and must upload it to your entry form. The following forms can be found on the website:

- Release of Intellectual Rights form: This form is required for every youth on the submitting team and gives permission for the program organizers and sponsors to use the film. *For youth under the age of 18 the form needs to be signed by their parent or a legal guardian.*
- Release of Image and Voice form: This form is required for all people whose faces are recognizable and central to the shot or whose voice is featured in the film. In public settings, people in the background do not need to sign a release.
- Location Permission form: This form protects both the property owner and the film production team. Getting permission is also a courtesy that can prevent you from being ejected from a location. If you are shooting on private property of any kind, complete the Location Contract. *Please note: A location contract is NOT needed if the film is shot on campus.*



### **Number Seven: I have submitted an Entry Form and included my unlisted film link. DEADLINE MARCH 1, 2017**

The Entry Form can be found on the website. You will include your team members' information, school and advisor information, upload your release forms, and also include a link to your film. Contact us if you have any trouble with your film link or Entry Form.

How to include a link to your film on the Entry Form:

- Upload your film as an "unlisted video" to YouTube
- Copy and paste the YouTube link into the Entry Form