

## Post Acceptance Form & Materials Needed

Our Post Acceptance Form will show you your project information from FilmFreeway that you may confirm or edit. It will also prompt you to provide new information.

### Page 1- Program Announcement Information:

- Film/Project Title, with phonetic pronunciation
- Premiere Status
- Director(s), with phonetic pronunciation
- Director(s) Demographic Info
- Film Type
- Screenwriter(s) (up to 3) \*Optional for documentary film credits
- Country of Origin
- Principal Cast (Up to 6)
- Logline (Features, 50 words maximum. Shorts, 40 words maximum)
- Producers (Up to 6 names) Optional for feature films press release. \*For those receiving full Producer credit. No Executive Producers, C-Producers, or Associate Producers

### Pages 2-9 – Film Information & Main Contacts:

- Additional Credits \*10 credit titles with up to 24 total names. See credit guidelines below)
- Language
- Film Internet / Social Media Links
- Main Contact (Individual from your team who will be in regular communication with Artist Relations.)
- Main Publicist Contact (Individual from your film's publicity team or your hired publicist.)
- Year Finished
- Public Contact (Individual or company who can be reached during the Festival. Made Public.)
- Screening Format
- Post Festival Contact (Individual or company who can be reached after the Festival. Made Public.)
- Aspect Ratio
- DCP/File Technical Contact (Individual or company who can provide technical information about your DCP/print.)
- Sound Format
- Director(s) Contact Info
- Director Bio(s) \*60 words or less/100 words total for multiple directors
- Run Time
- Color/B&W

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Credit Guidelines:

### **For All Films**

**Credit Guidelines for Production Companies:** Per Sundance style guide, you may list a company name as a stand alone credit, but you cannot also list the people who work for / own that company on the same credit line.

**Guilds:** Guilds may be added after an individual's last name.

### **For Documentaries**

**Credit Guidelines for Cast:** For the sake of consistency, our policy is to limit credits for principal cast in documentaries to scenarios that include significant fictionalized segments in which actors are cast to play roles in the film, such as re-enactments of actual events. If you feel strongly that one or more subjects of your film should be credited as principal cast, you may submit a request to your Artist Relations Liaison, along with a detailed explanation outlining the reasoning for listing them as such.

**Credit Guidelines for Narrators:** While many documentaries utilize narration in storytelling, our general policy is to limit narration credits to hired voice talent. It is not uncommon for directors to provide some level of narration in documentary filmmaking, we feel as if this is covered under general directing credits. If your documentary was narrated by a hired third party, you may submit a request to your Artist Relations Liaison, to include a narration credit for their role in the film.

### **Team Contacts & Additional Info:**

- Screenwriter(s)
- Sales Agent(s)
- Producer(s)
- Distributor(s)
- Editor(s)
- Composer(s)
- Cinematographer(s)
- Community and Student Outreach Questions
- Film History
- Production Questions

### **Press Materials:**

- Film Stills – REQUIRED
- Director Headshots – REQUIRED
- Digital Poster – REQUIRED
- Clips & Trailers – REQUIRED IF AVAILABLE
- Digital Press Kit – RECOMMENDED