



### Submission 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 Fact Sheet
- Mental Health Fact Sheet

✓ **Number Two: I reviewed the content and “What not to do” sections, as well as 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 the required end slate, title slide, or losing up to 5 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 30 or 60 seconds long.** For films submitted in the 60 second category (not SanaMente or Animated Short) 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. (Note: The title slide required at the beginning of each film does not count toward the 60-second limit.)

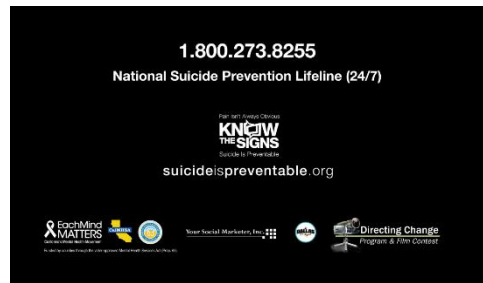
For SanaMente and Animated Short films, these must be 30 seconds in length. The end slate is included in the 30 second limit but the title slide is not.



✓ **Number Four: My film includes the required end slate.** Each category requires an end slate with compilation image of logos and resources which should appear at the end of your film and within the 30 or 60 second limit.



*Mental Health Matters*



*Suicide Prevention*



*Through the Lens of Culture*



*SanaMente*



*Animated Short*

✓ **Number Five: My film includes captions if it is submitted in the Through the Lens of Culture or SanaMente category.** Even if the film is in English, the film requires captions in English if submitted in the Through the Lens of Culture category. Films in the SanaMente category should be in Spanish and must include captions in English.



✓ **Number Six: My film includes a title slide.**

The title slide is not counted in the 30 or 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

**Title:**

**Filmmakers:**

**School/Org:**

**County:**

**Advisor:**

**Category:**

✓ **Number Seven: I completed the required release forms and have kept them on file with my adult advisor.**

Everyone on your cast and crew needs to fill out and keep on file a signed copy of the release form. (And if you are under the age of 18, the release form needs to be signed by a parent or legal guardian.) Signed release and applicable copyright forms should be kept on file by the adult advisor and will need to be e-mailed or mailed to the Directing Change Team upon request.

✓ **Number Eight: I have submitted an Entry Form and included a URL to my film uploaded to the Directing Change Vimeo page. DEADLINE MARCH 1, 2018**

Every person that worked on the film (crew), has a voice, or acted in the film (cast) needs to provide contact information, their T-shirt size, and accept the Directing Change Terms and Conditions and sign the Release Form. You can begin and then save this form uncompleted for up to 30 days at a time. At the bottom of the form you can click "Save and Continue Later". Once you click this you will be presented with a link that you need to bookmark and with an option to enter your email to receive the link via email. We strongly recommend doing both, as there is no way for the Directing Change Team to provide you with your link after the fact.

As part of the entry process you will need to upload your film to our Vimeo site. To get the Vimeo Link to the "Upload Your Film" section in the Entry Form and follow the link provided. A separate window will open in the entry form and ask you for your name, email and film title and you will be asked to upload your film file. Then click "Submit" and you'll be given a link to your film which you must copy and paste into the entry form (And don't worry if the film link doesn't work for you- it will be unlisted and can only be viewed by the Directing Change Team.) Important– just submitting the film to Vimeo does not count as your film submission.