

Screen BC Short Film Award

Application Checklist

This is intended as a supplemental guide to aid you in completing your application.

Details Needed Throughout the Application Form:

In addition to standard information requests (such as contact info and project details), you will need to prepare these more detailed pieces of information for entry on the online application form.

Section 4: Project Information

- ☐ Project Title
- ☐ Project logline (max 140 characters)
- ☐ A Project description (max 500 words)

Document Uploads:

These are documents you will need to prepare in advance and upload to our system. An asterisk (*) denotes the item is required for all applications.

Section 5: Resumes

- ☐ Resume of the director/applicant which includes film school, industry training, and a full list of previous production credits. Indicate any that are student films.*
- ☐ Resume of the lead producer which includes a full list of production credits.*
- ☐ If the writer of the project is neither the applicant director or lead producer, please include a resume of the writer which includes a full list of production credits.

Section 5: Letters of Reference

- ☐ Two letters of reference for the director/applicant from established industry professionals.*
- ☐ Two letters of reference for the lead producer from established industry professionals.*
- ☐ If the writer of the project is neither the applicant director or lead producer, please include two letters of reference for the writer from established industry professionals.

Section 5: Creative Material Uploads

- ☐ **Full Script (max 10 pages)***

Full script in standard format, not longer than 10 pages. Scripts longer than 10 pages will not be considered.
- ☐ **Creative package, including director's vision (max 10 pages)***

A creative package is different for every project, but it should include a long project synopsis/

full story arc / full act structure, who the characters or subjects are (character profiles), the visual look and feel, what makes it unique, where and how it will be shot, and a director's vision statement.

☐ **Key Creative Team Document***

Singular document that outlines the key creative team along with individual bios and any relevant links to project demos and/or previous works. (Example: Editor, Director of Photography, Production Designer etc.)

☐ **Director Statement (max 1000 words)***

This is the personal statement of the project director. We want to hear about you and how you got here: your background, what projects you have worked on, where you are headed and how you will get there. This can be delivered as a written document OR a video (max 5 min). If providing a video, upload it to YouTube or Vimeo, and include the URL in a Word/ PDF file.

☐ **Audience and Marketing Plan (max 5 pages)***

The audience and marketing plan should outline who the intended audience is, and how you plan to reach them, including why the project is impactful, why this project will appeal, and what the path after its premiere would look like. What is your intended reach? What are similar comparable projects and how did they fare? What is your festival strategy? Be concise and specific to your situation.

☐ **Community Engagement Plan (max 2 pages)**

A Community Engagement Plan (max 2 pages) and/or Letter of Support for projects that intend to shoot in or collaborate with under-represented communities, especially Indigenous communities. Additional guidance provided on the [Indigenous Screen Office Protocols](#) page.

☐ **Media Links***

Media links to previous works, project teasers, and/or a demo reels (with passwords if applicable) from the director, lead producer, and project writer.

Section 5: Budget

☐ **Production budget (top sheet only)***

You are required to use Telefilm Canada budget templates which are available on the [program page](#).