

52nd Ann Arbor Film Festival | March 25 – 30, 2014

Information for Accepted Filmmakers

ATTENDING FILMMAKERS

You are invited and encouraged to attend the upcoming festival! The AAFF offers complimentary festival passes to all filmmakers who are screening work at the 52nd Festival. Upon arrival to the Filmmaker Check-In station at the Michigan Theater you will receive your all-access pass and filmmaker packet.

If you plan to attend the festival, let us know by emailing our Filmmaker Liaison Terrence Campagna at attending@aaiffilmfest.org. If you do not inform us that you will be coming to the festival, we cannot provide you with our best hospitality. So please let us know if you are attending!

LOCATION

The 52nd Ann Arbor Film Festival will take place mostly in the beautifully restored Michigan Theater in downtown Ann Arbor, Michigan (michtheater.org for directions). Additional free public programs will screen at the University of Michigan Museum of Art's new Helmet Stern Auditorium and midnight movies at the State Theatre.

DEADLINES

Below is a list of critical items that we need from you and corresponding deadlines. The AAFF is a time sensitive event and we appreciate your immediate attention to these deadlines to help ensure a successful festival.

FEBRUARY 24, 2014

- Online Filmmaker Form & Film Stills
→ aaiffilmfest.org/participate/52

MARCH 10, 2014

- Exhibition Print or File Arrives at AAFF Office
 - Housing / Transportation Form
→ aaiffilmfest.org/participate/housing

FILM STILLS, ONLINE FILMMAKER FORM (Materials) - Due February 24, 2014 (Monday)

Please fill out the filmmaker form on our website: aaiffilmfest.org/participate/52. We also ask that all still images be submitted via Dropbox. Please log-in to your Dropbox account (or create one if you don't already have one - it's free!) and share your image folder with materials@aaiffilmfest.org. Your image folder should contain 1–3 still images from your film.

- Please submit no more than three (3) stills
- Folder and stills must be labeled with the title of your film
- All images submitted must be print quality (300 dpi) - recommended image dimension is 720x480
- Acceptable image formats include: JPEG, TIF, PNG and PHOTOSHOP

EXHIBITION PRINT - Due March 10, 2014 (Monday)

The AAFF's priority is to ensure that your films receive the highest quality exhibition possible, while working within the resources and context of the larger event. If you can't make the due date please contact David Dinnell at david@aaiffilmfest.org as soon as possible to discuss alternatives.

To submit your film(s) by mail, send the package to the AAFF office:

Ann Arbor Film Festival
Attn: Print Traffic
217 N. First St.
Ann Arbor, MI 48104

For details on how to send us your digital file please refer to the **2014 Exhibition Print Guidelines** (below).

HOUSING - Due March 10, 2014 (Monday)

The AAFF offers a complimentary local housing option to traveling filmmakers. If you are interested in staying with a local Ann Arbor host, please contact our Housing Coordinator, Myrna Jean Rugg, at housing@aafilmfest.org. While we encourage your attendance for the duration of the festival, we cannot guarantee housing for that entire time. If planning to stay for the duration of the festival, please anticipate the possibility of locating your own lodging for part of the stay. Act quickly and Myrna will do her best to find a well-matched host for you!

***** Please read the information below as it has changed *****

To submit your housing request, please visit the following website:

aafilmfest.org/participate/housing

Due to limited housing we must receive your completed form by **MARCH 10, 2014**. Each person requesting housing and/or transportation must complete this form (includes guests).

If you would rather stay in a hotel, our hotel partner, Weber's Inn, is offering a discounted rate to visiting filmmakers. Be sure to book by **March 1st**. There are a limited number of discounted rooms at \$94 per night, first come first served, so book early. Please use discount code: **ANN032414**.

Weber's Inn
3050 Jackson Road
Ann Arbor, MI 48103

Phone: 734-769-2500
Fax: 734-769-5970
webersinn.com

TRANSPORTATION - Due March 10, 2014 (Monday)

The Ann Arbor Film Festival provides complimentary airport pick-ups and drop-offs to visiting filmmakers arriving and departing from Detroit Metro Airport (DTW) between Monday, March 24th and Monday, March 31st (**this only applies to flights arriving to and departing from DTW after 9:00am on those specified days**). Complete information on this is included below on the Housing Form and be sure to contact our Filmmaker Liaison, to confirm your attendance.

Ann Arbor is 40 minutes away via car/shuttle from DTW (Detroit Metro Airport). We can recommend these shuttles that will get you to/from the airport during your stay:

AATA AirRide
(\$15 one-way)
734-707-7247
myairride.com

Ann Arbor Airport Shuttle
(\$37 one-way)
734-699-8500
annarborairportshuttle.net

Custom Transit
(\$40 one-way)
734-971-5555
customtransit.com

ADDITIONAL QUESTIONS

Please address general questions to Ellie White, our Operations Manager, at ellie@aafilmfest.org. We will try to address your concerns in an expedient manner, and will forward specific concerns to the appropriate AAFF staffer or volunteer.

CONTACT LIST

Program Director & Print Traffic
David Dinnell - david@aafilmfest.org

Technical Director
Tom Bray - tech@aafilmfest.org

Filmmaker Liaison
Terrence Campagna - attending@aafilmfest.org

Housing Coordinator
Myrna Jean Rugg - housing@aafilmfest.org

Operations Manager
Ellie White - ellie@aafilmfest.org

2014 Exhibition Print Guidelines

If you are **not** submitting a 16mm or 35mm print, please read the following
From AAFF Technical Director, Tom Bray (tech@aafilmmfest.org)

At the Ann Arbor Film Festival, we are fanatics about presenting your work at its best. As we did last year, the AAFF will be screening all video entries as digital files played out through a system connected via SDI to the projector. We will not be presenting any entries from tape during the regular screenings. We do this to present your work at its best: the Michigan Theater's Christie DS+8K digital projectors produce bright, rich and detailed images that make your movie look as good as what you send us for exhibition. This means that you should send us a digital file that best represents your project's **native format**. If you shot or finished your project in High Definition, we can screen it from an HD-quality file and it will look fantastic. If you shot it in Standard Definition NTSC, PAL, DV25 or DV50 we can screen your digital file directly in those formats - and you won't be adding any artifacts trying to make it "better".

**You should send us a digital file that best represents your project's native format,
or use AppleProRes 422 (either normal or HQ).**

If you shot or finished your project in High Definition, we can screen it from an HD-quality file and it will look fantastic. If you shot it in Standard Definition NTSC, PAL, DV25 or DV50 we can screen your digital file directly in those formats. But please note: If you send us an H.264 file we will have to transcode it. That does not mean it will look worse, it just means that you won't have seen the final presentation file.

It is your responsibility to ensure the integrity of the data file you send to us.

We strongly suggest that you watch the entire file all the way through before sending it to us. Although every effort will be made to watch each file all the way through prior to screening, we may only be able to spot check your file.

Specifications for Digital Video File Formatting

- **We can not screen uncompressed video in any format**
- Combined data rate should not exceed 200 Megabits/second (25 MegaBytes/second)
- File should be a Quicktime ".mov" file (unless you have talked to us first)
- Setup should be 0 IRE, not 7.5 IRE (If you don't know what this means, don't worry about it)
- Stereo/dual mono audio, 48 kHz, 16 bit (no surround mixes)

Order of Digital File Content

- 1st: A 1-frame SLATE
- 2nd: 5 seconds of BLACK
- 3rd: First Program Frame of your Film
- 4th: Last Program Frame of your film
- 5th: 5 seconds of BLACK

• **Frame 1 should be a slate with:**

- Title
- Total running time in MM:SS
- Your Name, Email, Phone number
- Any format info you can provide:
 - Frame Rate (24, 25, 29.97);
 - Frame Size (1920x1080, 1280x720, 720x480, etc.)
 - Video CODEC (Apple ProRes, DV, H264 etc.)
 - Audio Info (Stereo, Mono, Incredible Dynamic Range, etc.)

• **Frame 1 followed by 5 secs. of BLACK and SILENCE before First Program Frame**

- First Program Frame should be at 5:00 (or 5:01) seconds

• **Last Program Frame followed by 5 secs. of BLACK and SILENCE**

- First Program Frame should be at 5:00 (or 5:01) seconds

We will cue your files according to this timing information. Please be accurate.

Submitting Your File

Please send your film as a **data file** (see format examples above) on single or dual layer DVD-ROM discs (**NOT as an MPEG2 video DVD movie!**). If your disc plays in a DVD player, you did it wrong.

If you have software that will do it, you can span your file over multiple DVD-ROM discs. Please include the software we will need to reconstruct your file! We will not return DVD-ROM discs.

If the digital file is too large for a DVD-ROM disc then send us a drive with the file on it. We'll send the drive back to you after the festival, in the same way we return a film print after the festival.

USB thumb drives (solid state storage sticks) are fine, but be aware that most come preformatted as "MS-DOS" storage so that they will mount on both PCs and Macs. This format will not allow files over 2 GB, and will often fail during the copy with out telling you why. You might want to consider re-formatting the USB thumb drive (or other drive) to "Apple OSX Extended (Journaled)" using Disc Utility. Below are a couple of web sites with "How To" info:

<http://video.about.com/macs/How-to-Format-Hard-Drive-OSX.htm>

<http://macs.about.com/od/applications/ss/diskutilformat.htm>

**If you format or erase a drive all the data on it will be gone!
Make sure you back up any data that you want to keep.**

If you send us a hard drive, please pack it securely in a sturdy box with adequate padding, and don't forget any external power supply. Use the original packaging if you still have it. We can take your file from any drive you send us and transfer your file to one of our fast arrays for playback. Same advice about formatting and file sizes applies.

If you are planning to buy a drive you might want to follow these recommendations:

- Minimum*: 7200 RPM, 8 MB buffer, FireWire 400/USB 2.0
- Better: 7200 PRM, 16 MB buffer, Firewire 800, eSATA
- Stick with name brands.

(*A drive of these specs or better will work for SD video editing when you get it back, but may cost a bit more. You can send us a less expensive, slower drive.)

FTP Instructions

We recommend CyberDuck for FTP.

It is free and works on Mac or Windows, available at <http://cyberduck.ch/>

You can use any FTP client you like, but the instructions below are specifically for Cyberduck. You may have to adjust how you use the info for logging in that we have provided if you use a different method.

1) Copy and paste this line below (with no spaces at the front) into the "Quick Connect" spot at the top:

<rtbguest@141.213.30.109/Users/rtbguest/Public/AAFF-Drop-Box>

2) The password is: rtbrtb (again, with no spaces at either end)

3) You may see a couple of things, but please put your movie file into the folder named "AAFF_DROP_BOX".

4) If you see other movie files in there, please leave them alone.

5) Once you think the FTP transfer process has finished, please send an email to tech@aafilmfest.org.

Not sure about doing FTP? Here's a quick 1-minute video tutorial for using CyberDuck:

<http://www.youtube.com/watch?v=MXEIVCoM5tU>

NOTE: if you use a different method to FTP your file, you may have to adjust how you use the info for logging in that we have provided. We assume that you understand this, but please contact us if you have any problems.

Specifications for Tape Submissions

Without prior consultation, WE CAN ONLY ACCEPT THESE TAPE FORMATS:

- **NTSC:** DV/DVCAM, HDV, Betacam, BetacamSP, Digital Betacam (no BetacamSX)
- **PAL:** DV/DVCAM or HDV

If your movie is in a wide screen format (16:9, or a film format), we prefer an Anamorphic (Squeeze or FHA) version as we can screen them that way. Letterboxed versions should be your last choice.

Ideally, you will be able to match the timecode locations indicated below; if not, just follow the relative timing. If you already have a tape cut differently, that's OK, but if it does not have Bars & Tone, we can't know if it is right. We always do the best we can. Call if you have any questions or concerns.

Order for Tape Content

00:59:00:00	30 seconds of BARS and TONE
00:59:30:00	20 seconds of a slate with: - Title - Total running time in MM:SS - Your Name & contact info
00:59:50:00	10 seconds of countdown ending with a 2-beep
00:59:58:00	2 seconds of BLACK and SILENCE
01:00:00:00	First frame of picture or sound
XX:XX:XX:XX	Last Program Frame should be followed by 30 seconds of BLACK and SILENCE.



217 N. First St.
Ann Arbor, MI 48104
p: 734-995-5356
f: 734-995-5396
aafilmfest.org

52nd Ann Arbor Film Festival Host Questionnaire

Please return no later than March 1, 2014

Name: _____

Address: _____ City/State/Zip: _____

Email: _____

Home Phone: _____ Cell: _____

Accommodation

Type of residence: House Condo Guest House
 Apartment Duplex Other _____

Bed Space Available: Single Bed Sofa Bed Couch
 Double Bed Futon Queen Bed Other _____

Bathroom Available: Shared Private

Host and Household Information

	Yes	No
Are you a smoke free environment? _____	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a pet (if yes, describe)? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you willing to provide limited transportation for the filmmaker? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you close to public transportation? _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you in walking distance to the Michigan Theater? _____	<input type="checkbox"/>	<input type="checkbox"/>
If available, are you willing to pick-up filmmaker(s) at the airport? _____	<input type="checkbox"/>	<input type="checkbox"/>
If available, are you willing to drop-off filmmaker(s) at the airport? _____	<input type="checkbox"/>	<input type="checkbox"/>
Is your residence handicapped accessible? _____	<input type="checkbox"/>	<input type="checkbox"/>

Filmmaker Preferences

Number of filmmakers you can host at any one time: _____

Dates available to host:

Monday, March 24th Tuesday, March 25th Wednesday, March 26th Thursday, March 27th
 Friday, March 28th Saturday, March 29th Sunday, March 30th Monday, March 31st

Comments (additional information to ensure you/your guest's comfort):

WAIVER OF LIABILITY

I/we hereby acknowledge that the Ann Arbor Film Festival is not legally or otherwise responsible for the loss or damage to property, nor the conduct or actions of the person I am/we are hosting.

Signature(s): _____ Date: ____/____/____

Printed Name(s): _____