



Education
Public Schools

Information Package 2022



Beck Feiner

Contents

1	WELCOME	3
2	IMPORTANT CONTACTS	3
4	KEY DATES	4
5	GENERAL INFORMATION	5
6	FESTIVAL GUIDELINES	7
7	COPYRIGHT	8
9	RISK MANAGEMENT	9
10	SECURITY	10
11	TICKETING	11
12	TRAVEL, PARKING & MAP	12

APPENDIX

I. CHECKLIST

II. CONSENT DEED

III. PERMISSION TO PUBLISH

A - VENUE RISK ASSESSMENT

B - VENUE EMERGENCY INFORMATION

Welcome

Film by Festivals showcases the visual literacy and film making talents of students and teachers in NSW public schools. The aim of any **Film by** Festival is to promote the teaching of visual literacy and film making through the creation of high quality, entertaining, informative short films that use the NSW English, Creative Arts and PDHPE Syllabuses as the foundation for collaborative and creative work.

Film by the City is a new festival for inner-city public school students. Our inaugural festival will be held at Event Cinemas in George Street on October 25, 2022.

Get involved, make some films and come help us celebrate student creativity. Film by festivals are held all across NSW so we are joining a large film community.

For the final evening performances of each series, the Executive Director, Directors Public Schools NSW, Educational Services Personnel, Principals and The Arts Unit will be invited to attend.

This Information Package is designed to assist you with each stage of the preparation and production of your **Film by** Festival item. It is strongly recommended you take the time to carefully read the 2022 information.

Teachers need to read and understand the guidelines and processes contained in this package. Please make note of the dates and deadlines that are given. The checklist provides an overview of the dates and information that is required to ensure the smooth running of the Film by Festival

Film by the City Committee

To assist schools effectively, please direct your enquiries to the relevant contact person as shown below or, alternatively please visit our website, Facebook or Yammer addresses.

Website <https://filmby.schools.nsw.gov.au/>

Twitter <https://twitter.com/Filmby>

Area of Enquiry	Contact Person	Contact Email
Film by the City Principal Contact	Ruth Bradfield-Ling	Ruth.Bradfield-ling@det.nsw.edu.au
Festival Manager	John Skene	john.skene1@det.nsw.edu.au
Festival Manager	Jana Liessmann	Jana.Liessmann2@det.nsw.edu.au
Film by Festivals (NSW) Project Officers	Glen Carter Karen Beutler	glen.carter@det.nsw.edu.au karen.beutler@det.nsw.edu.au

Film by the City

Key Dates 2022

Day	Further Information
Term 3	Consent Deeds/ Permission to publish forms in the Appendix completed and archived at participating schools
Term 3, Week 7 Friday, September 2	All films and film submission due and a Film Submission Google Form must be completed Submission Form link: https://forms.gle/rDpCHZHGDs44Y5YF7
Term 3, Week 8 Friday September 09	Schools notified by email of results of their application. If successful, schools to notify parents and school community with ticketing information.
Term 3, Week 10 Tuesday September 20	Premiere tickets go on sale for Film by the City tickets available at Try Booking PREMIERE – https://www.trybooking.com/BRRSB
Term 3, Week 10 Thursday, September 22	Matinee tickets go on sale for Film by the City tickets available at Try Booking MATINEE - https://www.trybooking.com/BXSWP
Term 4, Week 3 Tuesday, October 25	Film by the City - Event Cinemas, George St Matinee 11.00am Premiere Red Carpet Walk – 6.00pm Premiere Showcase – 7.00pm Appendix A and B required if attending Matinee

General Information

NSW Public Schools are invited to participate in the Film by the City Festival as a celebration of student achievement in visual literacy and aims Film by Festivals not only to showcase the talents of our students, but also to raise the profile of public education across the state.

Participation:

The **Film by the City** festival is open to students in Kindergarten to Year 12. Schools can participate in the festival as a class entry or may prefer to submit an individual students' films.

Schools may elect to enter any number of films for audition by the committee. Film by the City seeks to be inclusive and recognise the contributions of all participating schools. **Film by the City** is not a competition and the judges' selections will include variety and originality among other considerations.

Films will be selected to be inclusive and representative of student participation. All schools will receive notification of their success or otherwise via email by September 10, 2022.

School's must submit their films by 02 September 2022 using the [Film Submission Form](#).

Participation Fee:

The festival does not have a participation fee

Dress for Premiere

All participating students are encouraged to dress like stars for the red carpet walk on the night of the premiere.

General Enquiries

For all information about submitting films, ticketing, guidelines to making a successful film and all other general enquiries please contact the **Festival Manager**. Details on Contacts Page.

G Rating

All submitted films must adhere to the G rating as described by the Office of Film and Literature Classification. Information about classification is available at http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy_Classificationcategoriesandmarkings

Student Participation and Consent Deed

A Participation and Consent Deed is to be completed by every participating student and returned to the school for archiving. A film cannot be entered into the festival if this form has not been completed and returned to your school. This document states that the student has parent/guardian permission to participate in all activities associated with the event including any media coverage that may arise. Video and photographic footage from these activities may also be used for promotional purposes in the future.

Permission to Publish Form

To be completed by participating students and returned to the school for archiving. If permission is not provided, it is the school's responsibility to inform the **Film by the City** committee.

Matinees

Matinee performances are the committee's way of ensuring the successful running order of the evening Premiere. The **Film by the City** Committee recommends that students/classes whose films are successful in making it into the premiere screening to not attend the matinee unless they are unable to attend. The matinee screening is a chance for other classes/students and teachers to be involved in the festival and encourage participation for the following year.

Film Selections for 2022 may include:

- Documentaries
- Mockumentaries
- Stop Motion, Claymation
- And many more

Selectors will consider:

- Originality
- Cinematography
- Costume Design
- Storyline
- Student Performances

The film selection committee will endeavour to be inclusive of participating schools and films selected will reflect the age and ability of students creating the films. All selections made by the committee are final.

Audience members can vote for the People's Choice Award

Festival Guidelines

All performances should adhere to the following criteria based on the Film Festival Guidelines:

- Be **UP TO three and a half minutes** duration including credits.
Remember: great short films can be under 3 minutes.
- Content must be age appropriate and conform to a G rating as described by the Office of Film and Literature Classification. Information about classification is available at http://www.ag.gov.au/www/agd/agd.nsf/Page/Classificationpolicy_Classificationcategoriesandmarkings
- Participation is appropriate to the skill level of the participating students.
- Film credits must only include **students' first names**.
- Copyright provisions are adhered to i.e. music and intellectual property.
- Films should not contain inappropriate language or statements that promote hatred towards an individual or community, such as sexism, racism, homophobia and other forms of prejudice.

Information for Teachers

- Items are to be produced by NSW Department of Education teachers and/or students currently enrolled at the school and developed as a part of an ongoing program.
- All films must be original works created in accordance with copyright laws.
- Schools are eligible to submit multiple films but as the FBTC festival is not a competition, films can be selected to reflect the greater participation of submitting schools and judges' decisions are final.
- Films must be devised with the guidelines of the **Film by** Festival in mind.

Content

Do not assume that items created for other educational or school-based events will meet the guidelines of this festival. Sensitivity should be displayed in the treatment of themes, subject matter, culture and language.

Successful Films:

- are entertaining to a wider audience
- are clear in their purpose, narrative and structure
- use effective editing techniques
- have quality sound recording where levels are consistent and there is no feedback distortion, wind interference and all dialogue is clear and audible
- are creative and collaborative

Film Submitting Protocols

Due to the number of films submitted to the festival. All films must be: **Preferred .mp4 format, 1080x1920, 25fps** and uploaded to the Festival Google Drive through the Submission Form.

Sound Recording

Sound levels in films need to maintain a consistent level. Films with sound levels that are distorted or are disturbing to an audience cannot be accepted. This includes children screaming and poorly recorded speech that is difficult to understand.

Submitting Films and Application Forms

All film submissions, using the [Film Submission Form](#) are to be uploaded through the submission form on Google Docs

Copyright

Copyright pertains to all print and online media as well as music - this includes books and illustrations, online sources and digital images. If you haven't created it, you probably don't own the rights to it.

There are many online sites that offer **Royalty Free and Copyright Free** music and images. Please check the licence agreement carefully before using these sources.

Many sites, such as Bensound (www.bensound.com), have music that is royalty and copyright free but they also offer licences to use their artistic creations for a nominal fee. It is always preferable to pay a licence as this not only allows you to use the intellectual property but provides compensation for the creators and allows for the creation of more resources for everyone to use. See the Creative Commons website for a list of providers and further explanation of [copyright](#).

All sourced materials must be acknowledged in credits. Copyright owners will usually specify how they want their intellectual property acknowledged. If there are no set instructions, always acknowledge the owner(s)/creator(s), the title and the website.

If any commercial material has been used (images, books, music etc), then permission must be obtained. This also pertains to story books and illustrations. See the following for [copyright limitations](#).

Remember:

- Care should be taken to ensure the music and lyrics are appropriate to the concept/intent or theme of the work.
- Songs with inappropriate lyrics or intent will not be accepted.

Risk Management

The Department of Education requires you to provide a number of risk assessments as per the excursions policy documents.

Please ensure when you attend a matinee or premiere you:

STEP 1: Prepare your own school risk management plan especially for travelling to and from the venue and to cater for any specific student needs. Make two copies and give one to your school principal and keep one with you on the day of the excursion.

STEP 2: Make **2 copies** of the risk management plan provided on behalf of the committee

Event Cinemas George Street - you will need:

Appendix **A** - Committee Prepared Risk Assessment

Appendix **B** - Venue Emergency Evacuation Plan

Give one to your school principal and ensure you have discussed this plan with participating students / staff and take one copy with you on the excursion day.

STEP 3: Make **2 copies** of your student roll – one to be handed into staff upon arrival and one for you to have for the day.

STEP 4: Make **2 copies** any participating student's ASCIA Action plans/Asthma plans to be handed in to the manager of the event upon arrival. Ensure the relevant EpiPen® /Anapen® and Ventolin accompanies the student.

STEP 5: Carry a first aid kit which includes general use adrenaline auto injector such as EpiPen® /Anapen® and Ventolin.

STEP 6: The DoE requires that teachers and staff demonstrate a duty-of-care to students on excursions. This festival recommends a teacher/ student ratio of at least 1 teacher per 30 students.

The following DEC intranet pages contain current Risk Management Policy and Procedures:
<https://education.nsw.gov.au/leadership-pathways/leadership-roles/principal/at-a-glance/at-a-glance-work-health-and-safety/risk-management>

Staff are not permitted to leave their school group unsupervised at any time.

Security

In order for the **Film by** Festival to run efficiently and is a safe and enjoyable experience for both performers and audience, it is necessary to set guidelines which are to be observed by all schools, teachers, staff and students involved.

- All schools will be required to sign in on arrival. There will be a sign in desk at the entry to the Cinema at Events Cinema George Street
- All schools will be required to give a copy of their ASCIA anaphylaxis information upon arrival.
- Students, will not be granted access to the any matinee performances unless as part of a school group with an accompanying staff member. All coordinating teachers and assisting helpers must have an identification lanyard or badge for access to dressing rooms, backstage and the theatre.
- Please report anyone who is behaving suspiciously and does not appear to have official business in the holding areas to a senior production team member.
- Student comperes will be returned to their accompanying parents at the end of the evening Premiere.
- Teachers are to remain with the students until each student has been collected by a parent/guardian.

First Aid

The Production Team will have a first aid kit located on the stage level. Teachers are required to have an appropriately equipped first aid kit on excursions as per the DoE Excursions Policy.

Video and Photography

- For child protection, copyright, safety and the comfort of other audience members, private video recording and photography of the festival is prohibited in the Theatres.
- A Film by the City team member will be taking photographs of the evening performance. Photographs taken by the photographer will be securely stored/disposed of in accordance with Departmental Guidelines.
- Should there be any students who do not wish to have their images used in publications or promotions, coordinating teachers are to notify John Skene, in writing prior to the **Film by** Festival with a copy of the participant consent deed.

Ticketing

Evening Premiere Tickets.

Evening PREMIERE tickets are available through TryBooking from Tuesday 20 September 2022

Adult \$15.00
Student/Concession \$15.00 Ticket prices include GST.

PREMIERE - <https://www.trybooking.com/BRRSB>

Please note:

- All audience members over the age of (2) two must purchase a ticket.
- Prams or strollers cannot be taken into venues.
- Please ensure you advise the relevant Box Office staff should an audience member require wheelchair access.

*Successful films into the Premiere event will receive a “**Teacher Ticket**” Promotional Code in their email after judging, which will allow 1 Complimentary ticket for the evening.

***Principal Complimentary** tickets will be available for successful schools (on receipt of selection into festival). These MUST be confirmed via a Google Form to ensure seating is catered for.

Matinee School Group Bookings

MATINEE tickets are available through TryBooking from Thursday 22 September 2022

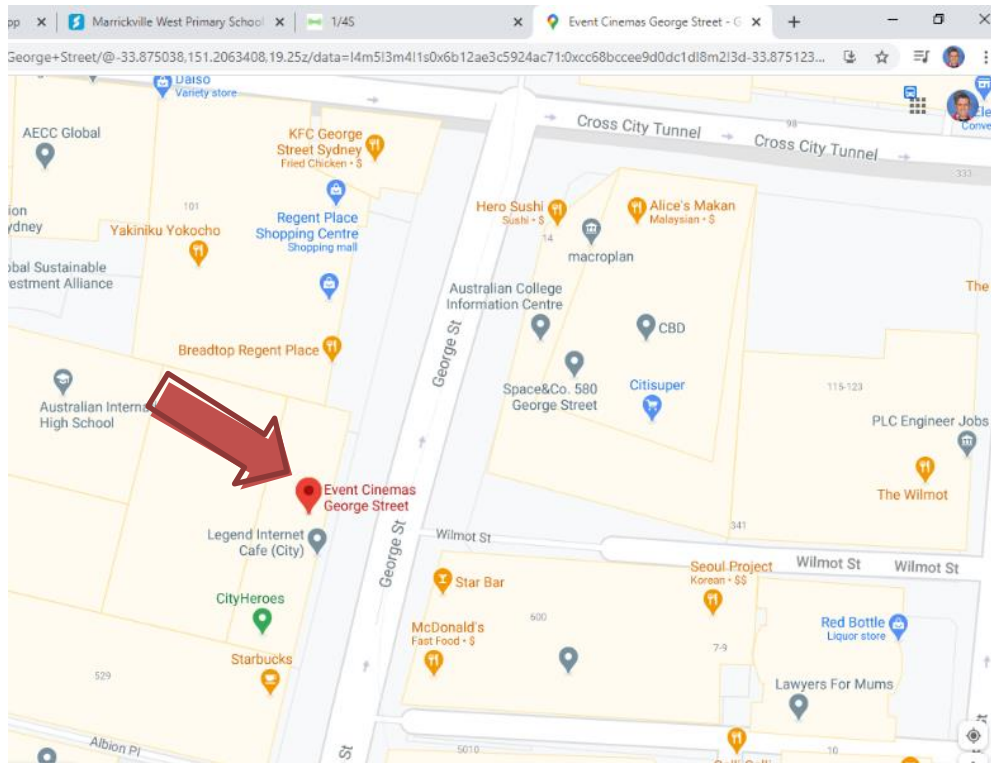
Schools are invited to attend our matinee performances 25 October.
These tickets will be sold at a reduced cost of \$8.00 per student.

MATINEE - <https://www.trybooking.com/BXSWP>

Complimentary tickets for all supervising teachers regardless of group size will be offered to encourage attendance as professional development.

Travel & Parking

Event Cinema George Street is located in George Street, Sydney
505-525 George Street
02 9273 7300



Public Transport

The closest train station to Event Cinema George Street is Town Hall Station, which is approximately 5 minutes' walk.

Town Hall services - George Street and Bathurst Street (directly outside the Cinema entrance)
Town Hall Station (St Andrew's Cathedral end)

Parking

Centro Parking is located at 521 Kent Street directly behind the cinemas.

Bus/Coach Drop off on Kent Street behind the cinema

Appendix

1. Checklist
2. Consent Deed
3. Permission to publish

Appendix A - Committee Prepared Risk Assessment

Appendix B - Venue Emergency Evacuation Plan and Diagram

Checklist

Please note there is a ratio of 1 staff teacher per 30 students when attending this event.

Please ensure you keep on file and communicate to all staff at your school:

	School Risk Management Plan
	Film By Event Risk Management
	Venue Evacuation Plans

Please ensure that you have retained these forms at your school:

	Student participation and consent deed
	Permission to publish

Please ensure you:

	Sign in at the venue upon arrival
	Give a copy of your student roll to Film By staff at the sign in desk
	Give a copy of the ASCIA medical plans to Film By staff upon arrival at sign in.
	Bring your own first aid kit to the Matinee performance
	Use common sense if it is wet weather
	Remind all students to be sensible in the toilet areas
	Do not bring any valuables and ensure students do not bring any electronic devices including mobile telephone, cameras and iPads.

Please complete and return to your child's school

FILM BY the CITY 2022

Student Participation and Consent Deed

Parents and carers and students under 18 must complete this form:

Name of film

I, (Name).....

Of (School).....

1. agree to appear in the film project;
2. agree that any recording made by you of any performance of mine in connection with the production of the Project is an authorised use of my performance and any use you shall make of the recording shall be an authorised use by you;
3. agree that my participation in the Project may be edited at your sole discretion;
4. consent to the use of my name, photographs of me, likenesses, voice and other sound effects made by you and biographical details in the Project and in connection with the exhibition, distribution, advertising and exploitation of the Project and for any other purposes arising out of the production of the Project for the duration of the copyright in the Recording throughout the world by any means and by any medium whether now known or subsequently invented or devised;
5. agree that if applicable my voice may be dubbed;
6. acknowledge that you are not obliged to include me in the Project or to complete and exploit in the Project;
7. acknowledge that I have no rights in the copyright in the Recording or in any cinematograph film or record (as those terms are defined in the Copyright Act 1968) in which Recording or any part of it may be incorporated;
8. release you from any claim by me or anyone on my behalf arising out of the Project and/or my appearance in the Project and indemnify you against any such claim;
9. agree that I shall not be entitled to any monetary payment for my appearance in the Project and for the matters referred to above; and
10. Acknowledge the Project will be submitted to the NSW Department of Education's FILM BY ... project and extend my consents in (4) to the NSW Department of Education to screen, broadcast and promote the Project as it may freely choose to do.

Dated day of..... 202.....

AGE Signed

If participant is under 18 years, Parent / Legal Guardian
signature

Name..... Contact Phone
Please print

Permission to Publish

Film By the City

Explanation of the activity

The FILM BY THE CITY will be running an event on 25 October 2022. The NSW Department of Education through The Festival Committee will photograph and or make vision or sound recording of participants attending the event.

Description of the information that will be collected

The NSW Department of Education will be recording the event for the purpose of promoting and celebrating film making in Public Schools.

Explanation of how the information will be collected

The festival will be filmed and photographed. Interviews of participants may occur during the event and background footage may also be obtained.

Explanation of where the information will be published

Public websites of the NSW Department of Education including and publications including the Educational Services, school newsletters, annual school reports, promotional material published in print and electronically including on the Department's websites including Local and metropolitan newspapers and magazines and other media outlets. And all future media, platforms and websites the NSW Department of Education may employ in the future both existing and yet to be discovered.

For further enquires please contact your festival manager John Skene john.skene1@det.nsw.edu.au

Permission to Publish

I give permission for:

Participant (name)

Date of birth

to participate in the Film by the City event and to publish information as described above.

Signature:..... Date:

Name (please print).....

Relationship to student.....

Please complete and return to your child's school

APPENDIX A -

Committee Prepared Risk Assessment



Committee Risk
Assessment

APPENDIX B -

Venue Emergency Evacuation Plan and Diagrams



Event Cinema Risk
Management Plan



Evacuation Plan
Diagram