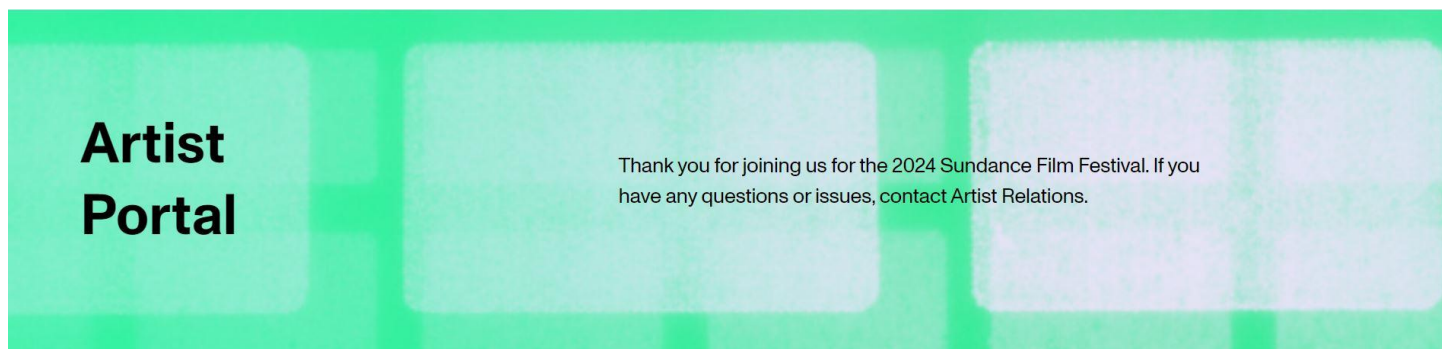


Welcome to the preview of our **Artist Portal** where you can see the information & materials we need so you may prepare before you create an account.

After you create your account and log in, you will see the below page. You may click the Post Acceptance Form and Materials Uploader buttons to proceed.



## My Film or Project Information

Accessibility



POST ACCEPTANCE FORM



MATERIALS UPLOADER



POST ACCEPTANCE FORM

After you click on the **Post Acceptance Form** button, you'll be prompted through nine pages, asking for the below 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



MATERIALS UPLOADER

After you click on the **Materials Uploader** button you'll be prompted through one page, asking for the below information:

- Director Headshots – REQUIRED  
We ask for 3 headshots per director. Min. size: 900 px (width) x 1200 px (height)
- Film Stills – REQUIRED  
You may load up to 6 film stills. Min. size: 2560 px (width) x 1440 px (height)  
We ask that you upload your film/project stills in priority order, where Still 1 is your leading image representing your film/project for official Festival publications and the main image we use on our social media. All film/project stills will be uploaded to our online press site and

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:

### **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 Screenwriters:** This is optional and up to film team discretion and preference.

**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.

- 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.)
- Director(s) Contact Info
- Director Bio(s) \*60 words or less/100 words total for multiple directors
- Public Contact (Individual or company who can be reached during the Festival. Made Public.)
- Post Festival Contact (Individual or company who can be reached after the Festival. Made Public.)
- DCP/File Technical Contact (Individual or company who can provide technical information about your DCP/print.)
- Screening Format

available for editorial use. Please consider this and provide your most dynamic image reflecting your project for these purposes.

- Clips & Trailers – REQUIRED IF AVAILABLE

We ask for 1-3 film clips or trailers. These can be any length, no matter how short or long, and entail clips, trailers, or similar video you have available. These are used for press, editorial, and social media to support and promote your film leading up to and during the Festival, and especially imperative for broadcast press. We rely on clips to secure media coverage driving attendance to in-person screenings and ask that at a minimum a clip is provided to be used in broadcast segments. If you do not have these materials available at this time, please return to the Materials Uploader to provide them at any point prior to the Festival. Earlier is preferred for us to include in pitching, but priority is getting your film stills submitted ASAP.

- Digital Poster – REQUIRED IF AVAILABLE

Please provide a poster that will be made available to press and displayed digitally at theaters  
Min. size: 2434 px (width) x 3600 px (height)

- Digital Press Kit – RECOMMENDED

We ask for production notes or a digital press kit that will be made available to press for background about your project and/or editorial use. This should include a synopsis of the film/project, credits, biographies of the filmmakers/cast/production team, filmographies, official sites and social pages, and/or any other project related information you wish to provide.

- Meet the Artist Video

We ask that ALL filmmakers create their own Meet the Artist video to be featured on your film's project page in our Festival Program Guide, on our social channels, and on your film's IMDb page. This is an opportunity for you to introduce yourself and your film to our audiences!

Click [here](#) for detailed information and deadlines.

\*If you need assistance while using the Materials Uploader, please contact us at [pressmaterials@sundance.org](mailto:pressmaterials@sundance.org).

- Year Finished
- Aspect Ratio
- Language
- Sound Format
- Run Time
- Color/B&W

**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

Sundance Film Festival receives support from partners who are interested in hearing if and how their products are being used as part of your filmmaking process. This also provides Sundance Institute with valuable information on current practices and tools. Below are examples of some of the production questions to expect:

*-What cameras and lenses did you use on your project?*

*-Which software was used to edit your film?*

*-Did you use Adobe Creative Cloud software for any of the pre-production, production, post-production or marketing of your film?*

*-Did you use any stock footage in your film?*

*-What primary computer hardware did you use to complete your film?*

*-Did you use Dropbox (or Dropbox Replay, Capture, Sign, DocSend) during the planning, production or distribution of your film/project?*