

2011 - 2012 WORLD TOUR  
**TRAINING  
MANUAL**

# Table of Contents

3	Welcome to Campus MovieFest
4	Getting Started
5	Guidelines
9	Judges and Judging Criteria
10	Categories
11	Support
12	Using Panasonic HD Cameras
13	Using iMovie
16	Using Final Cut Pro X
19	Using Final Cut Pro 7
19	Importing 24p Footage in iMovie '09
22	Exporting - It's Important
22	Editing on Your Own Computer
23	Running the CMF "Collection" Application
26	Things to Remember Before Collection
27	Official Rules



# Welcome to Campus MovieFest

We're excited you're participating in the Campus MovieFest 2011-2012 World Tour!

Over the next week you'll have an incredible time creating a movie with your team. After completing your movie, you'll submit it for review by a panel of student and staff judges from your campus. We'll then showcase the top movies at your school's Campus MovieFest Finale. Of course, the fun doesn't stop there! The top movies move onto the International Grand Finale, all for huge prizes! And don't forget, every movie submitted can be viewed online at [www.campusmoviefest.com](http://www.campusmoviefest.com).

Campus MovieFest is bigger and better than ever before, and this year we have some very exciting changes! It's important that you understand the rules, guidelines, and information provided in this manual. You must follow instructions for your chance to win prizes and have your movie presented on the big screen.

We're here to answer any of your questions. Over the next few pages you'll discover how you can get more information or contact the Campus MovieFest staff. Be sure to check the web site frequently at: [www.campusmoviefest.com/support](http://www.campusmoviefest.com/support) for updates and e-mail us at [support@campusmoviefest.com](mailto:support@campusmoviefest.com) with any questions.

Have a great time producing your movies. We can't wait to see the results!

Sincerely,  
The Campus MovieFest Team

## Getting Started

Making your movie will be fun and exciting, even if you've never made one before. It can feel a little overwhelming, especially when trying to cram everything into a week. To help you get used to the process, we've taken care of a lot of essentials that every aspiring filmmaker needs.

Thanks to the support of our generous partners, we're able to offer teams the following:

- Powerful Apple laptops with iLife and Final Cut Studio software
- Panasonic HD digital camcorder and accessories
- Training
- Support

***You may use your own equipment such as computers, cameras, and other accessories.***

Your team will spend this week working on your very own movie:

- You'll brainstorm ideas as a team and plan your movie
- You'll shoot your movie using a digital video camera
- You'll edit your movie using the software of your choosing  
Note: The CMF Team only offers support for iMovie and Final Cut Pro
- You'll add transitions, effects and audio
- You'll save it, share it, and maybe even see it on the big screen, in-flight on Virgin America, or on a studio lot in Hollywood.

***Remember that your movie must be under 5 minutes in length.***  
*(Believe us, that will be long enough once you start.)*

## Guidelines

**Campus MovieFest retains the final say on all decisions and review. If you have questions please contact us.**

***Movies must be no longer than five (5) minutes and zero (0) seconds in length, including credits.***

**5 Minute Rule:** Your movie may be five minutes long or less. We are using the common timecode standard, so your movie's length must be equal or less than **05:00:00**. This limit includes credits and anything else which might be included in your final exported file. If your movie is over the 05:00:00 time limit, it will not be judged or screened at CMF Finales, but it will be available to view on [campusmoviefest.com](http://campusmoviefest.com).

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**Moviemaking Week:** You must shoot and edit your film during your school's Moviemaking Week. If there is evidence that you shot or edited your movie outside of your school's moviemaking week, your movie will not be judged or screened at any CMF events.

If there is footage pertinent to your film that you cannot shoot in the given Moviemaking Week for your school, please email [support@campusmoviefest.com](mailto:support@campusmoviefest.com) at least 24 hours before your school's CMF Launch, to explain the scenario and to request permission to use footage created outside the given week.

A good example of when permission is granted is if a student is shooting a documentary and wants to show pertinent information that has happened in the past and compare it to events happening now. A good example of when permission is NOT granted is if a student wants to start filming early because that schedule fits better for his/her actors.

Typically, if permission is granted, you will be allowed to use up to 10% of your movie's final runtime for footage shot outside your moviemaking week.

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**Editing Software:** You are permitted to use any type of software to edit your movie. iMovie, Final Cut Pro 7, and Final Cut Pro X will be provided on all of the CMF laptops.

**Submission Format:** You must turn in your final submission as a high quality QuickTime movie file (file extension .mov), regardless of which editing software you are using to edit your movie. The data rate must exceed 20 mbps in order for CMF to project your movie at any screening or event. More details regarding how to export your movie to these specifications can be found in the CMF Training Manual.

## Guidelines (continued)

**Copyrighted Music:** You are not permitted to include any copyrighted music or performance in your movie without the signed CMF Music Release from all copyright holders of the music.

This is generally a very difficult and expensive process so we strongly encourage you to avoid using copyrighted music -- if you still want to do so the CMF Music Release can be found on the CMF loaner laptops as well as at [campusmoviefest.com](http://campusmoviefest.com). You are also welcome to create your own music, but remember it must be original -- copyrighted music performed by you is still copyrighted and cannot be used without the release mentioned above.

We also have a library of 1,300+ songs from independent musicians available in the iTunes Library of the CMF Loaner laptops as well as on DVD's that may be checked out at CMF Launch on your campus. All of these tracks are also available for preview on [www.campusmoviefest.com/music](http://www.campusmoviefest.com/music).

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**Trademarks:** You are discouraged from including any trademarks (logos, symbols, characters, etc) in your films. Please be very careful - the use of any trademark at all may legally force us to disqualify your movie and/or prevent your movie from being screened. We won't automatically disqualify movies that include trademarks (for instance if a laptop or phone is in your movie), but if we are contacted by the copyright holder (which is more likely to occur when a trademark is used negatively), your movie will not be screened and will be removed from competition.

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**Other Copyrights:** In addition to the copyright music guidelines above, you are not permitted to use any copyrighted material of any kind in your films. Please be very careful - the use of any copyrighted material at all may legally force us to disqualify your movie and/or prevent your movie from being screened. Copyrighted material includes but is not limited to film clips, television clips, audio clips, video game clips, books, magazines, etc. Even featuring just the image of an item that is copyrighted (like the cover) can violate the law so please be extremely cautious to protect yourself. We won't automatically disqualify movies that include copyrighted material (for instance if Avatar is playing on a television in the background of a shot), but if we are contacted by the copyright holder (which is more likely to occur when a trademark is used negatively), your movie will not be screened and will be removed from competition.

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**Nudity is not permitted.**

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**Dangerous Behavior:** It is absolutely prohibited for any participant to engage in dangerous, reckless, illegal or otherwise negligent behavior in any aspect of the creation of your movie. Any such behavior will lead to immediate disqualification from the competition.

## Guidelines (continued)

**School Affiliation:** All members of your movie's crew must be currently affiliated (student, faculty or staff) with the participating campus in which you are submitting your movie. Your movie will be paired with that school for the duration of the competition and prizing for crew members will be determined using that information.

All crew members must be able to produce a student ID or other similar verification upon request.

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**Crew Members:** Your crew is defined as the group of people who perform technical or creative tasks on your movie (example: writers, directors, producers, editors, cameramen, grips, etc). All members of your crew must be currently affiliated (students, faculty or staff) with your school.

Cast Members: You are welcome to have cast members from outside your campus appear in your film as talent (actors, extras, voice-over, etc), though they are not permitted to perform technical or creative crew tasks as mentioned above.

A violation of any items above will cause your movie to be withdrawn from competition and ineligible for prizing or screening at Campus MovieFest events.

All Cast and Crew members must have a registered User Account at [campusmoviefest.com](http://campusmoviefest.com) and be paired with your film on the website.

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**Release Forms:** It is highly recommended that your movie's Movie and Talent Release forms are submitted to CMF staff at the same time you submit your movie.

If you are unable to submit your Release Forms at the time you submit your movie, you must submit them by faxing to [214.279.5660](tel:214.279.5660) or scanning and emailing them to [support@campusmoviefest.com](mailto:support@campusmoviefest.com). Please include the subject "Release Forms - Movie Name - Team Name - School Name - Year". The CMF team must receive your release forms within 24 hours of your movie submission.

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**Prizing:** Only Cast & Crew members that are currently affiliated (student, faculty or staff) with the campus in which you are submitting your movie are eligible to win prizes. You are more than welcome to have non-affiliated Cast members appear as talent (actors, extras, voice-over talent) in your movie, but they will not be eligible to win prizes. As mentioned above, that rule will apply to all levels of the competition including the International Grand Finale. We will require a current Student ID to claim any prizing.

Your Cast & Crew must be identified on [campusmoviefest.com](http://campusmoviefest.com) at least 24 hours before your school's CMF Finale.

## Guidelines (continued)

**Exposure:** We have many exposure opportunities for the movies, but the majority of our partners will not broadcast mature content.

We encourage all CMF participant's movies to follow the criteria below:  
No profanity. No nudity. No graphic violence. No drug use. No hate speech.

Movies that do not follow the criteria above will not be judged differently and will not be removed from the competition, but they will be severely limited in exposure opportunities with partner outlets such as Virgin America in-flight entertainment, television networks, and Apple affiliated websites.

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**Other Websites & Festivals:** We love helping get the maximum exposure for CMF movies. You'll receive an embeddable link so your movie can be shared around the web after your school's CMF Finale.

You may not upload your CMF movie to other video hosting/sharing websites or submit to other festivals on your own, but just contact us at [support@campusmoviefest.com](mailto:support@campusmoviefest.com) for permission and assistance if you would like to submit your movie to another festival.

Members of the CMF Distinguished Filmmakers Network (DFN) also get additional support submitting their movies to top festivals. You can learn more about DFN at [campusmoviefest.com/dfn](http://campusmoviefest.com/dfn)

# Judges and Judging Criteria

## Judges

We're very pleased to have exceptional judges who will do their best to pick the top movies. With so many great entries, it won't be easy! The independent judging panel at each campus will be comprised of students, staff, and partners. Plus, we'll have Audience Choice Award so you and your friends can vote, too.

## Criteria

It's important that your team follows the guidelines as outlined in this manual. In particular your movies will be judged on the following criteria, each of which will be equally weighted.

### Content

Pay close attention to the following areas, which pertain to the story and structure of your movie:

- Script/story
- Creativity
- Originality
- Coherence

### Technical Excellence

This section pertains to the technical aspects of the movie.

- Visual creativity
- Cinematography
- Sound design and soundtrack
- Editing
- Effective use of special effects

### Overall Quality

- Did the movie affect you?
- Did the movie produce an emotional response?

Pay close attention to the following areas, which pertain to the overall experience of watching the movie:

- Overall impression
- Enjoyment factor
- Meaningfulness
- Replay value

We'll also offer special themed categories with additional guidelines and awards.

Find out all of the details at [www.campusmoviefest.com](http://www.campusmoviefest.com)

# Categories

## CMF Best Picture

Any movie created from any genre is eligible for the CMF Best Picture Award at your school and internationally. Plus, your movie might be eligible for a couple new awards we're thrilled to offer.

## CMF Best Comedy

Think you're funny? CMF challenges you to make a film that makes us laugh out loud. If it is remotely humorous or a musical, it's eligible for the CMF Best Comedy Award.

## CMF Best Drama

We give our judges a box of tissues for this one. If it's emotionally charged, inspiring, or just plain sad, it can compete for the CMF Best Drama award.

## CMF Online Wild Card

New this year, all the films entered from your school will have an additional opportunity to earn a spot at the CMF Grand Finale, with an online voting competition that begins after the school finale.

## Elfenworks Social Justice Category

The CMF Elfenworks Social Justice category is an opportunity for you to create a film about poverty and the resulting inequalities in the United States for a chance to win up to a \$10,000 cash grant.

Poverty is defined in many different ways by many different organizations and people. The causes and cures for those in poverty are as equally disputed as the definition. We're asking you to help define what poverty means to you and your community. What political, social, and economical issues contribute to poverty, and what problems arise from the millions of Americans living below the poverty line every year? How are education, justice, health care, and personal well being affected by poverty, or how do those institutions contribute to poverty in the first place?

Inspire hope, bring awareness to a cause or shine spotlights on people and organizations who are making an impact for good in their community. Let your imagination soar and think of artistic and creative ways to portray your message.

Note that submissions for this category may be created during your school's Moviemaking Week or throughout the school year (deadline May 1, 2012) to allow for additional footage and production. Find out more and submit online at [www.campusmoviefest.com/elfenworks](http://www.campusmoviefest.com/elfenworks)

## Virginia America In-Flight

Virgin America exclusively features Campus MovieFest (CMF) award-winning short movies on Red™, Virgin America's Inflight Entertainment system. Every two months a new batch of CMF movies are available in-flight at 35,000 feet under the Premium TV menu. CMF staff chooses award winning movies, that meet Virgin America's content guidelines.

# Support

The technology provided is extremely easy to use, but we're dedicated to making sure you receive the training and support necessary.

## Themed Tech Support

Hopefully by now your team leaders have received Campus MovieFest training. If anyone on your team is interested in attending short training sessions throughout the week, please check the Campus MovieFest website or e-mail us at: [support@campusmoviefest.com](mailto:support@campusmoviefest.com)

## CMF Tips & Tricks Videos

We know how difficult making a movie can be, so we've put together a collection of videos to help make the process as painless as possible. You can view them at [campusmoviefest.com/support/video](http://campusmoviefest.com/support/video)

## Frequently Asked Questions

Can't find what you're looking for in this manual? Please check out [www.campusmoviefest.com/support](http://www.campusmoviefest.com/support) for answers to the most commonly asked questions about CMF.

## E-mail

You can always reach us for help at [support@campusmoviefest.com](mailto:support@campusmoviefest.com)

## Instant Messenger or iChat

If you have questions, comments, or if you are just bored, feel free to chat with us on instant messenger or iChat. Our screen name is: [CampusMovieFest](#)

## Telephone

You can contact the Campus MovieFest staff at [541-CMF-TECH](tel:541-CMF-TECH) (541-263-8324)

## Campus Ambassadors (CAs)

Campus Ambassadors help customize the events at your school and will be available throughout the week to help with anything you need. If you're interested in helping lead CMF next year, find out more at: <http://www.campusmoviefest.com/aboutus>

## When all else fails:

Should your computer freeze at any point, you have two options:

- First try to force quit iMovie or Final Cut Pro by pressing command (next to the space bar) + option + esc at the same time. Then relaunch the application.
- If the computer remains unresponsive, hold the power button down until the machine turns off. Then restart and launch the application again.

**Note: Make certain your computer is actually frozen before trying these options. Rendering transitions and special effects can sometimes be very slow and give the appearance of a frozen computer.**

# Using the Panasonic High-Definition Video Cameras

Campus MovieFest is proud to partner with Panasonic to provide hundreds of CMF teams each week with the latest HD camcorders – including the Panasonic HDC-HS100 – to help participants capture images with superb detail and vivid colors. Get ready to see student creations come to life in bright, vivid HD, all thanks



## Connecting the camera to the computer

To connect the camera to your computer, you need access to the camera's USB port. First remove the battery from the camera to access the input for the USB cable and the power adaptor. The USB port is located



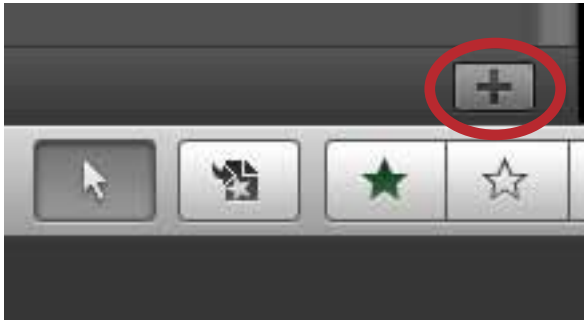
When prompted on the camera, be sure to choose **AVCHD CONNECT** and then **HDD** when asked to select the media.



# Creating a new iMovie Project

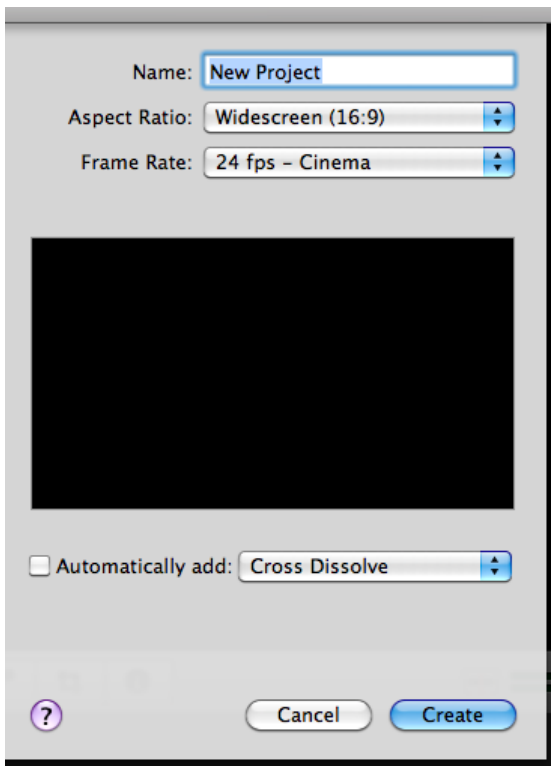


1. Launch iMovie '11 (star icon) from the dock at the bottom of your screen.



2. Press the "+" button near the middle of the screen.

**NOTE:** You can also select "New Project..." from the "File" menu at the top of the screen.



3. Name your project in the window that appears.

4. Also select the Aspect Ratio and the Frame Rate for your movie.

**NOTE:** If you are using a CMF-owned camera to shoot your movie, you will want to select:

**Aspect Ratio: Widescreen (16:9)**

**Frame Rate:** This depends on the camera setting. To find out how the camera is set, turn on the camera into "Record" mode and look at the LCD. If the number 24 appears on the camera, then you will want to set the Frame Rate to "24 fps - Cinema" - otherwise please leave the setting at 30 fps.

5. From there you are ready to import and edit your movie.

**NOTE:** Your iMovie project file will live in the "iMovie Projects" folder in the "Movies" folder on the computer's hard drive. **DO NOT** attempt to move or use this project file in the CMF "Collection" app.



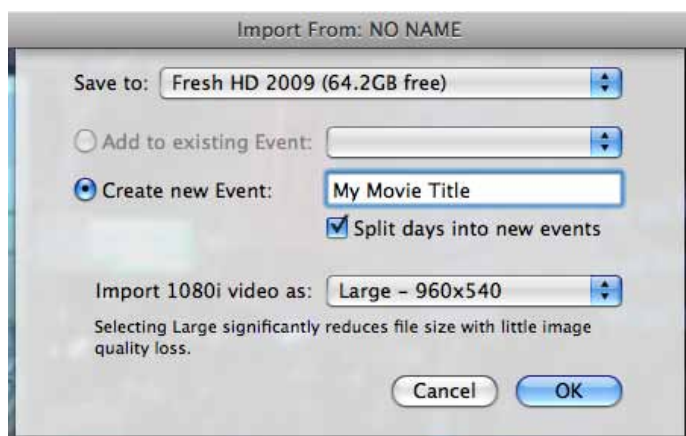
## Importing Footage into iMovie

After your camera is powered on and connected to your computer, launch iMovie '11. The camera will automatically be recognized and the import screen will appear.



You may manually select the clips that you want to import from your camera or you can select "automatic" to import all of the clips on the camera.

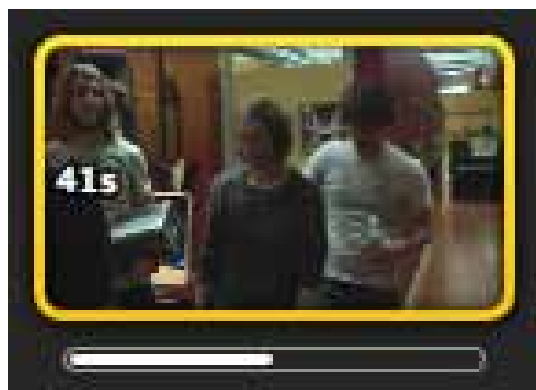
**NOTE: This functions very similarly to how you would import still photos into a photo application.**



After clicking Import (or Import all), a dialogue box will pop up. Create a new Event and name it as you see fit (ex. Day 01 - Night Shoot, Second Day, etc).

Select "Large - 960x540" from the "Import 1080i video as" dropdown menu.

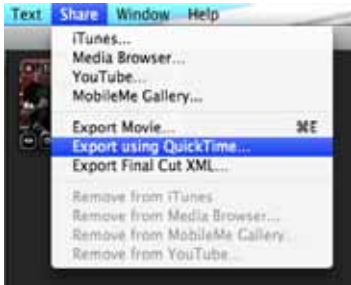
**NOTE: This ensures that you have enough space on your hard drive and will reduce rendering time for the footage.**



You will see the progress of your import under each clip.

After the import is complete you may edit your movie as you normally would in iMovie.

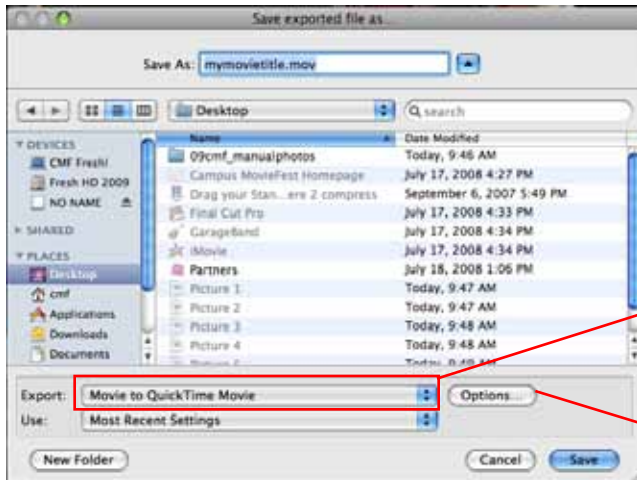
# Exporting Your Movie from iMovie



Once you are finished editing your film, you will need to export it to a QuickTime movie.

Under the Share tab, select Export using QuickTime.

Save the movie with your movie title as the name.



Movie to QuickTime Movie should be selected.

Click on the Options button to adjust your compression and audio settings.



The video compression settings need to be set as indicated in the boxes to the left.

Click Okay and then Click Save. Save your file to the desktop.

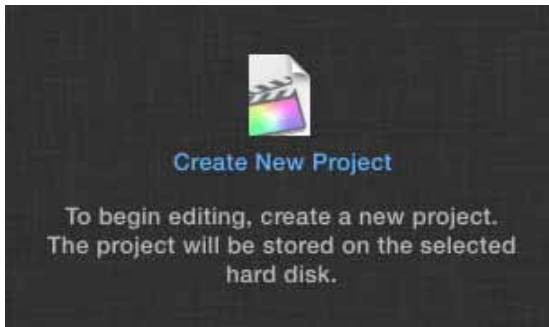
**Now that you're done exporting from iMovie, you need to run the file you just exported through the Campus MovieFest "Collection" app located on your desktop.**



# Creating a new Final Cut Pro X Project



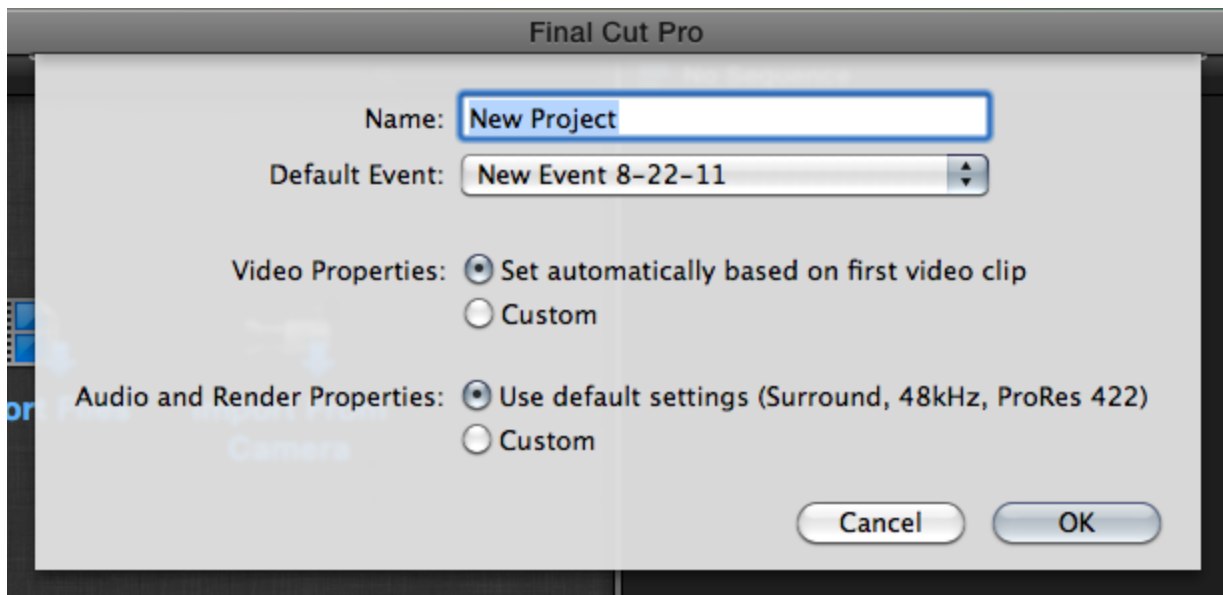
1. Launch Final Cut Pro X from the dock at the bottom of your screen.



2. Click the "Create New Project" icon in the bottom half of the screen.

**NOTE:** You can also select "New Project..." from the "File" menu at the top of the screen.

3. In the pop-down menu that appears, name your project. We would also suggest keeping the default settings as pictured below:



4. From here you should be good to go and able to log footage and begin editing.



# Importing Footage into Final Cut Pro X

1. Power up your camera and connect it to your computer, then launch Final Cut Pro X.



2. Press the "Import From Camera" icon in the upper part of the Final Cut Pro X window.

**NOTE:** You can import files or movies on your hard drive by clicking the "Import Files" icon in the same panel.



3. The Camera Import window will appear and you have the option to select the individual clips that you'd like to import from the attached camera or you can select to import all of the clips from the camera.

Simply choose to "Import All..." or "Import Selected..." by clicking on the appropriate button in the bottom-right corner of the Camera Import window.

**NOTE:** The above steps are for cameras which DO NOT record to tape.



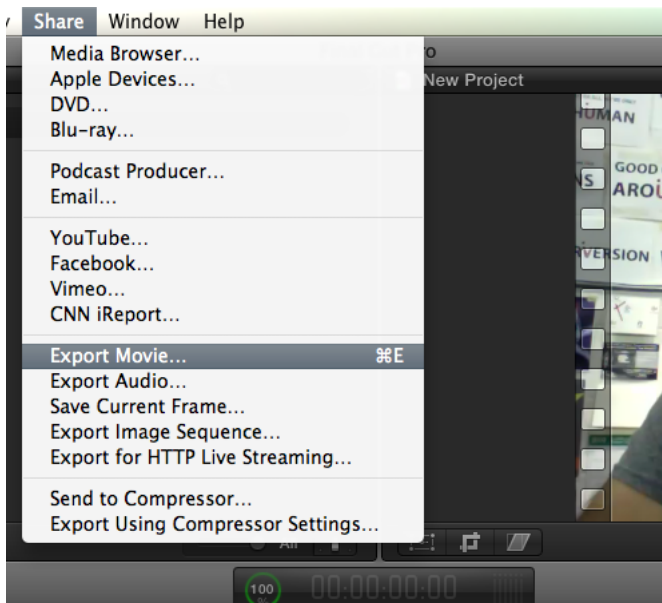
4. Once you click the appropriate button a new dialogue window will appear with various options. From this window, you can choose a "New Event" where your imported footage will be housed or select an "Existing Event."

There are also many options that you can have Final Cut Pro X apply upon import. We suggest at minimum marking the "Transcoding" checkbox to "Create optimized media" as pictured.

**NOTE:** The import process will take longer, the more options you have selected on this page.



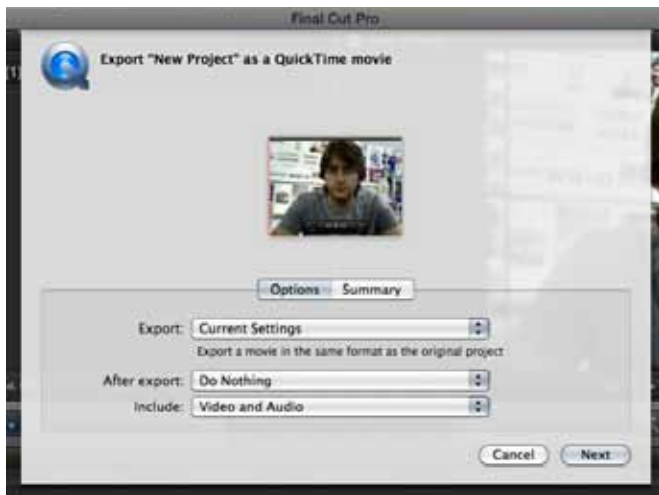
# Exporting Your Movie from Final Cut Pro X



Once you are finished editing your film, you will need to export it to a QuickTime movie.

1. Under the Share menu, select "Export Movie..."

**NOTE:** You can simply press **Command + E** to bring up the export dialogue box.

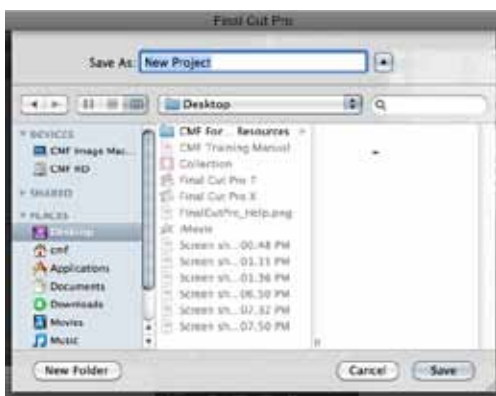


The "Export" will appear and you'll have the ability to select a few options.

2. We suggest you leaving them just as they appear on the screenshot to the left:

Export: Current Settings  
After Export: Do Nothing  
Include: Video and Audio

**NOTE:** Varying from these settings could result in a poor export of your film.



3. On the next screen, you'll be able to name your exported file and select to save it to the Desktop.

4. Click the "Save" button and your movie will then begin to export.

**NOTE:** Please make sure the name of your movie file is recognizable on the Desktop.

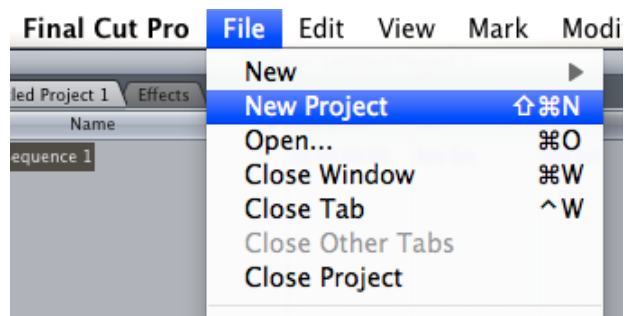
Now that you're done exporting from Final Cut Pro X, you need to run the file you just exported through the Campus MovieFest "Collection" app located on your desktop.





# Creating a new Final Cut Pro 7 Project

1. Launch Final Cut Pro 7 from the dock at the bottom of your screen.

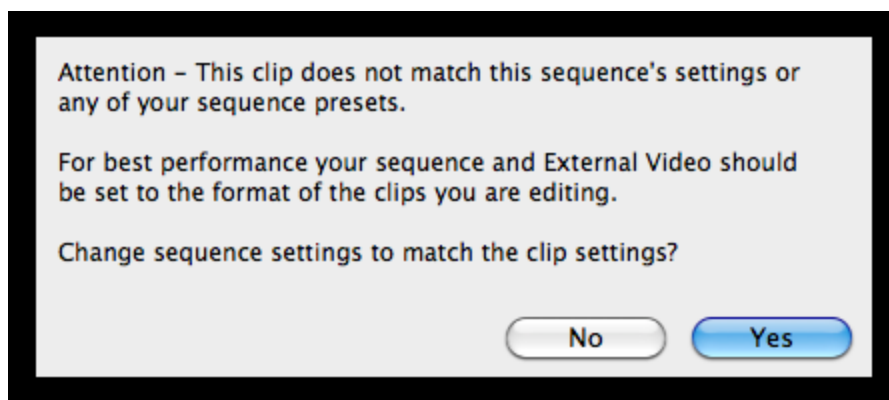


2. Navigate to the “File” menu at the top of the screen and select “New Project” from the menu.

**NOTE:** You can also press **Shift + Command + N** to create a new project in Final Cut Pro 7.

3. From here you should be good to go and able to log footage and begin editing.

**NOTE:** When you place your first shot into a new sequence in Final Cut Pro 7, you will likely be prompted with the following warning window:



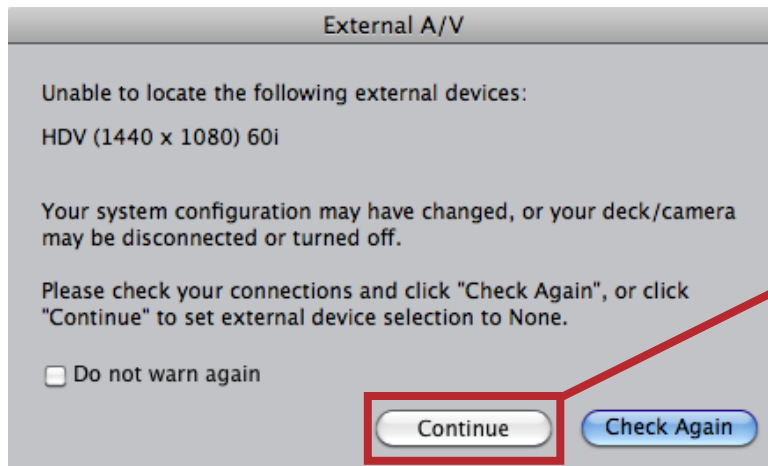
**As a general rule you should always select “Yes” as your choice. This will make editing and rendering much more efficient and speedy for the computer and for you.**

**NOTE:** Your Final Cut Pro 7 project file will need to be saved at some point. You can select any destination for the saved file, but we recommend saving your project file to the Desktop of your computer for easy access. Also, please be careful to not use the Final Cut Pro 7 project file as your submitted file when using the Campus MovieFest “Collection” app.

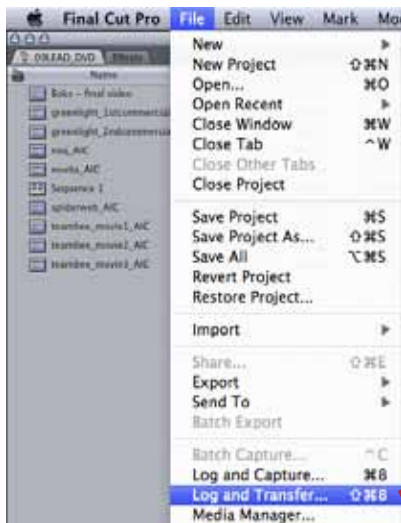


# Importing Footage into Final Cut Pro 7 (CMF Cameras)

After your Panasonic HD camera is powered on and connected to your computer you, launch Final Cut Pro (FCP).



If you get the following warning, simply click "Continue" and FCP will finish loading.



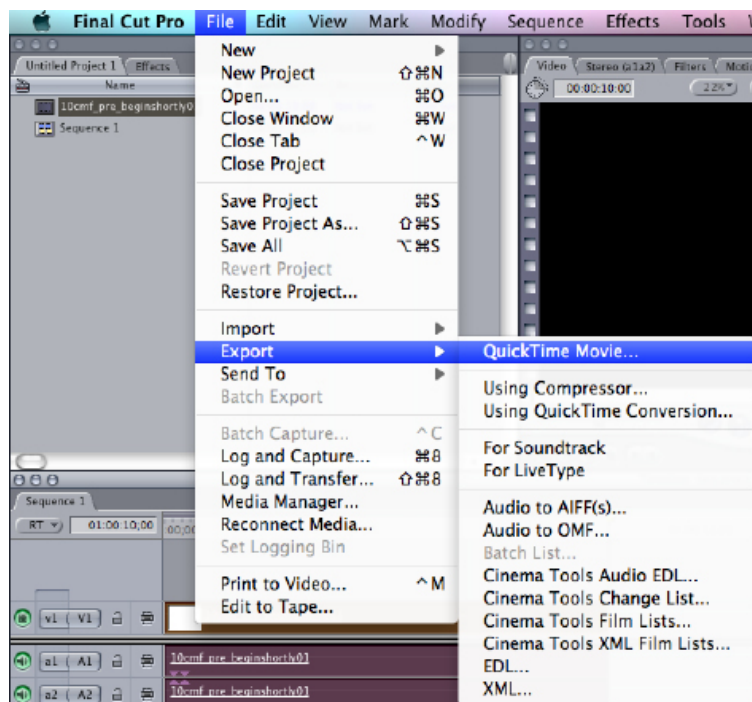
Choose Log and Transfer from the File menu.



A Log and Transfer window will open. You will see your clips load in the top left corner of the window. Select the clips you want to want to download onto the computer.

After choosing your clips, click the "Add Selection to Queue" Button. The progress bar will show the status of your transfer. After the footage has been transferred, you can close this window and your clips will be in the clips pane of FCP.

# Exporting Your Movie from Final Cut Pro 7

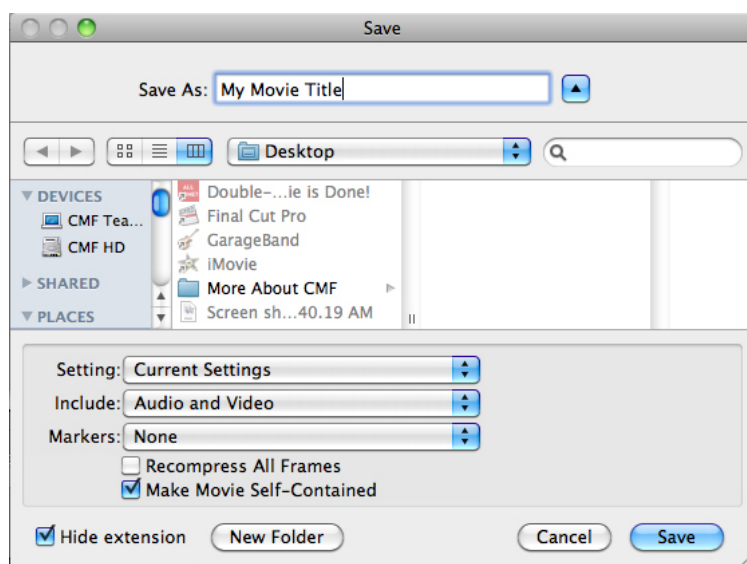


Once you are finished editing your film you will need to export it as a QuickTime movie.

Make sure that you select your sequence. To do this click in your timeline.

Click File on the main menu bar, choose export, and then choose Quicktime Movie.

**NOTE: Do not choose "Using Quicktime Conversion..."**



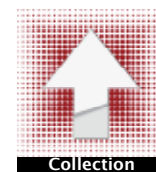
The Save window will open. Put your movie title in the Save As field. Choose the Desktop as your destination.

Make sure "Current Settings" is selected in the "Settings" dropdown menu. This ensures that your movie is exported using the same aspect ratio and quality as your timeline. This will be true whether you edited in Standard Definition or HD.

**NOTE: Make sure the "Make Movie Self-Contained" checkbox IS CHECKED!**

Click Save. The File will be saved to your desk-

**Now that you're done exporting from Final Cut Pro 7, you need to run the file you just exported through the Campus MovieFest "Collection" app located on your desktop.**



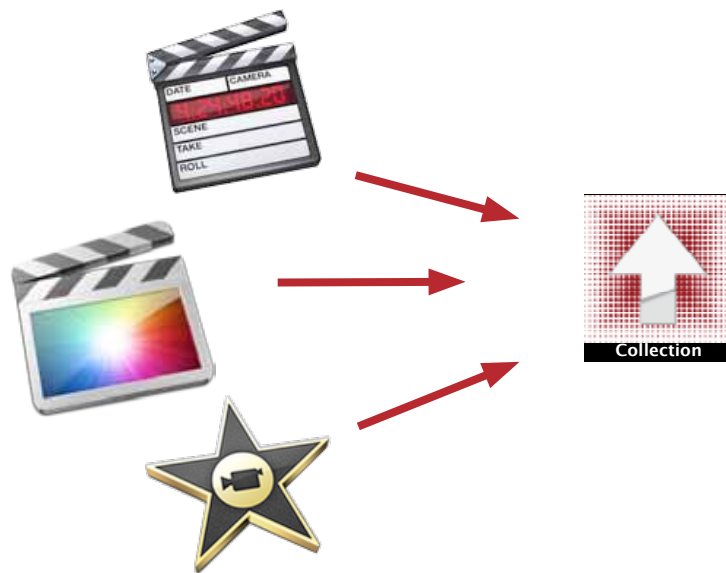
## Exporting Your Movie - It's Important!

Exporting is the final step in submitting your movie to Campus MovieFest. It's also one of the most important. You've put a lot of time and effort into your movies; in order to share them with the world, we want the highest quality copy in the correct format and aspect ratio.

To make sure we get the correct file, it is extremely important that you follow these directions when exporting your movie.

Exporting is a two step proces:

1. Exporting your movie out of your editing software (either iMovie or Final Cut Pro).
2. Running the exported movie through the Campus MovieFest "Collection" application located on your desktop. This program will compress, relocate, and tag your files exactly how CMF likes them.



## IMPORTANT: IF YOU EDITED ON YOUR OWN COMPUTER!

You must turn in your final submission as a high quality QuickTime movie file (file extension .mov), regardless of which editing software you are using to edit your movie. This file will need to be provided on an external hard drive, flash drive or data-DVD

**NOTE: DO NOT upload your film before CMF Collection. You will be asked to run your movie through the CMF Collection app at your school's Collection event.**

The data rate of your full-quality file must exceed 23 mbps in order for CMF to project your movie at any screening or event.

We suggest using Apple ProRes or Apple Intermediate Codec regardless of your movie's resolution.



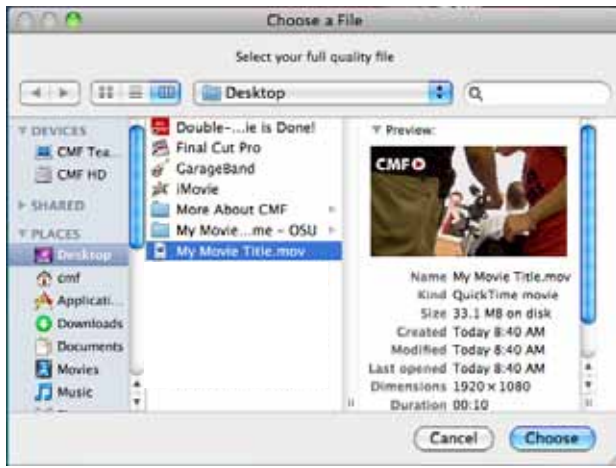
At this point you should have exported a full quality Quicktime file from your editing software (either iMovie '09 or Final Cut Pro).

You will now run that file through the Campus MovieFest "Collection" application located on your desktop. This program will ask you a series of questions that will enable it to rename and compress your file as well as move the original and compressed files into a folder on your desktop that we'll pull off of your computer at your school's scheduled collection. After the file is compressed, the program will redirect you to Safari, where you will log into campusmoviefest.com and upload your compressed film!

Double Click on the "Collection" icon located on the desktop of your computer. You will see the following window open up on your screen. Enter your film information and click continue.

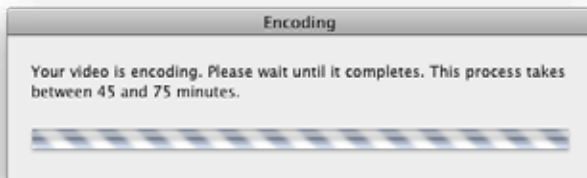
A screenshot of a Mac OS dialog box titled "Finished with your film?". The dialog box has a light gray background and a title bar with three window control buttons (red, yellow, green) on the left. The main text reads: "Before you can continue, you must finish editing and export your movie. If you are ready to finalize your submission, fill out the form below and hit continue." Below the text are four input fields: 1. "Select your school" with a dropdown menu showing "Select Your School". 2. "Movie Title" with a text input field containing "Enter Your Movie Title Here". 3. "Team Name" with a text input field containing "Enter Your Team Name". 4. "HD or SD" with a dropdown menu showing "Select one...". At the bottom left is a help icon (a question mark in a circle). At the bottom right are two buttons: "Cancel" and "Continue...".

## Running the CMF "Collection" Application (cont')



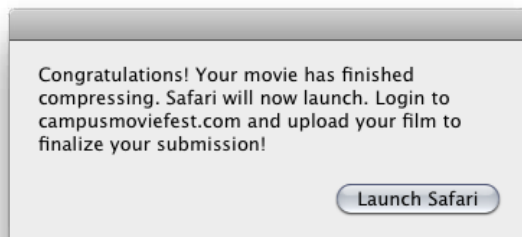
The next window will ask you to select the movie file that you exported out of your editing software. This should have been saved on your desktop. Select the file and click Choose.

**Note:** This is the full quality file you exported from either Final Cut or iMovie -- not the Final Cut or iMovie project file. If you haven't exported yet, please return to the above instructions.

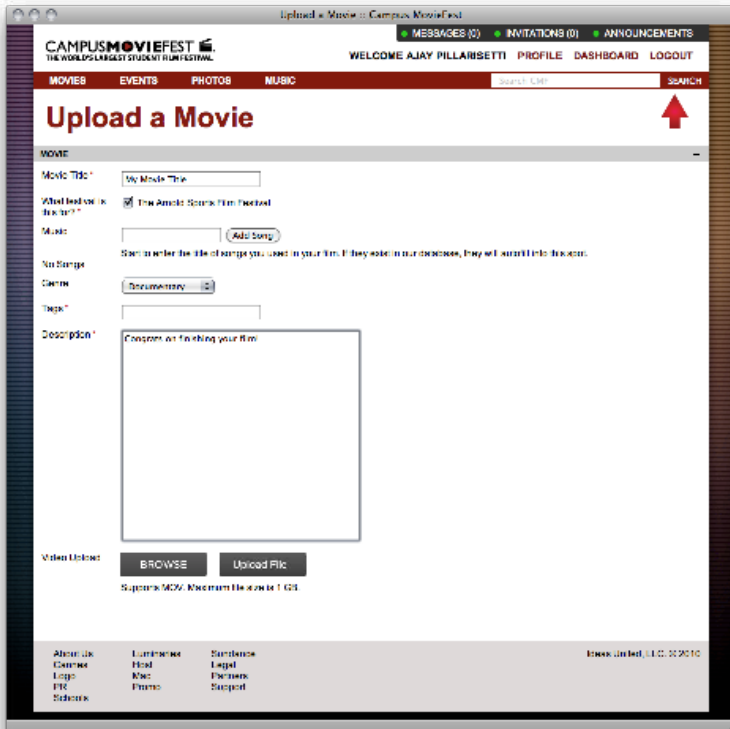


A progress bar will appear as your movie is being transcoded. The encoding process can take anywhere between 15 to 75 minutes.

**Note:** Please do not use the computer while your movie is encoding. Encoding will occur significantly faster if the computer is plugged in and all unneeded applications are quit.

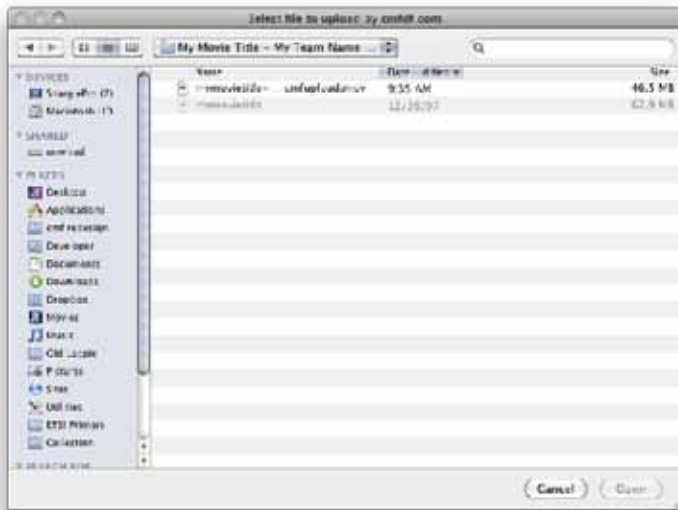


After the compression has completed, a dialog box will appear instructing you to visit [campusmoviefest.com](http://campusmoviefest.com) and upload your film. Click "Launch Safari" to proceed and to upload your film to [campusmoviefest.com](http://campusmoviefest.com)!



In Safari, enter your movie title as you would like it to appear on the CMF website and on youtube; choose the festival(s) you are submitting your movie to; List music used in your film; choose a Genre, enter tags [brief key-words], and enter a short description of your film.

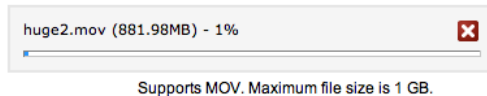
After you're done with that, click the BROWSE button.



Select your file.

It will be located on the desktop of your computer in a folder labeled Your Movie Title - Your Team Name - Your School Name. Choose the file that ends with "cmfupload.mov"

After you've selected your file and verified all the information in the form, click Upload File. Uploading takes between 15 and 75 minutes depending on your file size and the quality of your internet connection.



Once your file has successfully uploaded, you'll be redirected to your movie page. That's it! You're done!

Remember to bring all of your equipment, including any chargers, batteries and cables for the camera and the computer.

**NOTE: Don't forget your signed movie and talent releases. If you need new copies, you can find them on [www.campusmoviefest.com](http://www.campusmoviefest.com)**

# Things to Remember Before Collection

## Check your movie!

Be sure to watch your movie after you export the final version. Make sure everything is edited as it should be, that it is **UNDER** 05:00 minutes long, and that the audio and video are in sync.

## Bring all of your equipment to collection

In many cases, the equipment you borrowed from us goes out to other schools the day after your collection. Please be considerate of our staff and other participants by bringing all of your equipment to collection during the scheduled time and location.

## Items borrowed may include:

- Camera
- Camera Battery
- Camera Charger (For those borrowing Panasonic cameras, the charger has two cords and one base)
- USB Cable that connects the camera to the computer.
- Camera Case
- Laptop
- Laptop Charger
- Tripod
- Tripod Head
- External Microphone
- Windscreen
- Mic Shoe Attachment (Connects the mic to the camera)
- Laptop Bag
- CMF Music Library DVD (For those who used their own equipment)

## Bring all of your signed forms to collection

This will include a Move Release Form signed by all of your team members and a Talent Release Form signed by anyone appearing in your movie with a prominent role or voice-over. If you used music outside of the CMF library, you'll need to get a Music Release Form signed by the owner of the rights to the music in your movie.

## Make copies of your movie before you come to collection

All computers given out are equipped with DVD burners and iDVD software. You may burn as many copies of your movie as you like, but please do so before coming to collection. If you are unsure how to do it, feel free to contact us for support.

If you have an external hard drive, it's a good idea to save a copy for yourself.

# Campus MovieFest Official Rules

1. All federal, state and local laws and regulations apply. Contest void wherever prohibited or otherwise restricted by law.

2. Your entry must consist of four elements: (1) all team leaders' names, mailing addresses, e-mail addresses, and phone numbers entered in the registration system at [www.campusmoviefest.com](http://www.campusmoviefest.com); (2) your completed movie submitted prior to the event deadline listed on [www.campusmoviefest.com](http://www.campusmoviefest.com); (3) your movie description entered online at [www.campusmoviefest.com](http://www.campusmoviefest.com); and (4) completed and signed general release forms and cast list forms for all persons appearing in your movie. A complete entry consists of the above stated four elements. Only complete entries will be judged. To create your movie, please follow these guidelines:

- The movie must be shot and edited only during the week of production as identified on [www.campusmoviefest.com](http://www.campusmoviefest.com) for your school. You may request permission to use footage in your movie that has been shot or created prior to the week of assigned movie-making.
- The movie must use only music, video, and images that you have permission to use in any form and that you can transfer all rights to Ideas United, LLC and its partners.
- The movie must follow all other event guidelines as posted at the time of submission on [www.campusmoviefest.com](http://www.campusmoviefest.com).

3. Ideas United, LLC does not assume responsibility for phone, technical, network, electronic, computer, hardware or software failure of any kind, stolen, incomplete, garbled, or delayed internet/e-mail computer transmission, or lost, late, misdirected, damaged, illegible, stolen, incomplete, misaddressed entries incorrectly transmitted entries, or any other entry which does not meet the requirements set out in Rule 2. Entries may be disqualified if not complete for any reason.

4. Prize packages will be announced on [www.campusmoviefest.com](http://www.campusmoviefest.com).

5. A panel of judges, from inside and outside participating universities, the Campus MovieFest staff, Campus MovieFest partners, and the surrounding community knowledgeable in the fields of film, music, or student life will consider the following criteria in determining the winners:

- Content
- Technical excellence
- Overall quality

Ideas United, LLC, reserves the right for the judging panels to eliminate any entry on the basis of objectionable content, including but not limited to nudity or illegal imagery or actions.

6. The judging will take place prior to the Campus MovieFest Grand Finale in June 2011. Prizes are non-transferable. There will be no substitution of prizes and no election of cash in lieu of prizes, except at the sole discretion of Ideas United, LLC. All prizes will be awarded. Winners should allow two months for delivery of the prizes after notification of winning. Prize winner is responsible for all applicable taxes. In the event of prize unavailability, Ideas United reserves the right to substitute a prize of equal or greater value.

## Campus MovieFest Official Rules

7. Each entrant warrants and represents that he/she is the creator of the submitted entry; the entry is original and owned by entrant; the entry is free of any claims by other parties; and that the entry was not created at your job, using your employer's equipment or on your employer's time. If an entry is disqualified an alternate winner will be selected by the judges based on the judging criteria.
8. By entering the contest, the entrants (a) agree to the official rules and the decisions of the judges which shall be final in all respects; (b) consent to the use of winners' names and likenesses, the name of his/her company, school or affiliation (if applicable) and any statements, quotes or testimonials, photographs, designs, models, software and/or any other audio-visual materials provided by the entrant, for advertising, trade and publicity purposes and grants Ideas United, LLC and its authorized agents, licensees and assigns the rights to reprint, display, reproduce, perform, exhibit and sell the entry without limitation and without any additional compensation to the winner or any other party, except where prohibited by law; (c) and release Ideas United, LLC, its subsidiaries, sponsors, and affiliates, and their directors, officers, employees and agents from any and all liability for any injuries, losses or damages of any kind caused by participation in Campus MovieFest or by any prize or resulting from acceptance, possession or use of any prize.
9. Upon receipt, the actual entry submitted becomes the property of Ideas United, LLC. and will not be returned.
10. For additional copies of the Official Rules, please contact:  
support@campusmoviefest.com
11. Employees of Ideas United, LLC, affiliates, advertising and promotion agencies or members of their immediate families are not eligible to enter the contest.
12. For a list of winners, please send e-mail to support@campusmoviefest.com or a stamped self-addressed envelope to the following address:  
Campus MovieFest  
Winner Lists  
122 New St.  
Decatur, GA 30030