

Film By

Coordinator information package 2024

[Insert your film festival logo/design here]

Eg:



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Film By the... key information (complete by organisers)

Festival details

Name of festival
 [insert date]
 [insert address of cinema or theatre]
 Starting time for matinee:
 Starting time for red carpet:
 Start time for festival:
 Ticket link:
 Ticket price: \$ Adults \$ Student/Concession

Professional learning

For all staff
 [insert date]
 [insert address of host school]
 Starting time:
 End time:
 Cost: \$0

Workshops K to Year 4

[insert date]
 [insert address of host school]
 Starting time:
 End time:
 Cost: \$20.00 per student
 Groups of 10 students with one teacher
 Link: artsunit.nsw.edu.au/film-by/workshops/local-school-workshops

Workshops Year 5 to Year 8

[insert date]
 [insert address of host school]
 Starting time:
 End time:
 Cost: \$20.00 per student
 Groups of 10 students with one teacher
 Link: artsunit.nsw.edu.au/film-by/workshops/local-school-workshops

Applications due online by: xx/xx/xx

Application link: xx

School notification successful: xxx

VIP Tix – RSVP by: xxxx

Film By committee roles

Role	Contact person	Contact details
Festival coordinator (Head of committee)		Phone number: Email address:
Assistant festival coordinators		Phone number: Email address:
Host school managing the funds and point of contact		Phone number: Email address:
Secretary		Phone number: Email address:
Treasurer		Phone number: Email address:
IT/technical support		Phone number: Email address:
Ticketing coordinator		Phone number: Email address:
Media and promotion coordinator		Phone number: Email address:
Additional committee members and their responsibilities		Phone number: Email address:
Additional committee members and their responsibilities		Phone number: Email address:

Dates for committee meetings:

Term 1:

Term 2:

Term 3:

Term 4:

Festival coordinator's timelines



A **festival coordinator's timeline** spreadsheet with task allocations and suggested timeline dates have been created. Please download from the [Coordinator information booklet section of the 'How to enter' page](#) and personalise it to your festival needs.

Suggested timeline	Date	Tasks	Responsibilities	Allocated day	Completed by and date
Term 1					
Term 1 (week 3 or as soon as possible)		Reach out to your schools to get them involved in the festival.			
Term 1 (week 3 or as soon as possible)		Establish your Film By Committee and finalise roles and responsibilities.			
Term 1 (week 4 or as soon as possible)		Finalise regular committee meeting schedules. Ensure you have clear agendas at all meeting to discuss, responsibilities, delegation of work, awards, matinee event, evening premiere event, etc. You need to ensure you have regular meetings with the committee.			
Term 1 (week 5/6 or as soon as possible)		Set date of your Film By festival, including: when films are due, when will successful schools be notified, when tickets go on sale, confirming there are not conflicting events in your area of the festival date – coordinate with Film By Officer, Karishma Mathur, to ensure there are no clashes with other Film By festivals or large Art Unit events.			
Term 1 (week 5)		Personalise the Teacher information booklet (provided by TAU: Film By) and update with your local Film By festival information and dates.			
Term 1 (week 5)		Personalise the digital submission form 2024 on Google			
Term 1 (week 6)		Send participation books to local schools and past participants in the area and seek expressions of interest.			
Term 1 (week 6)		Invite schools and contacts to an introduction meeting held by the Film By Officer, Karishma Mathur, on Monday 4 March 2024 at 3:45 pm.			
Term 1 (week 7)		Book festival venue based on dates agreed upon.			

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Term 1 (week 8)		Complete and send the Service Agreement to the venue. If any edits need to be made please ensure you do this as soon as possible.			
Term 1 (week 9/10)		Confirm workshop dates and host school location. You will need to contact the Film By Officer, Karishma Mathur (karishma.mathur@det.nsw.edu.au) to organise workshops for teachers and/or students for all participating schools.			
Term 1 (week 9/10)		Tell local schools in the area about Film By workshops in Term 2			
As you get them/ on going		Update your own database with new schools and contacts. Ensure you link in the Film By Officer, Karishma Mathur to this information.			
On going		Hold regular committee meetings and distribute information for all participating schools to touch base.			
Term 2					
Term 2 (week 1/2)		Organise support meetings for teachers and encourage them to join community of practice (Viva Engage group) or book film kits. This can be done via T4L – please look at booklet for links.			
Term 2 (week 2)		Send save the date invitations to students, parents, wider school community, sponsors, etc.			
Term 2 (before the event)		Work with Film By Officer, Karishma Mathur, to organise local workshops including venue risk assessment support, catering for presenters, etc.			
Term 2 (about 2 weeks before workshops run)		Remind schools of upcoming workshops.			
Term 2 (week 3/4)		Committee meeting			
Term 2 (week 5 – 7) on going		Approach local companies/business for sponsorships.			
Term 2 (week 7) on going		Invoice sponsors where needed.			
Term 2 (week 7/8)		Book red carpet, banners, backdrop, etc.			
Term 2 (week 8 – 10)		Catch up on any missed tasks for Term 2			
Term 3					
Term 3 (week 1)		Organise awards for the top 3 films (optional)			

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Term 3 (about 2 weeks before submissions are due)		Send out the digital submission form 2024 to all participating schools. The Film By Officer, Karishma Mathur, needs to have access to all the related forms and data.			
		Submission form 2024 (Please ensure you clone this form first)			
Term 3 (week 4)		Set up ticketing website (eg: Trybooking)			
Term 3 (week 4)		Ask for evacuation plans from the venue. This will be needed for your risk assessment for schools later.			
Term 3 (week 5 – 7) depending on your film festival date		Organise risk management plan for the Film By festival.			
Term 3 (week 6 – 7)		Film submissions due.			
Term 3 (as soon as you get the submissions – week 7 – 9)		The committee as a whole, with Film By Officer if needed, reviews all entries and provide feedback to changes if required.			
Term 3 (week 7 – 9) as soon as possible		Return films with feedback to be fixed if required.			
Term 3 (week 8 – 10) as soon as possible		Review second edits where required.			
Term 3 (week 10)		Judge final films as a committee (with Film By Officer if needed).			
Term 3 (week 10)		Collate films and ensure data is accurate.			
Term 3 (week 10) – as soon as you have selected your final films. This process can take up to 4 weeks.		Send all selected films to be formatted to DCP (this can take between 3 to 4 weeks).			
Term 4					
Term 4 (week 1/2)		Participating schools are notified.			
Term 4 (week 1/2)		Ticket information communicated to all participating schools and wider community.			

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		Ensure you are accounting for all the complimentary tickets for schools, sponsors and VIP guest for matinee and premiere.			
Term 2 (week 2)		Email risk management plan for the Film By festival to all participating schools. Ensure you have attached the venue's evacuation plan received from the venue.			
Term 4 (week 2 – 3)		Organising running order of films (ensuring there is an interval).			
Term 4 (week 3)		Matinee details.			
Term 4 (week 3)		Finalise matinee and premiere running order.			
Term 4 (week 3)		Book event staff and ushers.			
Term 4 (week 3–4)		Finalise program design.			
Term 4 (week 4)		Send VIP RSVP for complimentary tickets and sponsor tickets.			
Term 4 (week 4)		Program to printer.			
Term 4 (week 4)		Awards allocated.			
Term 4 (week 4)		Seating plans finalised.			
Term 4 (week 5)		Bump in and out list.			
Term 4 (week 5)		OHS meeting – prepare lanyards, first aid, signs in sheets, etc.			
Term 4 (week 5 – 6)		Prepare ticket lists, print seat plans, print VIP list, names of ushers, etc.			
Term 4 (week 5 – 6)		Sponsorship certificated printed and posted/dropped off.			
Event day		Film By festival.			
On festival day		Awards distributed.			
Day after festival day		Please clone the evaluation form and then send it to all participating schools. Please ensure Karishma has access to this form.			
Term 4 (week 8/9)		Reflection/Evaluation – post event dinner/meeting.			
Term 4 (week 8/9)		Transfer funds.			

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Term 4 (week 8/9)		Print of SAP statement for Film By Officer.			
Term 4 (week 9/10)		Send evaluation results to Film By Officer.			
Minimum expenses					
Teacher release days					
Venue hire					
Printing costs					
Additional prize giving					

Welcome

Welcome to the Film By family!

Dear Committee,

Thank you for offering to host a Film By festival. Your commitment to enhancing film education for teachers and students is truly appreciated. I'm here to fully support you as we promote visual literacy and filmmaking skills across NSW.

Film By, part of the NSW Department of Education, provides festivals and workshops statewide. These events showcase students' filmmaking talents and encourage high-quality short film creation.

Filmmaking is a valuable tool for active learning, fostering critical thinking and creativity in students. Collaborative film projects also enhance problem-solving skills (Drotner, 2020).

Your festival hosting significantly contributes to advancing film education in NSW, and I'm excited to work together for its success and I look forward to our collaboration.

My role is to provide:

- support to festival coordinators to facilitate local film festivals across NSW
- equitable workshops for Kindergarten to Year 12 students across NSW
- resources and support materials for schools interested in filmmaking
- assist with sponsorship, copyright and film guidelines.

The Arts Unit have many resources to guide and support you through this fun and educational journey. You have access to an exemplar of films in the [Film By 2023 digital showcase](#), a series of lesson plans and resources in [our digital library and resources](#) as well as access to [Film By workshops](#) across the state.

I will be holding a brief welcome and introduction to Film By, online on [Monday 4 March 2024](#) at 3:45 pm (Term 1 Week 6).

Alternatively come and say hi in our new [Viva Engage](#) (Yammer) group.

Many thanks,

Karishma Mathur

Film By Officer | The Arts Unit

Student Support and Specialist Programs

0427 770 377 | karishma.mathur@det.nsw.edu.au | education.nsw.gov.au

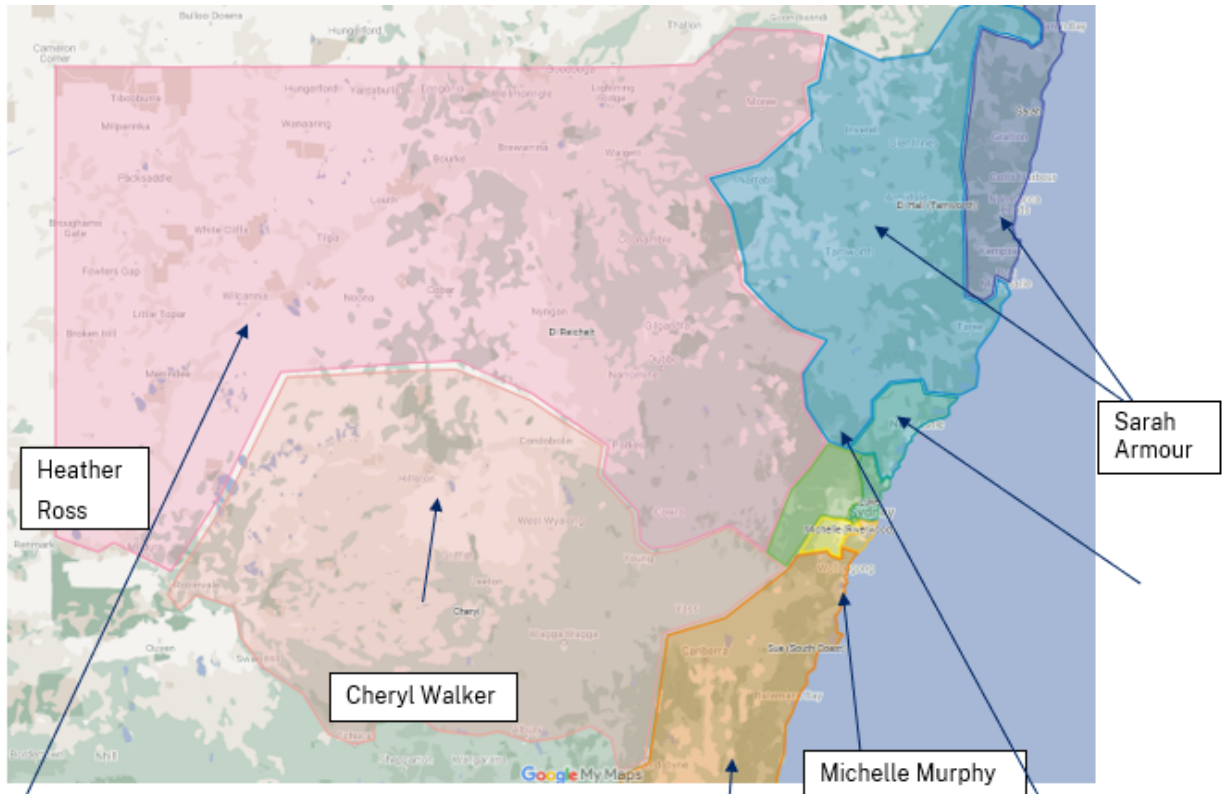
Other Film By coordinators

Here is a list of other Film By coordinators who would be happy to help support you. Feel free to contact them directly or our Film By Officer, Karishma Mathur, to help make the introductions.

Directorate	Festival	Contact	Festival details
Statewide	Film By Online	Karishma Mathur Karishma.mathur@det.nsw.edu.au	Any NSW public student across the state may submit. Selected films exhibited online.
Statewide	Film By Invitation	Karishma Mathur Karishma.mathur@det.nsw.edu.au	A state festival to showcase the depth and breadth across all Film By festivals.
Metropolitan North	Film By the City	John Skene: John.skene1@det.nsw.edu.au Jana Liessmann: jana.liessmann2@det.nsw.edu.au Rebecca McGrath: rebecca.mcgrath14@det.nsw.edu.au	Event Cinemas George Street Sydney October 2024
Metropolitan South and West	Film By the Sea	Narelle Smith: narelle.bettssmith1@det.nsw.edu.au	Event Cinemas Miranda October 2024
	Film By the Pasture	TBA	TBA - Liverpool
	Film By the Hospital	Mercedes Wilkinson andrea.m.wilkinson@det.nsw.edu.au	TBA
Regional North	Film By the Eucalypts	Jacqueline Weston Cole jacqueline.westoncole@det.nsw.edu.au Mehmet Mehmet mehmet.mehmet@det.nsw.edu.au	Blue Mountains Theatre and Community Hub November 2024
	Film By the Vines	Scott Anderson: scott.r.anderson@det.nsw.edu.au	Cessnock Performance Arts Culture CPAC November 2024
	Film By the Jetty	Paula Buttenshaw: paula.bonett@det.nsw.edu.au	TBA - Coffs Harbour
Rural North	Film By the Northern Rivers	Carly Hogan: carly.hogan1@det.nsw.edu.au	Whitebrook Theatre, Southern Cross University East Lismore (to be confirmed)

Arts Coordination Officers – The Arts Unit

The Arts Unit has Arts Coordination Officers (ACO) across NSW. Please feel free to reach out to your designated directorate ACO to help support you, including reaching out to your local schools to encourage them to get involved in your Film By festival.



Peter Hayward

Sue Dawson

Peter Hayward

- Michelle Murphy** | Metro South and West, Metropolitan South
- Heather Ross** | Hunter and New Castle
- Sarah Armour** | Regional North and West, Rural North
- Cheryl Walker** | Regional North and West, Rural North
- Sue Dawson** | South coast, Southern Table Lands, Bathurst to Dubbo
- Peter Hayward** | Rural North

Film By festival committee

As the Film By festival committee coordinator the ultimate responsibility of the festival is yours.

This package is designed to support and assist as a guide to help you navigate a successful festival.

There are particular aspects of managing any festival to be aware of. These include:

- managing a committee including roles and responsibilities
- financial planning
- venue hire
- promotion
- media unit
- policy and procedures
- risk assessment
- technical aspects of film making
- judging
- tickets
- sponsorship
- data collection
- reporting
- evaluation.

We will endeavour to support your committee through these commitments and have some useful tips and tricks in this booklet for your information. Download the **festival coordinator's timeline template** from the [Coordinator information booklet section of the 'How to enter' page](#).

Suggested Timeline	Date	Tasks	Responsibilities	Allocated Day	Completed by and Date
Term 1					
Term 1 (week 3 or as soon as possible)		Reach out to your schools to get them involved in the festival.			
Term 1 (week 3 or as soon as possible)		Establish your Film By Committee and finalise roles and responsibilities.			
Term 1 (week 4 or as soon as possible)		Finalise regular committee meeting schedules. Ensure you have clear agendas at all meeting to discuss, responsibilities, delegation of work, awards, matinee event, evening premiere event, etc. You need to ensure you have regular meetings with the committee.			
Term 1 (week 5/6 or as soon as possible)		Set date of your Film By festival, including : when films are due, when will successful schools be notified, when tickets go on sale, confirming there are not conflicting events in your area of the festival date - coordinate with Film By Officer, Karishma Mathur, to ensure there are no clashes with other Film By festivals or large Art Unit events.			
Term 1 (week 5)		Personalise the Teacher Information Booklet (provided by TAU: Film By) and update with your local Film By festival information and dates.			
Term 1 (week 5)		Personalise the digital submission form 2024 on google			
Term 1 (week 6)		Send participation books to local schools and past participants in the area and seek expressions of interest.			
Term 1 (week 6)		Invite schools and contacts to an introduction meeting held by the Film By Officer, Karishma Mathur, on Monday 4 March 2024 at 3:45pm .			
Term 1 (week 7)		Book festival venue based on dates agreed upon.			

Committee members

We suggest sharing the load with a committee. It is helpful to have approximately 3 or more principals to provide support. It is important each committee member has clear roles and responsibilities. Regular meetings and updates are recommended.

Roles and responsibilities

Some suggested responsibilities:

Festival coordinator

- managing the overall logistics
- liaising regularly with the committee to ensure that deadlines are being met
- liaising with all school principals and supervising teachers
- liaising with students, parents, and the wider community
- liaising with Film By Officer
- Film By workshop information to be distributed to teachers and students
- creating and distributing risk assessment forms for festival
- booking festival venues
- securing the festival venues and liaising with venue staff
- response for managing all finances and associate records (these can be audited at any time)
- data collection
- evaluations.

Assistant festival coordinator

- work closely with the festival coordinator
- set up a Google share folder with all the key information. This can also be used to submit films and paperwork
- venue booking and liaising with Technical coordinator
- information booklet updating and personalising
- all supporting documentations (information booklets, risk assessment forms, permissions etc) templates personalised and upload
- coordinating the team and keeping everyone on track
- part of the judging team
- in charge of documentations for film submissions
- create a spreadsheet of all films submitted and their information. This is used for mail merging, creating running orders for festivals, informing schools if they are successful or unsuccessful, sending certificates, program, awarding prizes, etc. Use your spreadsheet for the running order of your program
- creation of Film By festival program
- reserve VIP seating before tickets go on sale. This can be used for teachers and principals from schools who have submitted successful movies as well as local sponsors or other VIPs
- update risk assessments for venues and excursions

- ensure all schools have completed the Talent Release/Authority to Record and film form, Permission to Publish Form and permission notes for workshops and matinee festival are completed and archived correctly.

NOTE: 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. These permission notes stay at each participating teacher's school. They may need to be called on at any time so please keep them secure.

Secretary

- liaising with the festival coordinator to plan meetings
- organising agenda items from committee members
- taking minutes and circulating them once approved
- maintaining effective records and administration
- communication and correspondence.

Treasurer

- oversees the general financial management of the committee
- plan and keep up to date records of all the financial transactions
- provide financial reports regularly to fellow committee members.

Note: the treasurer may manage the finances i.e be a principal and may host the finances at a different school or at their own school and that may be different to the coordinators school.

IT and technical support coordinator

- to resolve any issues/concerns related to technology (computers, iPads, tablets, etc)
- format all films once submitted to equalise sound and lighting
- good understanding of editing films using various editing platforms
- liaise with the festival venue to ensure all technical aspects are reviewed
- liaise with the festival venue around technical run to ensure the smooth running of the films at the festival.

Ticketing coordinator

- set up ticket bookings using a ticketing site for example: [Try Booking](#) (they charge a small fee, but this will alleviate all work for collecting money and dispersing tickets)
- create a seating map for your venue if they don't already have it and they will help you reserve seats, refund money, etc
- if the bookings are coordinated entirely at a school level then the ticketing coordinator is the main contact for schools to purchase the tickets and manage sales
- developing and managing of ticket sales
- help people resolve payment problems
- resolve any administration issues related to ticketing
- work closely with the promotion and media managers to sell tickets

- provide 2 complementary tickets per school and for sponsors
- keep a track of tickets purchased and those attending on the day
- at the conclusion of the festival ensure all ticket sale money is transferred to the 'host' school.

Media and promotions coordinator

- contact local press/journalist to promote your Film By festival
- develop content for dissemination via press releases, social media, websites, and other distribution channels – think about what you want the public to know about your Film By festival
- serve as the organisation's media liaison and formal spokesperson
- create film festival programs and awards and ensure they are printed.

Note: If you have any questions or concerns please feel free to email our Film By Officer, Karishma Mathur on Karishma.mathur@det.nsw.edu.au

Step by step suggestions to run your Film By festival

1. Create an expression of interest form

It is suggested festival coordinators create an expression of interest form for schools to register. This way you can create a master database to contact schools and principals and teachers.

Some suggested things to include:

- name of school
- contact person
- contact person's email
- principal
- principal email
- stage
- class
- number of students.

2. Contact schools in the area

Contact all schools in your local area and see if they are interested in participating in Film By. Potentially provide links to the Film By website, digital gallery, resources and contact information.

3. Confirm festival venue details

Confirm the cinema venue and dates of your festival. Complete a letter of agreement with the venue to ensure you have secured your dates and terms.

See [Appendix A](#) for a sample

4. Confirm workshop venues

The Arts Unit will be delivering workshops in your local area. Please contact interested schools who would be willing to be a “host” school. Host schools need to be able to cater for up to 120 students and staff, it is advantageous if students can access the playground as break out spaces.

The school may have canteen facilities available and the principal of the host school should be consulted to assist with risk assessment, evacuation maps and any additional information.

The host school/ committee may like to consider putting on some catering for staff and or arts unit workshop presenters attending.

Try and aim for 3 consecutive days:

- Kindergarten to Year 4 workshop: Tuesday
- Year 5 to Year 8 workshop: Wednesday
- Teacher professional learning: Thursday (may be after school)

Face to face workshops run from 10 am – 2:30 pm with recess and lunch breaks in between. Once confirmed in writing ensure you liaise with Karishma to inform her of the dates.

As a committee encourage schools to select up to 10 students per school to apply with one teacher. If schools are unable to release staff to participate they can send up to 2 students unaccompanied.

All application for workshops by schools will be through The Arts Unit Website.
artsunit.nsw.edu.au/film-by/workshops/local-school-workshops

Once schools have registered Karishma will send the Film By coordinator a list of registered schools.

Schools will collect \$20.00 per student through their own school finance/ payment systems. The Arts Unit will do a direct debit/ intercompany journal/transfer from schools after workshops have concluded. The committee does not need to collect any money for workshops.

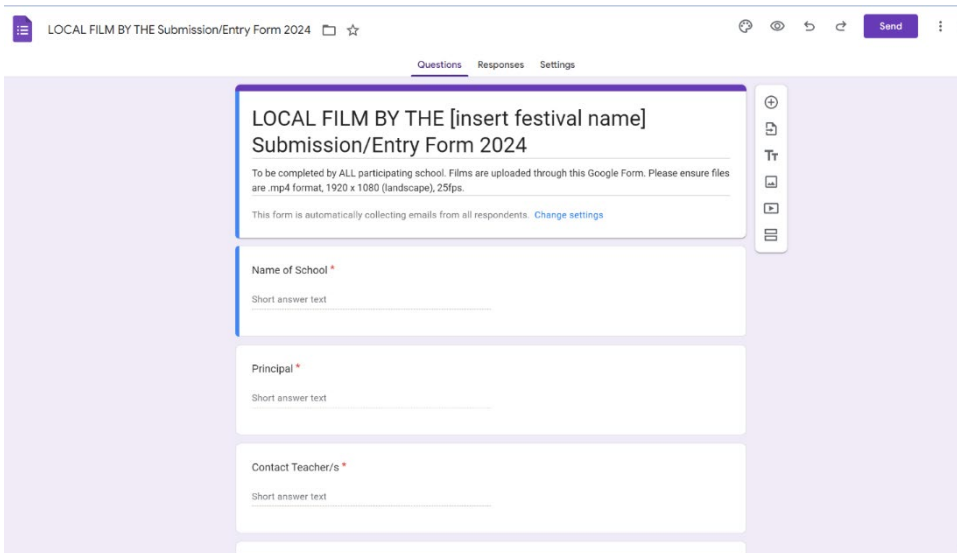
[Appendix B](#) – more information about workshops

5. Create application form

As festival coordinators you need to create an online Google form so that you can collect applications from schools in your local area.

We have created a template for schools to clone which has all the data that will be required to collect from schools.

Please visit the [Film By festival evaluation form](#) in Google Forms and clone it then personalise it with your Festival Logo and information. The Google form must be filled out for each film that is entered. Please 'share the form' to Karishma as a content manager so she can access the data if necessary.



Data collection

Using the above Google form is pivotal for all programs as it will produce these excel sheets for data collection. School-level data collection presents an opportunity to look at evidenced based information to determine the impact of our Film By program in creating more strategic resources for both students and teachers. The Arts Unit look at which schools are engaging and which are not in order to offer equitable opportunities across the state.

A	B	C	D	E	F	G
Which festival are you submitting to?	Name of School	Name of contact teacher	Email of contact teacher	Principal's Name	Principal's email	Stage/Age of Student
Film By Online	Kellyville Public School	John Smith	john.smith1@det.nsw.edu.au	Jane Doe	jane.doe@det.nsw.edu.au	Stage 2/Ages 8-10
Film By Online	Normanhurst Boys High School	John Smith	john.smith1@det.nsw.edu.au	Jane Doe	jane.doe@det.nsw.edu.au	Stage 4/Ages 11-12
Film By the Pastures	Marrick Pabic School	John Smith	john.smith1@det.nsw.edu.au	Jane Doe	jane.doe@det.nsw.edu.au	Stage 3/Ages 10-11
Film By the Pastures	Marrick Pabic School	John Smith	john.smith1@det.nsw.edu.au	Jane Doe	jane.doe@det.nsw.edu.au	Stage 2/Ages 8-10

6. Update festival information and application link in booklets

The teacher booklet has 2 pages at the front of the document for local Film By committees to update with festival venue information and application information.

These will need to be updated prior to sending to schools.

Email Karishma with the link to your application form as well as your festival dates.

7. Distribute teacher information pack

Contact all schools on the expression of interest and promote local workshops and provide the teacher information book and any additional support. Cc. Karishma

8. Set up your finance

It is suggested schools run Film By as a cost recovery practice.

All finances and associated records are to be kept at a nominated school. The principal of the nominated school takes responsibility for the finances and holds the finances at their school. This principal will be responsible for reporting for auditing purposes. Film By request a copy of all SAP financial reports at the end of the year. In addition, the principal or organising teacher must be able to run reports and provide records at any time when asked by the Film By Officer.

Schools can keep their expenses under **fund code 6300**. It is best to create an internal order to ensure everything is assigned. All invoices, etc. under \$5000 can be paid on a PCARD. The only expenses not able to be assigned are casual costs as they are aligned to CEPS. SAM's will need to process an internal transfer to assign funds.

Please note student workshops that The Arts Unit provide do not need to be accounted for in your budgets as Film By will manage these separately.

There are many factors to consider when planning the budget for your Film By festival. Some of these may include:

Expenses

Expenses	Description
Teacher time off	Teacher/s who are overseeing the student films and festival organisers may need relief. If running a matinee event you will need teachers to assist on the day and at the event. The technical coordinator may need some relief days.
Film equipment	The school can invest it microphones and lighting. This is optional to the school and your school's funding.
Formatting films	To be able to show the short films at the Film By festival at your chosen venue, you will need to ensure that all films have been converted from .mp4 to DCP (Digital Cinema Package) which is the only format that will work at film theatres. You can either do this within the school (through the help of your IT support person or send it off to be professionally done). This is approximately \$350.
Venue	Ensure your hire a venue that has a large capacity to seat audiences, has accessibility, staff to assist, snack/candy bar, etc.
Red carpet	You can rent these through companies for approximately \$350.

Expenses	Description
Banner	These are a sleeve that go over a frame. They require a designer fee and transport fees in addition to the materials. These are approximately \$300. The stands to hold the sleeve are approximately \$800 for a large one.
Posters	Submitted by students for your own film festivals. These can then be printed professionally and placed around the venue.

Revenue

It is important to ensure your revenue is cost recovery. Here are a few suggestions:

Revenue	Description
Ticket Sales	You can charge \$15 – \$25 per person for tickets. You can provide concessions for students if you like.
Catering	You might like to put on a sausage sizzle or other event prior to parents watching films to make some extra \$\$
Fundraising	You can organise fundraising activities to raise funds for the Film By festival.
Sponsorship	Cash donation is given by a company to help support the Film By festival
	Value in Kind (VIK) donation is contribution of goods or services by a company. For instance, an editing company could provide a 4-hour session to your students to help them edit their films.

Budget template

To help you plan your budget we have provided a template. [Appendix C – Budget template](#) (in the [Coordinator information booklet](#) section of the ‘How to enter’ page)



Fund Code 6300						
Budget Film By 0.00						
Plan activity	IO/WBS	GL Account	Current Plan (\$)	Actuals (\$)	Unspent Plan (\$)	Notes
EXPENDITURE PLAN						
Film By Program	CAPA - Film By The Sea	P52610 - Teaching and Learnin	0.00	0.00	0.00	Resources, Student Awards, consumables
Film By Program	CAPA - Film By The Sea	P52620 - Fees for Services Re	0.00	0.00	0.00	Staff Training, Guest speakers, Bank Fees, Contracted services
Film By Program	CAPA - Film By The Sea	P52630 - Furniture & Equipmen	0.00	0.00	0.00	Equipment
Film By Program	CAPA - Film By The Sea	P52635 - Administration	0.00	0.00	0.00	Meeting, Office & Promotional costs
Film By Program	CAPA - Film By The Sea	P52655 - Other Operating Expe	0.00	0.00	0.00	Entertainment, third party, Extra Curricula
Film By Program	CAPA - Film By The Sea	525722 - Postage - Other	0.00	0.00	0.00	
INCOME						
Film By Program	CAPA - Film By The Sea	Ticketing	0.00	0.00	0.00	
Film By Program	CAPA - Film By The Sea	Workshops	0.00	0.00	0.00	
Film By Program	CAPA - Film By The Sea	Sponsorship	0.00	0.00	0.00	
BALANCE					0.00	Remaining Funds Balance

9. Sponsorship

To assist with funding Film By committees often reach out to sponsors. This may include cash sponsorship/donation or value in kind (VIK) donations.

Cash donation: Purely cash donation

Value in Kind (VIK): contribution of goods or services by a company.

Please ensure you follow the departments sponsorship guidelines.

Sponsorship policy and resources

If you are looking into a considerable sponsorship please contact Karishma as she will consult with our Arts Unit Sponsorship Office Sandra Copeman and come back to you with advice.

This may include discounts on cinemas, discounts on banners or donations of prizes.

Certain procedures and protocols must be followed for approval of any sponsorships. Please fill out the sponsorship risk assessment and conflict of interest declaration form which is **mandatory** for **all sponsorship arrangements** (complete and keep a copy of the assessment with your sponsorship agreement).

You must document every sponsorship, collaboration, and commercial arrangement. Use any of the following templates as appropriate to your sponsorship needs:

- [sponsorship agreement \(incoming\)](#)
- [sponsorship agreement \(outgoing\)](#)
- [email agreement](#) (low risk)
- [letter of agreement – advertising](#)
- [collaboration agreement](#).

All arrangements valued at more than \$50,000 will need to be approved and co-signed by the Business Engagement team (be@det.nsw.edu.au). If you believe you will be engaging in a large contract such as this please contact the Film By Officer for assistance.

Please read the following documents to ensure a better understanding of guidelines:

- [commercial arrangements, sponsorship and donations policy](#)
- [implementation procedures](#)
- [policy resources](#).

All of the documents above are available in [Sponsorship policy and resources](#).

To assist with your sponsorship needs please contact any of the following:

Contact person/team	Email
Karishma Mathur – Film By Officer	karishma.mathur@det.nsw.edu.au
Sandra Copeman – Manager, Business Engagement, Arts, Sport and Initiatives	sandra.copeman@det.nsw.edu.au
Business Engagement Team	be@det.nsw.edu.au

10. Judging process

While we encourage all members of the committee to be part of the film selection process, we understand that due to scheduling and budgetary restraints all members may not be present during this process. If this is the situation, we advise the following members to be the core selection group for the judging panel:

- Festival Coordinator
- Assistant Festival Coordinator
- IT/Technical Support Coordinator
- host school principal (optional)
- Film By Officer (optional).

The judging panel must ensure:

- all G rating guidelines are adhered to (including, no weapons, no inappropriate themes or message, no swearing, etc)
- a variety of film types, class and ages have been selected
- inclusivity of all schools where possible
- maximum of 25 films to be selected (for one show)
- first and second prizes have been selected (any additional prizes are for support or recognition of a topic, for effort and/or for individuals or group can be awarded).

Film criteria

All films submitted should:

- be 3.5 minutes in duration or less, including credits
- be age appropriate and conform to a G rating
- be appropriate to the skill level of the participating students
- only include students' first names in the credits
- be original works created in accordance with copyright laws, especially images and music
- No logos, brands or products are to be visible
- represent the department's values and beliefs
- be created by NSW Department of Education teachers and/or students
- be endorsed by school principals before submission.

Optional:

- have a script submitted
- include a poster to advertise the film that has been made
- synopsis of film.

Check the [How to enter](#) page on the [Film By website](#) for more details.

Selection of films

Films may be selected to reflect the greater participation of submitting schools. Judges' selections will include variety and originality, among other considerations and all decisions are final.

The following will be considered when viewing films:

- originality
- cinematography
- costume design
- storyline and plot
- student performances.

Films may include action, comedy, drama, fantasy, mystery, romance, thriller, documentaries, mockumentaries, stop motion and claymation.

Successful films

Keep in mind the following points for making a successful film:

- they are entertaining to a broad audience
- they have something to say and share with the audience
- they are clear in their purpose, narrative and structure
- they use effective editing techniques
- they have a quality sound recording where levels are consistent, there is no feedback, distortion, or wind interference and all dialogue is clear and audible
- they are creative and collaborative.

Marking criteria

The panel should mark against the criteria. Please take care when noting information as you may need to refer to your notes if questioned on any decisions by other schools.



[Appendix D Film submission rubric](#)

NSW Education

Film Submission Rubric

Learning intention: to create, direct, perform and edit a short film to entertain, inform or persuade an audience of peers.

Checklist: ✓ Script ✓ Poster ✓ Within time limit ✓ Values or NSW Public Education ✓ Signature from "teacher" ✓ Capture and

Movie Name	Team Member	No Evidence	Little Evidence	Evidence	Consoling
Success Criteria					
Story development	Opening				
	Middle				
	Ending				
Audience Engagement	Character/argument development				
	Pace				
Technical aspects	Identifiable issues/confliction				
	Cameos and allude				
Originality and authorship	Light and sound elements				
	Editing				
Notes	Original ideas				
	Y Factor				
	Ownership of materials				
	No known copyright				
Notes					

Digital Cinema Package (DCP) – what to look for

DCP (Digital Cinema Package) is the standard file-based theatrical screening format.

Please look at the **DCP format specifications** in the [Coordinator information booklet section of the 'How to enter' page](#) to ensure all the festival films are formatted to the correct requirements.

Please confirm the formatting requirements from your venue.

11. Setting up your festivals

Most Film By festivals are held in local cinemas and include a formal red carpet experience prior to the commencement for the festival, so we encourage all participants and guests to wear their best attire.

The Film By festival runs for approximately 2 hours. Therefore, have no more than 25 films.

Parents and the local media are invited to attend the premiere show.

Often Film By festivals includes a matinee show as well. This is a screening during the day and encourages local schools in the area to attend, allowing the local school community to take the opportunity to watch their peers' films and also encourage other local schools to participate in future Film By festivals.

In addition to the Film By festivals, each year the NSW Department of Education holds the Film By Invitation festival. This state event exhibits films from across NSW to showcase the talents from the local Film By festivals, along with films submitted online.

The next Film By Invitation is proposed to be held in March 2025.

See checklist – [Appendix E](#)

Matinees

Each local Film By festival will decide if they hold a matinee event to showcase films prior to their evening performances. Often large groups of schools attend these events. For the matinee event to run smoothly, safely and be an enjoyable experience for all, it is necessary to set guidelines which are to be observed by all schools, teachers, staff and students involved.

If your school is invited to a matinee the following should be considered:

- all schools will be required to sign in on arrival
- all schools will be required to give a copy of their medical information upon arrival
- students will only be granted access to the matinee performances 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 behaving suspiciously and does not appear to have official business in the holding areas to a senior production team member
- teachers are to remain with the students until each student has been collected by a parent or guardian.

See checklist – [Appendix F](#)

Risk management

As the festival committee you are responsible for creating a risk assessment for your venue as per the [excursions policy documents](#).

It is your responsibility to have your risk assessment signed off at director level for your local festival.

You may like to consult the department’s legal team for support and guidance.

A sample risk assessment for a large-scale event such as a film festival has been included in Appendix H for your reference. Please contact Karishma should you want any support.

It is important to advise your participating schools that they too are responsible for:

- preparing their own school risk management plan especially for travelling to and from the venue and to cater for any specific student needs. Please make sure you carry a copy of your risk assessment on the day of the excursion.
- carrying a first aid kit which also includes adrenaline auto injector such as EpiPen® /Anapen® and Ventolin.

The DoE requires that teachers and staff demonstrate a duty-of-care to students on excursions.

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

[Appendix G – Sample risk assessment](#) (in the [Coordinator information booklet section of the ‘How to enter’ page](#))

Risk Management process
(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequences?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risks or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Natural and man-made emergencies.	Injuries during panic or emergency situations.	8 - Medium	Familiarise students with emergency exits. Have an established meet-up point. Ensure staff are aware of emergency procedures. These will be clearly illuminated in the cinema. Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000. Call Incident Report & Support Hotline 1800 811 522. Contact student counsellors if required. Contact staff EAP 1800 060 650 if required. Obtain a copy of emergency procedures from Hoytye.	4 - Medium	TAU Staff	Prior to workshop / on the day of the workshop.	

Authority to film

It is each school's responsibility to keep these permission notes in a safe and secure manner.

Every student participating and any adults that may appear in the film as 'actors' or 'supporters' must have a signed talent request form.



[Appendix H – Authority to film and record form](#)

For child protection, copyright and safety private video recording and photography of any Film By festival is prohibited while filming on set, in the cinema and/or theatres.

Your committee will be responsible for taking photographs of the red carpet and performance. Should there be any students who do not wish to have their images used in publications or promotions, coordinating teachers are to notify the festival manager in writing prior to the Film By festival.

Copyright

APRA AMCOS, SMARTCopying and the National Copyright Unit have provided updated advice for all film festivals. This advice is located in the teacher package please ensure schools are aware of their obligations.

Acknowledgement of Country video

To open your Film By festival you may consider an Acknowledgement of Country video. Please fill out the form on our website to request permission to use the video.



[Acknowledgements of Country video request form](#)

12. After your festival

It is important to debrief about your festival. There are many learning opportunities to discover.

You may choose to evaluate your program through:

- focus groups
- parent/ teacher/ student/sponsor surveys
- data analysis – how many people engaged in the program/ attended the festival.



The Arts Unit has a recommended survey for your community for Film By. Please clone the [Film By festival evaluation form](#) before using it.

Resources and support

There are many ways for your participating school to access support.

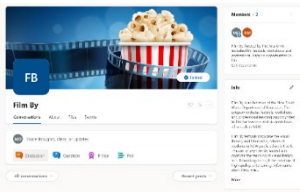
Email

Please email our Film By Officer for support Karishma.mathur@det.nsw.edu.au
If parents have questions, they can direct them to filmby@det.nsw.edu.au our Film By officer monitors this mailbox.

Viva Engage



This year we have a new [Film By Viva Engage \(Yammer\) page](#). We encourage you to ask questions and submit any scripts for feedback through this platform.



The Film By website



All application forms, information about festivals, resources and our digital resource library of films are located on our [film by website](http://artsunit.nsw.edu.au/film-by) at artsunit.nsw.edu.au/film-by

Lights, camera, action!



[Lights, camera, action!](#) is an online resource created by The Arts Unit which supports teachers and students in film making. There are worksheets for students and suggested lesson ideas across all domains of film making.

The **Kindergarten to Year 8** resource supports fundamental filmmaking skills including:

- [camera](#)
- [story](#)
- [sound](#)
- [pre-production](#)

- [production](#)
- [post-production.](#)

Capture

Year 9 to 11 **C**Apture

The resource was created by NSW Department of Education’s Curriculum team to support Stage 5 students in their films making journey. This resource covers a variety of areas including:

- [development](#)
- [introduction to short films](#)
- [film language](#)
- [writing for screen](#)
- [pre-production](#)
- [production and post-production](#)

T4L – Filmmaking kits and equipment



The NSW Department of Education's [Technology for Learning \(T4L\)](#) directorate loans film equipment to accommodate 30 students, with each kit containing 10 cameras for group work. Additional kits like Podcasting or Device Enterprise (Mac Books for editing) are available. To borrow, fill out a [booking form](#); second kit requests can be made later. Announcements are posted on Viva Engage or Facebook Groups. Explore the STEM.T4Lfilm kit on their [YouTube channel](#).

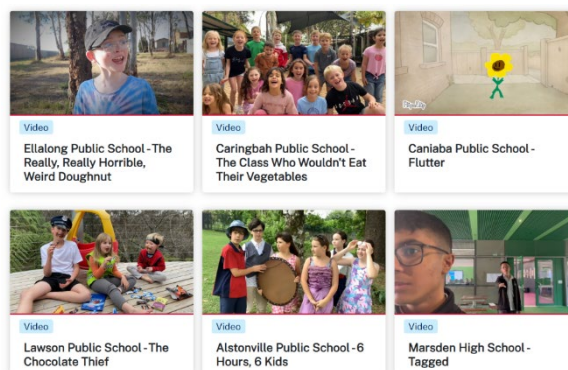
Digital library



All films created by Film By Festivals from across the state in 2023 are currently online curated into a [digital library](#) for schools to access.

Schools might like to view these films with their students as stimulation for their own films.

There are 164 films.



Information for parents

Film By has created 4 templates for schools to share with their school community. These will assist you in:

1. informing the community what Film By is all about
2. workshop participation
3. Film By festival premiere information
4. Film By festival matinee information.

Visit the [Coordinator information booklet section of the How to enter page](#) to download the templates.

Please see [Appendix I](#) for all 4 letter templates

NSW Department of Education



[Click here to enter a Date]

Dear Parents/Guardians,

We are delighted to inform you that this year our school will be part of the Film By program.

Film By is a program by the NSW Department of Education for students in Kindergarten to Year 8. It gives them a chance to learn about film, express themselves, and feel included. The program encourages teamwork and creativity.

The students create short films which are a maximum of 3.5 minutes, representing the New South Wales Department of Education's values and beliefs.

Once complete films are submitted to a panel of teachers who consider which films will be shown at a local film festival.

All films require an additional level of parental and carer permission. Please complete the Authority to Film form attached and return it to [teacher's name or school's office] by [due date].

We look forward to offering your child this unique experience to explore and learn more about the art of [film making](#).



If you would like to support your child with their [filmmaking](#) please visit [The Arts Unit Film By website](#). You might also like to check out [library that showcases over 160 films from 2023](#).

NSW Department of Education



[Click here to enter a Date]

If you have any further questions, please feel to contact The NSW Department of Education's Film [By](#) Officer Karishma Mathur – Karishma.mathur@det.nsw.edu.au

or your school coordinator: (insert name)

Dear Parents/Guardians,

Congratulations on your child's film [*optional - insert name of [film](#) here] being selected for our Film By the [insert festival name here] festival. Your child's film showcased a great understanding of story development, character, and technical abilities. As such it has been selected to represent our school in the Film [By](#) Festival.

Our Film By festival will be held at _____ and includes a formal [red carpet](#) experience prior to the commencement for the Film By festival, we encourage all participants and guests to wear their best attire.

The Film By festival runs for approximately 2 hours.

Parents and the local media are invited to attend the premiere show.

Film By the [insert festival name here] Premiere festival details:

Premiere Date:	[insert date here]
Red Carpet Time Premiere:	[insert red carpet time here]
Films commence:	[insert time here]
Location:	[insert location here]
Map:	[insert map here]
Tickets:	[insert price and link here]
Additional Information:	[Insert any additional information]

Appendix and quick Links

[A – Service of agreement for venue](#)

[B – Film By workshop 2024](#)

[C – Budget template](#)

[D – Film By submission rubric](#)

[E – Festival run sheet and checklist – premiere and evening](#)

[F – Festival run sheet and checklist – matinee](#)

[G – Sample risk assessment](#)

[H – Authority to film and record form](#)

[I – Information for parents: letter templates](#)

Appendix A – Service agreement for venue

Visit the [department site to download the service agreement template.](#)

Agreements

The following templates are to be used when you award a contract. These contract templates provide standard terms and conditions for the procurement of goods and/or services. Contract templates should not be modified, however, if you are in doubt, please seek the advice of [legal services](#).

- [Goods agreement single order low risk](#)
- [Services agreement single order very low risk](#)
- [Service agreement single order very low-risk user guide](#)
- [Services agreement single order low risk](#)
- [Goods and services agreement single order low risk](#)



For more information please visit the Department of Education website: education.nsw.gov.au/procurement/procurement/quote-and-tender-process/services-agreement-single-order-very-low-risk-user-guide

Appendix B – Film By workshops 2024

In 2024 The Arts Unit will provide workshops for each festival across the state.

Students make, create and learn new film making skills. Workshops cover a variety of different topic areas, including use of the camera, sound and story.

Delivered by specialist film teachers, these workshops are designed to extend participants' skills beyond the classroom and assist school groups to work together in a creative and collaborative environment.

Workshops are available as:

- student group face to face workshops
- student group online workshops
- individual face to face workshops
- teacher face to face workshops.



Schools may apply to attend **any** workshop as they are open to all schools across NSW. artsunit.nsw.edu.au/film-by/workshops

All face-to-face workshops run from 10:00 am – 2:30 pm.

Local school workshop schedules

Kindergarten to Year 4 workshops

Host school: [insert school name]

Date of workshop: [insert date]

Can be attended by 10 students with their teacher or up to 2 unaccompanied students.

Year 5 to Year 8 workshops

Host school: [insert school name]

Date of workshop: [insert date]

Can be attended by 10 students with their teacher or up to 2 unaccompanied students.

Application process

Students attending workshops with a teacher:

- up to 10 students per school can attend the workshop as a group
- complete the [Local school workshops application form](#), including all your students' details and contact teacher information
- complete and upload the School payment advice form – 2024 Film By
- ensure all students complete an Authority to film and record form.

Unaccompanied students attending the local workshops:

- a maximum of 2 students per school can attend the workshops unaccompanied
- email a request for the unaccompanied students to attend for approval to the Program Coordinator – Karishma Mathur
- complete the [Local school workshops application form](#), including the unaccompanied students' details and contact teacher information
- student must complete the Payment advice form – 2024 Film By (individual)
- student must complete the Unaccompanied student medical form – 2024
- complete and upload the Authority to film and record form.

Please note – all unaccompanied student paperwork must be completed and returned prior to the start of the program.

Individual student workshops

These workshops are for high potential and gifted students.

All individual student workshops scheduled so far will be held at our venue at 105 Phillip St Parramatta.

Kindergarten to Year 4: Friday 5 April 2024

Year 5 to Year 8: Tuesday 17 June 2024

Supervision will be provided for students by The Arts Unit teaching staff.

Application process

- Students can ask parents/carers to complete the [Individual student workshops application form](#), including the students' details and contact teacher information
- students must complete their payments through the online Payment portal hosted by The Arts Unit
- students must upload a signed Principal permission form – 2024
- students must complete the Student medical form – 2024
- students must upload the Authority to film and record form.

A maximum of 50 students will be accepted on a first in first served basis. Students can be marked as “on school business”.

Please note – all student paperwork must be completed and returned prior to the start of the program.

Additional workshops will be added to the program as the year progresses. Please check the [website](#) for further information.

Online workshops

Online workshops to assist schools who don't currently have access to local Film By workshops. Please register through our [Online school workshops application forms](#).

Term 1 – Week 11 Monday 25 March

Years	Time
Kindergarten to Year 2	9:30 am – 10:45 am
Year 3 and Year 4	11:30 am – 12:45 pm
Year 5 to Year 8	1:30 pm – 2:45 pm

Term 2 – Week 4 Monday 20 May

Years	Time
Kindergarten to Year 2	9:30 am – 10:45 am
Year 3 and Year 4	11:30 am – 12:45 pm
Year 5 to Year 8	1:30 pm – 2:45 pm

Term 3 – Week 2 Monday 29 July

Years	Time
Kindergarten to Year 2	9:30 am – 10:45 am
Year 3 and Year 4	11:30 am – 12:45 pm
Year 5 to Year 8	1:30 pm – 2:45 pm

Application process

- Schools only need attend one online session time.
- Please complete the [Online school workshops application form](#) and ensure all students have an Authority to film and record form completed.

Teacher workshops

Practical workshops will instruct teachers on film making methods and suggest ways to improve films produced for Film By festivals.

Teacher professional learning will be held in local film festival areas as well as:

Date	Time	Location
Monday 24 June	10:00 am – 2:30 pm	105 Phillip St Parramatta
Monday 25 March	3:30 pm – 4:30 pm	Online
Monday 20 May	3:30 pm – 4:30 pm	Online
Monday 29 July	3:30 pm – 4:30 pm	Online

Please complete the [Teacher professional learning workshops application form](#) and ensure all staff have an Authority to film and record form completed.

For further information on workshops please contact Film By Officer, Karishma Mathur on Karishma.mathur@det.nsw.edu.au

Appendix C – Budget template

You can access the [budget template](#) here

1	Fund Code 6300						
2							
3	Budget Film By	0.00					
4							
5	Plan activity	IO/WBS	GL Account	Current Plan (\$)	Actuals (\$)	Unspent Plan (\$)	Notes
6	EXPENDITURE PLAN						
7							
8	Film By Program	CAPA - Film By The Sea	P52610 - Teaching and Learnin	0.00	0.00	0.00	Resources, Student Awards, consumables
9	Film By Program	CAPA - Film By The Sea	P52620 - Fees for Services Re	0.00	0.00	0.00	Staff Training, Guest speakers, Bank Fees, Contracted services
10	Film By Program	CAPA - Film By The Sea	P52630 - Furniture & Equipmen	0.00	0.00	0.00	Equipment
11	Film By Program	CAPA - Film By The Sea	P52635 - Administration	0.00	0.00	0.00	Meeting, Office & Promotional costs
12	Film By Program	CAPA - Film By The Sea	P52655 - Other Operating Expe	0.00	0.00	0.00	Entertainment, third party, Extra Curricula
13	Film By Program	CAPA - Film By The Sea	525722 - Postage - Other	0.00	0.00	0.00	
14							
15	INCOME						
16	Film By Program	CAPA - Film By The Sea	Ticketing	0.00	0.00	0.00	
17	Film By Program	CAPA - Film By The Sea	Workshops	0.00	0.00	0.00	
18	Film By Program	CAPA - Film By The Sea	Sponsorship	0.00	0.00	0.00	
19							
20							
21	BALANCE					0.00	Remaining Funds Balance
22							

Appendix D – Film By submission rubric

Film By – film submission rubric

Film Submission Rubric – Further Information and Ideas



Learning Intention:

To create, direct, perform and edit a short film to entertain, inform or persuade an audience of peers.

Breaking it down:

The panel will look for the following key elements when selecting the film

Success Criteria Elaborations		
Story development	Opening	Grab attention Show don't tell (7 Steps)
	Middle	Hold attention Pebble, rock, boulder (7 Steps)
	Ending	Climax, resolution Resolution/ cliff hanger/ coda/ surprise/ recap
Audience engagement	Storyline/ topic connection	Character/ argument/ information/ topic development Genuine problem/ confrontation
	Identifiable issue	Interaction between performers Relatability
	Pace	Maintaining engagement Maintaining storyline/ topic
Technical aspects	Camera work	Steady camerawork Angles, shots, pans, image composition
	Light and sound elements	Consistency, appropriate music/fx choices Quality
	Editing	Appropriate transitions and effects Title, continuity, cohesion, pacing
Originality and authenticity	Ideas	Original and creative Clear and purposeful
	X Factor	Is it cinema worthy?
	Ownership of materials	Audio Still images/video
	No known copyright	Contributions credited Ben Sound or iMovie sound credited

Film Submission Rubric

Learning Intention: To create, direct, perform and edit a short film to entertain, inform or persuade an audience of peers.

Checklist: Script Poster Within time limit Values of NSW Public Education Signature item "window" (CAapture only)

Movie Name	Team Members
------------	--------------

Success Criteria		No Evidence	Little Evidence	Evidence	Compelling
Story development	Opening				
	Middle				
	Ending				
Audience engagement	Character/ argument development				
	Pace				
	Identifiable issue/ confrontation				
Technical aspects	Camera work/effects				
	Light and sound elements				
	Editing				
Originality and authenticity	Original ideas				
	X Factor				
	Ownership of materials				
	No known copyright				
Notes					

Appendix E – Festival run sheet and checklist – premiere and evening

Time	Steps
	Fix any mistakes that may have occurred during the Matinee event
	Set up red carpet, banners, backdrop, etc
	Red carpet arrival and photos
	Audience seated
	Opening of Film Festival Speech by local Film By Festival organiser/principal *Optional – Speech by student
	First half of festival
	Intermission (15 minutes)
	Second half of festival
	*Optional: Judges collaboration on winners if not already decided beforehand. Film By representative speech about success of festival (optional)
	Winners announced for best film – 3 rd place, 2 nd place and 1 st place You can also include winners for cinematography, story/script, etc. *Optional: certificate of appreciation for students – can be given to each school representative to be handed out at their assembly.
	Thank you speeches by Film By Festival organiser/principal and/or students
	Exit venue

Appendix F – Festival run sheet and checklist – matinee

Time	Steps
	Run through of all films on the big screen to ensure all films are ready
	Arrival time
	All schools sign in on arrival (for matinee only)
	All schools have provided copies of medial information upon arrival
	Red carpet arrival and photos
	Audience seated
	Opening of Fim Festival Speech by local Film By Festival organiser/principal *Optional – Speech by student
	First half of festival
	Intermission (15 minutes)
	Second half of festival
	Thank you speeches by Film By Festival organiser/principal and/or students
	Exit venue


Appendix G – Sample risk assessment plan form

A sample risk assessment plan is available under [Coordinator information booklet](#).

NSW Department of Education

Work Health and Safety

Risk assessment plan

School/workplace	The Arts Unit			Condition, task, activity or event	Film By Invitation
Principal/workplace manager					
Assessed by	Chris Dodds	Date	17/10/23	Location	Hoyts Entertainment Quarter 206 Bent St, Moore Park NSW 2021
Approved by	Michelle Dodd	Date	31/10/23	Review date	
WHS Risk Register update	23076	Date	13/11/23	Prepared in consultation with	Michelle Dodd

Risk Management process

(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Natural and man-made emergencies.	Injuries during panic or emergency situations.	8 - Medium	<p>Familiarise students with emergency exits. Have an established meetup point. Ensure staff are aware of emergency procedures. These will be clearly illuminated in the cinema.</p> <p>Communication to Ambulance, Hospital, Fire Service readily on hand, and mobile phone communication available – call 000.</p> <p>Call Incident Report & Support Hotline 1800 811 523. Contact student counsellors if required.</p> <p>Contact staff EAP 1800 060 650 if required.</p> <p>Obtain a copy of emergency procedures from Hoyts.</p>	4 - Medium	TAU Staff	Prior to workshop / on the day of the workshop.	

Appendix H – Authority to film and record form

Authority to film and record form – film festivals

NSW Department of Education



Authority to Film and Record

How to use this document

Also known as a "Talent Release" form, use this document when you propose to film or record a student (or anyone else) for a project. This includes still photography.

Responsible school or business unit & contact person

Insert the name of the school or business unit managing the project and a person parents can contact for more info.

The filming/recording will be arranged by:

School/Business Unit:

Contact Person Name:

Email:

Production company

Choose one option and if you choose 2nd option then insert the name and ABN of the company we are using.

The filming/recording will be done by:

- internally by NSW Department of Education ("**department**")

on behalf of the department

education.nsw.gov.au

NSW Department of Education

Project

Insert name or short description of what the video will be used for as a detailed description will be provided below.

2023 Student film festivals produced by the Department of Education

(**project**) as further described below.

Medium ("footage")

Tick as relevant.

Video (including audio)

Still photography

Audio only recording

Referred to in this document as "**footage**"

Filming/recording start and end date

If the date are approximate then state that.

Approximate date

Start 1 7 / 0 7 / 2 3

End 3 1 / 1 2 / 2 3

Filming location

State where the filming will occur.

Film festival entries will be filmed by schools and submitted to The Arts Unit as per festival guidelines. Filming locations will differ according to individual school needs.

Authority to Film and Record

Acknowledgements and Consents

Filming/Recording: I consent to the department filming me and recording my voice, performances, poses, and actions in connection with the project described above.

Re-Records: if any re-recording or voice-overs are needed, I agree to make myself available to assist.

Use: I consent to the department using the footage of me for the Project described above, (including to promote the Project.

Video Editing: I understand that the department may edit any video it records, including combining it with other video and audio and adding text or music for the Project.

Inspection: I waive any right to inspect or approve any use of the footage before it is used

Copyright: I acknowledge and agree that all rights in and to any content captured as a part of the project, including the copyright, are and shall remain the sole property of the department and I waive any moral rights under the Copyright Act 1968 in the video and audio.

Voluntary: I understand that participation in the filming and recording is voluntary and I will not be remunerated.

Online Reposts: if the footage is posted by the department on the internet the department cannot prevent third parties from posting links.

Interpretation: references in this Acknowledgment to "me" and "I" are references to the person named below as the "Talent"

Name of Talent (person being recorded):	<input type="text"/>
Age of Talent	<input type="checkbox"/> 16 or older <input type="checkbox"/> 15 or younger
Signature of Talent:	
	Note: Talent aged 15 or younger are not required to sign (their parent or carer will sign instead)
Date Signed by Talent	<input type="text"/> / <input type="text"/> / <input type="text"/>
Name of Parent/Carer:	<input type="text"/>
Signature of Parent/Carer	
	Note: Parent/Carer signature not required if Talent is 18 or older
Date Signed by Parent/Carer	<input type="text"/> / <input type="text"/> / <input type="text"/>

Appendix I – Information for parents: letter templates

Film By has created 4 templates for you to share with your school community. These will assist you in:

1. introductory letter to Film By, informing the community what Film By is all about
2. letter on Film By workshop participation
3. Film By festival information – matinee
4. Film By festival information – premiere

Visit the [Coordinator information booklet section of the How to enter page](#) to download the templates.

Introductory letter on Film By

NSW Department of Education



[Click here to enter a Date]

Dear Parents/Guardians,

We are delighted to inform you that this year our school will be part of the Film By program.

Film By is a program by the NSW Department of Education for students in Kindergarten to Year 8. It gives them a chance to learn about film, express themselves, and feel included. The program encourages teamwork and creativity.

The students create short films which are a maximum of 3.5 minutes, representing the New South Wales Department of Education's values and beliefs.

Once complete films are submitted to a panel of teachers who consider which films will be shown at a local film festival.

All films require an additional level of parental and carer permission. Please complete the Authority to Film form attached and return it to [teacher's name or school's office] by [due date].

We look forward to offering your child this unique experience to explore and learn more about the art of film making.



If you would like to support your child with their filmmaking please visit [The Arts Unit Film By website](#). You might also like to check out our digital library that showcases over 160 films from 2023.

If you have any further questions, please feel to contact The NSW Department of Education's Film By Officer Karishma Mathur – Karishma.mathur@det.nsw.edu.au

or your school coordinator: (insert name)

Sincerely,

[insert name here]
[insert position here]

Letter of Film By workshop participation

NSW Department of Education



[Click here to enter a Date]

Dear Parents/Guardians,

We are delighted to inform you that your child has been given an opportunity to attend our Filmmaking Workshop coordinated by The Arts Unit: Film By.

This tailored made course, under the guidance of experienced filmmaking tutors, gives students the opportunity to gain hands on experience in learning about different aspects of filmmaking, including screenwriting, storyboarding, camera angels, and editing.

Details of the Film By Workshop:

Date:	[insert date here]
Location:	[insert location here]
Time:	[insert time here]
Cost:	\$20.00
Payment to be made to:	[insert mode of payment here]
Uniform:	

Additional Notes:

- Students are required to each bring a laptop and a recording device, such as an iPad.
- Students should bring a hat to wear during breaks.
- Students will be required to bring their own recess and lunch. Please note that there will be no facilities to purchase food or drinks within the training centre. Please be mindful of student allergy [requirements](#)
- Opal card (if traveling via public transport)
- Relevant medications (if required)

Please complete the permission note on the following page and return to [teacher's name or school's office] by [due date].

We look forward to offering your child this unique experience to explore and learn more about the art of filmmaking.

Sincerely,

[Principal's Signature]

[insert name here]

[insert position here]

Film By festival information – matinee

NSW Department of Education



[Click here to enter a Date]

Dear Parents/Guardians,

We are writing to inform you about our Film By the [insert festival name here] Matinee event which is open to our students to attend.

Film By the [insert festival name here] Matinee festival details:

Matinee Date: [insert date here]
Time: [insert time here]
Location: [insert location here]
Map: [insert map here]
Cost: [insert price and link here]

Transport to the venue will be via:

Additional Information: [Insert any additional information you would like to add]

Please complete the permission note on the following page and return to [teacher's name or school's office] by [due date]:

Sincerely,

[Principal's Signature]

[insert name here]

[insert position here]

Film By festival information – premiere

NSW Department of Education



[\[Click here to enter a Date\]](#)

Dear Parents/Guardians,

Congratulations on your child's film [*optional - insert name of film here] being selected for our Film By the [insert festival name here] festival. Your child's film showcased a great understanding of story development, character, and technical abilities. As such it has been selected to represent our school in the Film By Festival.

Our Film By festival will be held at _____ and includes a formal red carpet experience prior to the commencement for the Film By festival, we encourage all participants and guests to wear their best attire.

The Film By festival runs for approximately 2 hours.

Parents and the local media are invited to attend the premiere show.

Film By the [insert festival name here] Premiere festival details:

Premiere Date: [insert date here]
Red Carpet Time Premiere: [insert red carpet time here]
Films commence: [insert time here]
Location: [insert location here]
Map: [insert map here]
Tickets: [insert price and link here]
Additional Information: [Insert any additional information]

We look forward to seeing you and your child at the Film By the [insert festival name here] Festival.

Sincerely,

[Principal's Signature]

[insert name here]
[insert position here]