

SUBMISSION TERMS AND CONDITIONS

FIRST TAKE

1. First Take is held on every first Monday of the month unless otherwise stated.
2. Submission is open only to local filmmakers or filmmakers based in Singapore, who must be able to attend the screening which contains a Q&A segment with the filmmakers and the audience.
3. There is no restriction on the completion date, category, or genre of digital films submitted.
4. All submissions must be submitted at least **eight weeks** before the earliest intended screening date.
5. The final selection of all films is up to the discretion of the organizer, and is subject to the filmmaker's attendance at the screening and Q&A segment. Only selected entrants will be officially notified.
6. Each film entry is entitled to one screening opportunity, during which the audience will vote for their favourite during each screening. Films with the highest number of votes for each month in the entire year will be screened at The Best of First Take at the end of the year.
7. The organizer reserves the right to postpone or make changes to the programme schedule.
8. It is the responsibility of the entrant to ensure that all approvals and permissions for use of materials within the film (music, etc) have been obtained before submission.
9. Each tape and DVD must be labeled clearly, and must contain the film title at the start of the film.
10. As the event is conducted in English, non-English films must be subtitled in English.
11. Submission packages must include a copy of the completed submission form, a preview and screening copy of the film, and film stills in a CD (or sent by email). Submissions for preview and selection must be in digital format as stated in the form. It is preferred that the entrant submits one miniDV tape as well as one DVD copy.
12. Entrants consent to the use of the film for screening compilation, film segments and film stills for the event's official programme, website, publicity materials, and other promotional purposes of The Substation Ltd or The Substation Moving Images.
13. As no submission fees apply, entrants must bear all costs (e.g. transport including taxes) incurred for the submission.
14. Transport of the items for submission is at the entrant's own risk. The organizer will not be responsible for any case of accidental damage or loss of items prior to the arrival of the package at The Substation office.
15. Submission / correspondence address:

FOR CULTURAL EXCHANGE ONLY
Attn: Low Beng Kheng (BK)
Programme Manager – Moving Images
First Take
The Substation Ltd
45 Armenian St Singapore 179936

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AGREEMENT

I have read and agree to abide by the terms and conditions of this programme with my submission.

Signature

Date

Name

Company