



Witnessing Change Video Competition **Submission Form**

INSTRUCTIONS

1. **Submissions are due 11:59 pm, November 15, 2018.** A link will be provided on this page November 15, 2018 where videos and forms can be submitted. Winners will be announced December 14, 2018.
2. This form is required for each video that is submitted, as well as media release forms from all individuals appearing in the video. Where required, HIPPA forms must also be submitted (see guidelines form HIPPA requirements).
3. Each video should be named using the following format:

City_State_Impact_FirstLast (name of filmmaker and contact person)
EXAMPLE: A video on flooding in Houston, TX, by filmmaker and contact person Jane Doe would be named: **Houston_TX_Flooding_JaneDoe**
4. This submission form must be named using the following format:
SForm_Videoname
EXAMPLE using the above video name and scenario for Jane Doe:
SForm_Houston_TX_flooding_JaneDoe
5. This submission form must be uploaded through the submission portal where the videos are also uploaded. Please contact info@climatecostproject.org if you need assistance.



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Video Information

1. Title of video File name of video
2. File name of video.
Note: File names must be of the format specified above under "Instructions."
3. Climate-related impact (flooding, fire, etc)
4. How many individuals appear in the film through voice, video, or photograph that are NOT in the public domain?
NOTE: a media release form is required from each of these individuals.
Please see guidelines for instructions.
5. How many individuals appear in the film through voice, video, or photograph that provide personal medical information?
NOTE: A HIPPA form is required from each of these individuals. Please see guidelines for instructions.
6. Lead contact for video submission
Name
Email address
Phone number

Producer Information

NOTE: For entrant under 18 years of age, parental signatures are required on forms. Please see guidelines and instructions on forms.

Contestant Name(s)	Under 18?	
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No
	Yes	No

Submission Check Lists

TECHNICAL REQUIREMENTS

Video is named according to the format specified above

Video is in MP4 format

Video size does not exceed 200MB

Video does not exceed 2 minutes and 30 seconds, excluding references and credits

Video is filmed in at least 1080p

All media and footage (music, photos, videos, recordings) that is not original is available in the public domain (e.g. government photos, or materials with a creative commons license), and given credit in the production references where required by their creators

All sources have been included in the film credits, and appropriately referenced

FORMS

Media release forms (yellow form) have been completed and signed by the creators of the video

Any person who appears in the video through video, audio, or personal photographs that are not in the public domain have completed and signed a media release form

Media release forms have been signed by parents for participants under 18 years of age, if applicable

HIPPA release forms (pink form) have been completed and signed by each video participant providing medical information, if applicable

HIPPA release forms have been signed by parents for participants under 18 years of age providing medical information, if applicable

Submission form is completed

Submission and release forms are named using the required format: The file name of video (see instructions above), and with the proper extensions indicating the type of form (SForm—submission form, MRForm—media release form, HIPPAForm—health release form)

SUBMISSION

All necessary forms and the video will be uploaded together as one submission online

Materials will be submitted no later than 11:59 pm, November 15, 2018