

EE British Academy Film Awards

Rules and Guidelines 2018/19

Feature Film Categories

British Academy of Film and Television Arts

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A. INTRODUCTION

The British Academy Film Awards are presented annually to recognise, honour and reward individuals for outstanding achievement in feature films released in the UK within the Awards year.

BAFTA also honours individuals with awards in recognition of their contribution to the film industry. These awards are in the gift of the Academy; they are approved by the Film Committee and ratified by the Board of Trustees.

These rules and guidelines apply only to the 21 competitive feature film categories, the Fellowship and the Outstanding British Contribution to Cinema award. Two short film awards, British Short Film and British Short Animation are also presented. Rules and guidelines for these categories are available separately.

B. TIMETABLE

<u>2018</u>	
Tuesday 23 October	Deadline for submission of Stage One entry forms (confirming film eligibility, which categories each film will be entered into and entries for the performance categories) <i>Entries for the British film categories should be submitted to the BFI for consideration against their Diversity Standards by this date at the latest</i>
Thursday 22 November	Deadline for Stage Two entry submission (confirming individual candidates for nomination)
Friday 30 November	Draft Entered Films list to be made available to voters and entrants
Friday 7 December	Deadline for requests to changes to the Draft Entered Films list and SVFX Statements
Wednesday 12 December	Films released in the UK after 1 January 2019 must be screened to BAFTA voters by this date to qualify
Friday 14 December	Round One voting opens at 10:00
<u>2019</u>	
Wednesday 2 January	Round One voting closes at 18:00 Deadline for SVFX reels
Wednesday 9 January	<u>Nominations announcement</u> Round Two voting opens
Wednesday 6 February	Round Two voting closes at 18:00
Friday 8 February	All entered films to have been screened to the public by this date
Sunday 10 February	<u>EE British Academy Film Awards</u>

All times are GMT unless stated otherwise

BAFTA accepts no responsibility for entrants missing deadlines

C. ELIGIBILITY

It is the intention of the rules that the British public should have had an opportunity to see entered films prior to the ceremony and films should therefore have been screened and marketed to a public paying UK audience within the eligibility period described below. Films should not be screened purely to qualify them for these awards, and the Film Committee may not accept an entry that otherwise meets the below criteria if they do not deem the theatrical release to have been meaningful.

Films must have been available to the UK public for the first time in the UK between 1 January 2018 and 8 February 2019.

Films which open after 1 January 2019 must be qualified by being screened to BAFTA voters no later than 12 December 2018; otherwise films opening after 1 January 2019 should be entered for the 2020 ceremony.

Films are eligible if they have been theatrically exhibited publicly to a paying audience on at least ten commercial screens in the UK for at least seven days in aggregate (not including festival screenings).

Films which are eligible for Documentary or Film Not in the English Language, may be entered for all categories, or a film which is eligible for Outstanding Debut by a British Writer, Director or Producer may be entered for that category only, if they have been exhibited publicly on at least one commercial screen in the UK for no fewer than seven days in aggregate (not including festival screenings). These need not be at the same venue.

At the committee's discretion, and only in exceptional circumstances, a film which has been available to the UK public through other patterns or forms of distribution may be considered for entry; please contact awards@bafta.org as soon as possible if you wish to appeal for consideration.

Evidence of the qualifying release as described above must be provided prior to the Stage One entry deadline (23 October 2018). Films being entered for Outstanding Debut must also be available to be viewed by jurors by this date.

Films are not eligible if they:

- have a running time of less than 70 minutes
- are filmed versions of theatre or other live performances
- have been previously entered into the British Academy Film Awards

Where a film is released in more than one language version, only one version can be entered and this should be the original language version. Where multiple versions of a film (eg extended or reduced cuts) are released, the version which had the widest theatrical release in the UK within the eligibility period should be entered. The title of the film (both on entry information and all campaign materials) should be as programmed and marketed in the UK, to avoid confusion at voting stage.

Feature films from all countries are eligible in all categories, with the exception of Outstanding British Film, and Outstanding Debut, which are for British films only.

Some categories have specific additional eligibility criteria; for details please see the [CATEGORIES](#) section.

BRITISH FILM CATEGORIES- Additional eligibility requirements

All films entered in the Outstanding British Film or Outstanding Debut by a British Writer, Director or Producer categories must have met any two of the four BFI Diversity Standards. Entries should be submitted separately to the BFI for consideration against the standards as early as possible, but by 23 October at the latest.

BAFTA's intention in introducing this rule is to encourage better representation and increased inclusivity across the British industry, rather than to exclude any films or film-makers from the awards.

Films will not be excluded if they can show (through their BFI assessment) that they have made all best efforts to make the project as inclusive and representative as possible.

For more information about the BFI Diversity Standards, or to submit a film for consideration go to <http://www.bfi.org.uk/about-bfi/policy-strategy/diversity/diversity-standards>.

CHOOSING WHICH CEREMONY TO ENTER

An entry can be made either to the Film Awards or to the Television and/or Television Craft Awards, not both:

- If a work receives its first exhibition as a public, paid-entry cinema screening and has a subsequent eligible release as outlined above, it should be entered to the Film Awards
- If a work receives its first exhibition as a television broadcast, it should be entered to the Television and/or Television Craft Awards
- If a work receives its first exhibition theatrically, but does not have a subsequent eligible release as outlined above, it may be eligible for the Television and/or Television Craft Awards if subsequently broadcast
- If a work is released into cinemas and on television or online on the same day, then it will be eligible either for the Television and/or Television Craft Awards or for the Film Awards, not both
- If a work receives its first exhibition online, it may be eligible for the Television and/or Television Craft Awards (see separate rules and guidelines for those ceremonies)

Feature films can be entered into both the Children's Awards and the Film Awards.

Any release which falls outside of these definitions will not normally be eligible. Final decisions regarding a film's eligibility are made by BAFTA's Film Committee or its representatives

D. ENTRY

Who can enter a film?

A film may be entered by its producer or UK distributor or a representative thereof ('entrant'). Others may suggest films for entry by emailing awards@bafta.org; the film's distributor or producer will be asked to provide all necessary information to complete the entry if they wish.

Entry Process

There is a two stage entry process to enter a feature film.

Final exhibited on-screen credits are used to determine eligibility in all categories. Entrants should complete the online entry form with reference to the on-screen credits. If the form is not completed in full, BAFTA cannot guarantee the accuracy of credits listed for voting or nomination.

Once Round One of voting has begun it is not possible for entrants to withdraw entries on any grounds. BAFTA reserves the right to withdraw entries at any stage of the entry and judging process. If an entered film is withdrawn for any reason after the final Entered Films List is issued to voters and voting begins, it cannot be entered in any subsequent year, even if its release date has changed.

Films eligible for the Documentary category and films eligible for Outstanding Debut may choose to enter those categories only. All other entered films will be automatically included in competition for Best Film and any other film categories for which they are eligible; entrants may choose which craft categories their films are entered for.

Stage One: Enter the film via the BAFTA Entry Website

For Stage One, entrants are required to:

- Confirm details of the film's release
- Provide a copy of all credits given on-screen in the film's opening and closing credit roll and/or cards; these can be in any format, provided all text is included as it appears on screen
- Provide a poster credit block
- Confirm which categories they wish to enter for each film

- If entering the following categories:
 - Screenplay:
Confirm whether the Screenplay is original or based on pre-existing material
 - Performance:
Confirm the names and roles of all performers being entered
 - Film Not in the English Language:
Confirm the percentage of non-English dialogue in the film
 - Original Music:
Confirm the percentage of original music in the film, and provide a cue sheet, marked up to indicate which cues were originally composed for the film. The provision of a cue sheet is mandatory to enter this category; please note that this will be made available to voters during Round One and Two voting
 - Outstanding British Film:
Confirm the nationalities of key crew, and where necessary, further information about the film, including that the film has been submitted to the BFI for consideration against the Diversity Standards
 - Outstanding Debut:
Upload the film at <http://entry.bafta.org>
If it is not possible to upload the film either ten DVD screeners or a link to view the film online elsewhere can be provided

In addition, supporting statements may be uploaded for the Special Visual Effects category (see [SECTION E](#)). These are optional, and can also be submitted at Stage Two.

Once approved by BAFTA, entrants will receive an email confirming their entry has been accepted and will be asked to log onto the system and complete the Stage Two entry form. All information entered on the first form will be copied to be second stage form.

Stage One online entry forms must be completed in full at <http://entry.bafta.org> and submitted, along with all supporting materials, no later than **Tuesday 23 October** (exceptions may be made for films opening in the UK after this date. Please contact awards@bafta.org to request an extension to this deadline; requests must be made before the deadline). If the required information and supporting materials are not received, BAFTA reserves the right not to list a film in the relevant category.

Stage Two: Confirming candidates for nomination

Once a film has been accepted for entry the film's distributor or producer will then be asked to proceed to the second stage of the online entry form at <https://entry.bafta.org>, and provide the names of the individual candidates for nomination in each category, including any appeals for exceptions (see [SECTION E](#)).

Stage Two entry should be completed as soon as possible, but no later than **Thursday 22 November** (exceptions may be made for films opening in the UK after this date. Please contact awards@bafta.org to request an extension to this deadline; requests must be made before the deadline).

Further information regarding candidates for nomination may be requested, and candidates will be given deadlines for responding; BAFTA reserves the right to list individual nominees as "TBC" if the required information is insufficient or not supplied in time.

BAFTA is not liable for errors in listings that are the result of incorrect information being submitted on the entry form
BAFTA cannot be held responsible for films being entered into incorrect categories

E. AWARD CATEGORIES AND RULES

This section focuses on specific eligibility criteria for each category and states who is eligible as a candidate for nomination – these are the names that will be listed as nominees/winners should a film be nominated/win in that category. The voting process for each award is also summarised.

APPEALS

Any films or proposed candidates for nomination who fall outside of the rules stated here will not be accepted without a formal appeal. Appeals should contain short statements from the film's producer(s), from the individual(s) concerned and from team members working directly with the individual(s) as appropriate. See [ELIGIBILITY](#) and [VOTING, CHAPTERS AND JURIES](#) for more information.

CATEGORIES

GIFT OF ACADEMY AWARDS:

1. FELLOWSHIP

This award is in the gift of BAFTA's Board and Film Committee. The Fellowship is the highest accolade the Academy can bestow. It is presented to an individual with a substantial body of work, in recognition of an outstanding and exceptional contribution to film.

2. OUTSTANDING BRITISH CONTRIBUTION TO CINEMA

This award is in the gift of BAFTA's Board and Film Committee. The primary purpose of this award is to honour the talents of a British industry individual whose achievements have changed the face of cinema and/or who would not usually be recognised in other award categories.

FILM CATEGORIES:

3. BEST FILM

All feature-length films of any genre are eligible for this award, including films not in the English language, animated films and documentaries.

Voting

- Nominations and the winner are decided by all voters

Candidates for nomination

- Eligibility is limited to the producer(s) of the film
 - If the film has been submitted to the Producers Guild of America for certification, all producers who have been deemed eligible for the Guild's "Producers Mark" should be listed, and any producer not recognised by the Guild will not be considered as a candidate for nomination
 - Otherwise, a maximum of three producers may be listed
- Executive producer, co-producer, associate producer, line producer, 'produced in association with' or any other credits are not eligible

4. OUTSTANDING BRITISH FILM

This award was created to recognise initiative and endeavour in British film, aiming to reward outstanding and original British filmmaking which shows exceptional creativity and innovation.

Additional eligibility criteria

- A film must have significant creative involvement by individuals who are British (UK passport holders or permanently resident in the UK for at least ten years up to and including the eligibility period). If none of the candidates for nomination are British (as specified above) the film will only be eligible in exceptional circumstances. Final decisions on eligibility rest with BAFTA's Film Committee
- The film must have met at least two of the four BFI Diversity Standards (see [ELIGIBILITY](#))

Voting

- Six nominations are available in this category: three are decided by an opt-in chapter in Round One and three are decided by the Outstanding British Film jury
- An opt-in chapter votes for the winner during Round Two voting

Candidates for nomination

- Director(s), writer(s) and a maximum of three producers are eligible

- Candidate for nomination rules for the Director, Best Film and Adapted/Original Screenplay categories apply to this category

5. OUTSTANDING DEBUT BY A BRITISH WRITER, DIRECTOR OR PRODUCER

This award was established to encourage British filmmaking by recognising individuals in the selected disciplines whose first film sets them apart as a talent with a distinct vision and potential. It was previously presented as the Carl Foreman Award for Special Achievement by a British Writer, Director or Producer in their First Feature Film.

Additional eligibility criteria: the film

- The film should be eligible for Outstanding British Film as specified above
- In exceptional circumstances, the jury may consider a British writer, producer or director who makes their feature debut as writer, producer or director on a film without other British creative involvement but the jury must be certain that this achievement is outstanding and extraordinary enough to justify such an exception

Additional eligibility criteria: the candidate

- The candidate must hold a UK passport, or have been permanently resident in the UK for at least ten years up to and including the eligibility period (see [ELIGIBILITY](#))
- The candidate must be a substantive writer, producer or director. Ancillary roles such as an assistant director will not be considered
- The film must be the candidate's first feature film (fiction or documentary) as a writer, director or producer and released in the UK
 - If a candidate has previously made a film in the relevant role but it has not been theatrically released in any part of the world, the candidate would be eligible
 - If a candidate has previously made a film in the relevant role and it has been theatrically released in any part of the world, the candidate would not be eligible. If the release was outside the UK, however, the candidate may be eligible if the jury considers the circumstances exceptional
- Where an eligible individual has a shared credit in the relevant discipline with a more established individual, a statement will be required detailing the candidate's contribution to the film
- Where a candidate is credited in the same role on two or more films released in the same eligibility year, the film shot first would be regarded as the candidate's debut

Voting

- The nominees and winner for the award are decided by a jury and it is not open to member voting at any stage
- The award is presented at the jury's discretion
- For full details of the jury procedure for this award see [VOTING, CHAPTERS AND JURIES](#)

Candidates for nomination

- Director(s), writer(s) and producers are eligible; no other credits will be eligible for this category

Additional submission material

- Entrants to this category are required to provide screeners of the film for the jury members. The preferred way of doing this is to upload the film to <http://entry.bafta.org>. Alternatively either dvd screeners or a digital screener on another platform can be provided

6. FILM NOT IN THE ENGLISH LANGUAGE

Additional eligibility criteria

- All feature-length films with predominantly (over 50%) non-English language dialogue are eligible

Voting

- Nominations and the winner are decided by an opt-in chapter

Candidates for nomination

- The director(s) and one lead producer (the producer with the most creative input to the film) should be listed

7. ANIMATED FILM

Additional eligibility criteria

- A film will be classed as an animated feature film if it is primarily animated throughout the majority of the length of the film and has a significant number of animated major characters
- This award will not usually be presented if fewer than eight animated features have been entered

- The number of nominations will be between three and five, at the discretion of the Film Committee and dependent on number of entries

Voting

- Nominations and the winner are decided by an opt-in chapter

Candidates for nomination

- The director(s) and one lead producer (the producer with the most creative input to the film) should be listed

8. DOCUMENTARY

Additional eligibility criteria

- A film will be classed as a documentary if it is predominantly factual in content; this includes re-enactments, animation, archive footage and stills as well as documentary footage. Dramatised factual subjects will not qualify as documentaries
- This award is presented at the Film Committee's discretion. It will not usually be presented if fewer than 15 documentary features have been entered

Voting

- Nominations and the winner are decided by an opt-in chapter

Candidates for nomination

- The director(s) will be listed for nomination
- If another individual (usually a producer) shared equal creative input with the director(s), their name may also be submitted

CRAFT CATEGORIES:

9. DIRECTOR

Voting

- Nominations are decided by the Directing chapter
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the director(s) of the film

10. SCREENPLAY

There are two Screenplay categories, Original Screenplay and Adapted Screenplay.

Additional eligibility criteria

- Where a script is based on another pre-existing narrative source (eg novel, play, short story, video game, TV show or another film) it will be considered adapted
This includes:
 - sequels and prequels, and other stories based around pre-existing characters
 - screenplays based on pre-existing stories or characters in the public domain (even where not adapted from a specific source)
- Where a script is based on real life events, it will be considered original, unless based on specific pre-existing narrative source material (including autobiographies, memoirs, diaries, documentaries etc) in which case it will be considered adapted
- Feature scripts expanded from short films will generally be considered adapted. Exceptions will be considered where the short represents only an element of the feature rather than the complete narrative idea
- These categories are open to fiction films; films which have been entered for the Documentary category may not also be entered into these categories

Interpretation of these rules, and whether films compete as original or adapted, rests with BAFTA's Film Committee; where an entrant feels that an exception to the rules as outlined above should be considered, the Committee will consider appeals.

Voting

For both categories:

- Nominations are decided by the Screenplay chapter
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the credited writer(s) of the screenplay: 'story by' or similar credits, and writers of source material, are not eligible

11. PERFORMANCE

There are four performance categories: Leading Actress, Leading Actor, Supporting Actress and Supporting Actor. The following applies to all four categories.

Additional eligibility criteria

- All individual performers are eligible for consideration in these categories, including voice performers
- These categories are open to fiction films; films which have been entered for the Documentary category may not also be entered into these categories

Voting

- The category in which individuals are placed is determined by the voters' selection in Round One voting; the performer will be placed in the category in which they received the largest proportion of votes. All votes cast for that individual in both the Supporting and Leading categories will be counted and the five performers in each category with the most total votes will be nominated
- Our voting system does not permit voters to cast more than one vote per performer (i.e. place a performer in both the Leading and Supporting categories)
- Nominees and winners are decided by all voters

12. ORIGINAL MUSIC

Additional eligibility criteria

- A film is eligible if more than 70% of all of the music featured in it (score, source and any other music) is original composition created specifically for it
- Films with more than 50% original music may be eligible if it is clear which music in the film is original (eg licensed songs are used to complement an original score); films using pre-existing instrumental music extensively as score should not be entered
- Original songs created specifically for the film may contribute to the total amount of original composition
- Final decisions on eligibility rest with BAFTA's Film Committee

Voting

- Nominations are decided by the Music chapter
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the primary composer(s) of the original score, responsible for the overall conception, design and execution of the work as a whole
- Where the primary composer(s) created less than 50% of the original music, additional composers may be considered

Additional submission material

- Entrants must specify the percentage of original music, with a music cue sheet with original cues clearly marked. The music cue sheet will be made available to the Music chapter in Round One voting and to all voters in Round Two voting
- For films with less than 70% original music, an appeal statement from the director or a producer, detailing how the original and source music is used in the film, may be requested

13. CINEMATOGRAPHY

Voting

- Nominations are decided by the Cinematography chapter
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the director(s) of photography

14. PRODUCTION DESIGN

Voting

- Nominations are decided by the Production Design chapter
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the production designer(s) and one set decorator

15. COSTUME DESIGN

Voting

- Nominations are decided by the Costume Design and Make Up & Hair chapters
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the costume designer(s)

16. MAKE UP & HAIR

Voting

- Nominations are decided by the Costume Design and Make Up & Hair chapters
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to a maximum of two individuals
- The individuals put forward should be the artists who have made the most significant creative contribution to the principle make up and hair design in the film (this includes prosthetics and special effects make up) ; if one person has had direct responsibility for all make up and hair, only that person should be put forward
- Assistants are not eligible

17. EDITING

Voting

- Nominations are decided by the Editing chapter
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the editor(s) of the film
- Assistants are not eligible

18. SOUND

Voting

- Nominations are decided by the Sound chapter
- The winner is decided by all voters

Candidates for nomination

- A maximum of three names should be submitted. Eligibility is limited to:
 - The person with overall responsibility for recording the on-set/production sound – usually credited as “Sound Mixer”
(If no production sound mixer is credited, alternative equivalent production sound credits may be accepted; in particular, a dialogue mixer will be accepted for animated films)
 - The supervising sound editor
(if no supervising sound editor is credited, a sound designer may be entered in lieu)
 - The re-recording mixer

If more than one person receives equal credit in any of the above roles, additional candidates with these credits may also be submitted (up to a strict maximum of five in total)

- In exceptional cases, individuals who had direct responsibility for a specific element of the sound recording, editing or mixing but are credited in a role other than those specified above and deemed to have made an equal or greater contribution to the sound in the film may be submitted on appeal (up to a strict maximum of five in total). **If any candidates other than the roles listed above are submitted, an appeal statement detailing the contribution and split of work for ALL candidates for nomination must be submitted with the Stage Two entry**
- Assistants are not eligible for consideration

19. SPECIAL VISUAL EFFECTS

This award is for special and visual effects and recognises achievement in both of these crafts.

Voting

- Nominations are decided by the Special Visual Effects chapter
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the most senior production Visual Effects Supervisor; this shall be assumed to be the person with the most prominent on-screen credit. If two or more people receive equally prominent credit, they may also be submitted (up to a strict maximum of four candidates in total)
- If the film features significant practical effects, a Special Effects Supervisor should be submitted

If two or more people receive equal credit as Special Effects Supervisor, they may also be submitted (up to a strict maximum of four candidates in total)

- Other names (up to a strict maximum of four candidates for nomination in total) may be submitted on appeal if they were directly responsible for a particular element of the film which is integral to the overall effects and for which the Special Effects Supervisor(s) or main Visual Effects Supervisor(s) were not directly responsible. The film's producer(s) and senior special and visual effects supervisor(s) should be fully consulted in the process of selecting any additional candidates for nomination put forward

If additional candidates are submitted on this basis, an appeal statement detailing the contribution and split of work for ALL candidates for nomination must be submitted with the Stage Two entry

VFX or SFX producers, coordinators and executives are not normally eligible unless it can be shown that they are directly and creatively responsible for the effects achieved

Additional submission material – optional

- Short statements about the effects achieved within the production may be submitted for circulation to the Special Visual Effects chapter during Round One voting and to all voters during Round Two voting. This statement should explain how the key elements of the production were achieved and should be a fair reflection of both the special and visual effects input into the production
- The statement can include images (stills from the film only), and should be no longer than 1000 words. This statement can be submitted either at Stage One or Stage Two entry. Any statements received after the Stage Two entry deadline or which do not adhere to the stated guidelines may not be made available to the chapter in time for the start of Round One voting
- A short reel may be submitted for circulation to all voters during Round Two voting. This reel should demonstrate how key scenes/effects included within exhibited prints of the film were achieved and it should be a fair reflection of both the special and visual effects input into the production
- The reel may last a maximum of five minutes. 'Before and after' footage may be included. There should be no voiceover or talking heads, but factual captions may be used
- This reel should be submitted via <http://entry.bafta.org> by Wednesday 2 January. Any reels received after this date or which do not adhere to the stated guidelines may not be made available to voters in time for the start of Round Two voting. Please note that reels will only be circulated to voters for nominated films, not for all entered films in Round One voting

SHORT FILM CATEGORIES

Two short film awards, British Short Film and British Short Animation are also presented. Rules and guidelines for these categories are available separately.

BAFTA may choose not to present any of the above awards at the ceremony or to present fewer nominations

The Film Committee is the arbiter of all category eligibility

F. VOTING, CHAPTERS AND JURIES

The Fellowship and Outstanding British Contribution to Cinema awards are in the gift of the Academy and are not open to voting by members at any stage. Outstanding Debut by a British Writer, Director or Producer is in the gift of a jury appointed by BAFTA and is not open to voting by members at any stage. The remaining awards are partially or wholly voted for by members of BAFTA.

VOTING PROCEDURES

Voting is restricted to registered voters. Voting is conducted online and each round is authenticated by BAFTA's appointed independent scrutineers.

Before Round One voting opens, all registered voters are informed of voting rules and provided with the list of eligible films that have been entered. Voters must vote or register their abstention at every stage of voting.

Round One voting – nominations

- All voters vote for the nominations for Best Film, Leading Actor, Leading Actress, Supporting Actor and Supporting Actress
- The relevant chapter votes for the nominations for Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay and Original Screenplay
- In Animated Film, Documentary, Film Not in the English Language and Outstanding British Film only members of the relevant opt-in chapter vote for the nominations
- Voters may cast a number of votes corresponding to the number of nominations in the relevant category (usually five). They need not use all their votes. They should abstain in any category where they feel unqualified to vote or where they have not seen a considerable number of films
- Voters are asked to rank their votes in order of preference. For all categories except the four performance categories, points will be applied based on the voters' ranking (five points to first preference, four to second etc)
- The nominations will be the films in each category with the highest number of points from the ranked voting; there is an additional jury stage for the Outstanding British Film category (see below). The number of nominations (and therefore number of votes each member may cast) in each category will be agreed by the Film Committee before voting begins. This will usually be five
- In the event of a tie, the total number of votes (regardless of ranking) will be used to decide which entries are nominated. If there remains a tie, additional nominations may be listed
- For the performance categories, each performer will be placed in the category (Leading or Supporting) in which they received the largest proportion of votes. All votes cast for that individual in both the Supporting and Leading categories will be counted and the five performers in each category with the most total votes will be nominated
- The results are scrutinised by BAFTA and its scrutineers to ensure there are no anomalies prior to the activation of Round Two voting. This includes the placement of individuals within the correct performance categories ([AWARD CATEGORIES AND RULES](#))

Round Two voting – winners

- All voters vote for the winner of Best Film, Leading Actor, Leading Actress, Supporting Actor, Supporting Actress, Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay and Original Screenplay
- Members of the relevant opt-in chapter vote for the winners of Documentary, Film Not in the English Language, Outstanding British Film and Animated Film
- Voters must abstain in a category if they have not seen all of the nominated films in that category, or if their knowledge of advancements in that craft is not up-to-date
- Voters cast one vote each; the film/individual receiving the most votes is the award winner

CHAPTERS

Craft chapters

- Chapters are made up of voters with expertise and experience in the specialised field relating to a category (e.g. sound, editing). A chapter contains at least 100 voters
- Chapters vote for the nominations in the following categories: Director, Original Music, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay, Original Screenplay
- It is not permissible for entrants to target these chapters in their campaigns

Opt-in chapters

- Any voter may join an opt-in chapter so long as they commit to watching additional films in those categories. Opt-in chapters exist for Animated Film, Documentary, Film Not in the English Language and Outstanding British Film
- Only members of the relevant opt-in chapter vote for the nominations and the winner in that category
- Entrants may choose to send DVD screeners just to an opt-in chapter, however all voters vote in Best Film and the four performance categories so screeners should be sent to all voters where possible

JURY RULES AND PROCEDURES

Juries are operated according to BAFTA's general jury rules except in the following:

Outstanding Debut

- The jury will meet up to five times over the course of the Awards year and will agree a longlist by consensus. At their final meeting, the jury select five nominees and a winner from the longlist
- The jury chair is appointed by the Chair of the BAFTA Film Committee
- The jury is appointed by the jury chair in conjunction with BAFTA and its Film Committee and should represent a wide range of experience and skills within the industry
- Any member of the jury who is unable to attend the final two selection meetings can take part in discussions via telephone and can cast their vote confidentially via a BAFTA staff member as long as they are able to hear and take part in all discussions
- Any juror with a conflict of interest with a longlisted film may not participate in the final voting for the nominees and winner, but may continue to contribute to the longlisting process until this point.

Outstanding British Film

- The jury will be a minimum of seven and a maximum of 20, drawn from a pool of jurors selected by the chair of the jury (usually the chair or deputy chair of the BAFTA Film Committee; if both have a conflict of interest with a film under consideration another member of the Film Committee will act as chair of the jury); if, for any reason, a jury of seven cannot be formed, then BAFTA's Film Committee will decide the three nominations
- The pool of jurors will be asked to declare any potential conflict of interest based on the draft Entered Films List, circulated to jurors, voters and entrants in December 2018
- The three films with the most points after Round One ranked voting will be nominated. The next 12 films with the most points will form the jury longlist
- The jury will be informed, in confidence, of the three films already nominated and the longlist, but not the order in which they came
- Any juror with a conflict of interest with any film in the top 15 or who has not seen all 15 films (including the three automatically nominated) will be asked to stand down from the jury
- The jury will select three films from the longlist to be nominated in addition to the three chapter's selection, making a total of six nominations
- When nominations are announced, there will be no distinction made between a nomination selected by the opt-in chapter vote and a nomination selected by the jury

VOTING, CHAPTERS AND JURIES – SUMMARY TABLE

	Round One voting – nominations	Round Two voting – winner
Best Film Leading Actress Leading Actor Supporting Actress Supporting Actor	All voters	All voters
Director Original Music Cinematography Production Design Editing Sound Special Visual Effects Costume Design/ Make Up & Hair ** Adapted Screenplay/ Original Screenplay	Directing chapter Music chapter Cinematography chapter Production Design chapter Editing chapter Sound chapter Special Visual Effects chapter Costume Design and Make Up & Hair chapters ** Screenplay chapter	All voters
Animated Film Film Not in the English Language Documentary	Opt-in Animation chapter Opt-in FNIEL chapter Opt-in Documentary chapter	Opt-in Animation chapter Opt-in FNIEL chapter Opt-in Documentary chapter
Outstanding Debut	Jury	Jury
Outstanding British Film	Opt-in British Film chapter (three nominations) and Jury (three nominations)	Opt-in British Film Chapter

** Members of the Costume Design chapter and Make Up & Hair chapter vote in both categories

All decisions made by BAFTA and its juries are final and no correspondence will be entered into as to why particular entries were or were not nominated

G. MAKING ENTRIES AVAILABLE TO VOTERS

**If any aspect of your campaigning is not covered in these rules and guidelines,
please do not assume it is permitted**

Please contact awards@bafta.org if you have any queries about these rules and guidelines

Any infringement of the letter or spirit of these rules will be referred to BAFTA's Film Committee, who may impose penalties which may include a ban on further communications with voters, restrictions on award ticket purchasing or disqualification of the film

BAFTA encourages entrants to provide plenty of opportunities for voters to see entered films. BAFTA is duty-bound to provide a level playing field for all entered films regardless of their origin or PR budget. Communications to our voters are permitted with the sole purpose of informing them about opportunities to view films.

The following rules and guidelines exist to maintain this fair and level playing field and to protect our voters' personal contact information and they should be respected in letter and spirit.

BAFTA reserves the right to enforce penalties for entrants who do not abide by these rules when interacting with voters (see [SECTION H](#)).

Piracy

BAFTA takes a very serious view of film theft and will work with entrants to help prevent it. All BAFTA members sign up to a code of conduct setting out their responsibilities regarding piracy. This code is available upon request.

WAYS FOR VOTERS TO SEE FILMS

BAFTA's year-round screenings programme

BAFTA offers its voters opportunities to see entered films via the official BAFTA screenings programme (London, English regions, Wales, Scotland, Los Angeles, New York). We also encourage voters to see films on general release in the cinema and via our partnerships with exhibitors.

BAFTA screens eligible films to voters year-round at 195 Piccadilly in London, across the UK and in New York and Los Angeles. These are popular programmes and should be the initial and preferred method of presenting films and Q&As to voters. However, as it is not possible for BAFTA to screen all films released within the Awards year, entrants are encouraged to allow voters free access to eligible films at additional outside screenings and access to films whilst they are on cinema release.

BAFTA provides a balanced screening programme for voting purposes, prioritising British films and films that voters might find harder to see in the cinema (for a full breakdown of BAFTA's screening priorities, contact Mariayah Kaderbhai). BAFTA welcomes cast and crew attendance at post-screening Q&As. Due to programming restrictions, not all screenings at 195 Piccadilly can include a Q&A.

To be part of BAFTA's official screenings programme in the English regions, screenings must be accompanied by a talent Q&A; entrants may of course organise their own screenings for voters without talent Q&As.

Additionally, BAFTA will screen a selection of nominated films at 195 Piccadilly after the nominations announcement. Films meeting the following criteria will be screened once:

- Any film that has not already been screened at 195 Piccadilly
- Any film that has not been sent to voters as a DVD screener
- Films nominated for: Best Film, Documentary, Film Not in the English Language and Outstanding British Film

What entrants may offer to voters

Entrants may offer voters the opportunity to see films in the following ways:

- On general release/other public screenings
- At private screenings, with or without introductions/Q&As

- On DVD screener
- On digital screeners, via online stream or download (either via BAFTA's own secure viewing site, or on any other platform)

With hundreds of films released each year, BAFTA strongly recommends that entrants offer opportunities for voters to see their films throughout the year, not just during the 'awards season', and that opportunities to see entered films are offered to voters well in advance of Round One voting opening.

Screenings should be organised before DVD and digital screeners are provided where possible.

BAFTA will list all available DVD screeners and online viewing opportunities in the members' area of the BAFTA website with contact details for the relevant entrant.

Entrants may make other relevant materials available to voters to better inform them about a film. For further information about what is and isn't permitted see page 19.

See [SECTION H](#) for rules governing how entrants may communicate with voters.

Private screenings

Compulsory

- The procedure for confirming successful/unsuccessful applications for tickets must be clearly stated in the invitation to voters (including the expected timeframe within which voters should receive a response)
- Email lists will be provided for the geographical area relevant to the screening. Invitations must be extended to all voters on the relevant list provided during Round One. If a film is entered only into the Documentary category, it is permissible to invite only members of the relevant chapter to a screening. Otherwise all members in the relevant area should be invited to all screenings prior to and during Round One
- After the nominations announcement, and if a film is nominated only in Animated Film, Documentary, Film Not in the English Language or Outstanding British Film, then it is permissible to invite only members of the relevant opt-in chapter to a screening

Preferred

- Not all voters will be able to respond immediately to screening invitations. It is fairer to collect responses within a certain timeframe and then allocate tickets at random
- Please consider running a waiting list so that voters can be informed of any last-minute availability due to cancellations

Permitted

- Complimentary food and drink, but not on a scale where it could be seen as an inducement
- Introductions/Q&As with cast and/or crew from the film. Q&As are permitted for the sole purpose of enabling our voters to be better informed about films. It is permissible to film a Q&A. The resultant footage may be made available online (audio or video) on the film's website or as an extra on DVD screeners manufactured for BAFTA voters. A Q&A agreement must be signed and returned to awards@bafta.org before the entrant invites voters to any filmed Q&A event. Download the agreement from <http://awards.bafta.org/entry>
- Distribution of print material at the screening supplying information about the film (up to two A4/Letter sized sides)

Not permitted

- Gifts to screening attendees
- Late admission of voters into screenings and/or allowing behaviour that may disadvantage viewing conditions of the film for other voters
- Selective ticket distribution to chapter members or on any other basis
- Introductions or Q&As involving individuals with no direct association to the film (other than moderators/interviewers)
- Advertising screenings as "hosted by" or attended by any individual without a direct association to the film, including moderators/interviewers

On general release/other public screenings

Entrants may offer voters access to see a film at cinemas during its release. Such screening opportunities can be offered to voters as specified for private screenings above. Where access to the film is free for the voter, any restrictions on this offer should be clearly stated and admission should be on presentation of the voter's BAFTA membership card. Where access to the film is not free for the voter (i.e. the entrant is simply informing the voter that the film is available to see on general release), this should be stated very clearly.

Voters may be offered tickets to premieres or other special screenings, but this is subject to approval by local BAFTA offices and should be restricted to the screening only (i.e. not any after-screening parties).

DVD screeners

DVDs should be sent to voters via a mailing/fulfilment company. All companies involved in the sending of screeners will need to be approved by BAFTA for access to members' postal data. For a list of companies with access to the BAFTA postal mailing list, or for details of the approval process for new companies, contact membership@bafta.org.

Providing the region-appropriate format of DVD screeners is vital. Please consider the location of our voters when distributing screeners; it is highly unlikely that PAL/UK region DVDs will be viewable by voters in the USA; please also be aware of shipment times (especially for deliveries to the US) to ensure that screeners arrive in a timely fashion before voting deadlines. It is helpful for voters if hard copy mailings are consolidated into as few parcels as possible.

Please note that ten identical BAFTA names are included in the list of voters provided for the purposes of distributing screeners. These are for our production team and the writers of the broadcast show. Thank you for your assistance in providing these extra screeners.

Compulsory

- The membership department must be informed before a DVD screener is sent to voters; entrants should complete the following online form: <http://bit.ly/ScreenerTracking>
- DVD screeners should be sent to all voters on the list provided. If for any reason this is not possible, please contact awards@bafta.org before arranging your mailing
- The DVD sent out should contain the final, released version of the film
- Where a film has been released in multiple versions, the screener sent should contain only the version that has been entered for the Awards. If this is not possible, then clear instructions should be included with the DVD, telling the voter how to access the correct version of the film on the DVD
- English language subtitles should be included on screeners of non-English language films

Preferred

- Voters find it helpful to have the film's running time and film certificate listed on the DVD cover
- Please bear in mind the needs of voters with hearing impairments and consider including optional subtitles where possible

Permitted

- Retail versions of DVDs
- Extras on DVDs, including 'making of' documentaries and recordings of Q&As
- Advertising on the covers by prior agreement
- DVD covers may contain credits/artwork/quotes/other awards won
- Hard copy information about a film: should not exceed a single two-sided A4/ letter sized document per film. A number of films may be combined into a booklet; the same limit applies per film, though a cover may be added, which may include company details, but no details of the films
- Blu-ray discs (please note that not all voters have blu-ray technology – the membership department can provide you with a list of voters who have requested to receive blu-ray where possible)
- Offering to mail DVDs to voters on request
- Mailing DVDs to opt-in chapter voters only (or offering to mail DVDs to these voters on request). Opt in chapters vote for the following categories: Animated Film, Documentary, Film Not in the English Language and Outstanding British Film

Not permitted

- Excessive DVD packaging
- More than one copy of a DVD (unless included in a retail version)
- Information about the contents of a package containing DVD screener(s) should not be included on the outside of a parcel or on the address label (unless required by customs for international shipments)
- Separate mailings of DVDs containing video material other than the film itself

Online stream or download

Compulsory

- The membership department must be informed before an online screener is sent to voters; entrants should complete the following online form: <http://bit.ly/ScreenerTracking>
- Voters should be given full details of how to access the film and a contact email address and/or phone number in case of problems
- Any restrictions on availability, e.g. a window for downloading/viewing, or instructions (including passwords, voucher codes etc) should be clearly stated
- Online viewing opportunities must be offered to all voters. However, if an entrant does not hold the necessary rights to distribute a film online in all territories and efforts to make the necessary arrangements with the local rights holders were not successful, voters may be targeted geographically by prior written agreement only

Permitted

- Films can be uploaded directly to BAFTA's entry system and made available to members to stream or download from the voting system. Films can be uploaded and associated with the entry using the video management page of <http://entry.bafta.org>
- Any other platform may be used instead of or in addition to BAFTA's own system
- Access may be offered to voters with voucher codes, passwords or similar sent on request
- Films may be made available via download or streaming, for voters to keep or only for a fixed time

Other materials

Permitted

- Soundtracks maybe offered for films eligible for the Original Music category
 - CDs may be mailed to voters (or offered on request)
 - Stream or download may be offered to voters, or featured on a film's website
 - These should include only music written for and featured in the film; if a retail version is provided which includes pre-existing tracks or music not featured in the film, accompanying information should highlight clearly which tracks are original compositions for the film and therefore for consideration by voters
- Screenplays may be offered for films listed in either the Adapted or Original Screenplay category
 - Voters may be sent a link to download a screenplay
 - Hard copy screenplays may be offered to voters and sent on request only
 - The screenplay provided should be the shooting script. It should be unadorned and should not contain any illustrations or other information

Not permitted

- 'Inspired by' albums
- 'Making of' books, including e-books
- The material that an adapted screenplay is based on (e.g. a book or play)
- Hard copy mailings of screenplays except at a voter's request
- Retail copies of screenplays
- Sheet music of scores
- Any other material not listed above

Unpermitted material may not be distributed to members in any way, including being given out at screenings or being included with other mailings to BAFTA members (for example by trade publications).

H. COMMUNICATION TO MEMBERS

General

Voters must not at any time:

- be offered any incentive of any kind either to see an entered film, or to vote for it
- be asked if they intend to vote, or have voted for, an entered film
- be asked if they are a member of a Craft chapter
- be contacted directly about entries via Facebook, Twitter or any other social network

Voters should adhere to the BAFTA members code of conduct; any breaches of the code of conduct should be reported to membership@bafta.org.

Emails

Emails can be sent up to Sunday 30 December 2018. Emails relating to nominated films can be sent between Wednesday 9 January 2019 and Sunday 3 February 2019.

An email may be sent if it contains one of the following new pieces of information:

- A new private screening of a film
- Access to a film via stream or download (once per film)
- Announcement of the arrival of a DVD screener or an offer to send a screener on request (once per film)
- Information about a film's general release (once per film)
- Opportunity to download a film's screenplay or offer to make a hard copy screenplay available on request (once per film, provided the film has been entered for the Screenplay categories)
- Opportunity to download or stream a film's soundtrack, or offer to send a soundtrack on request (once per film, provided the film has been entered for the Original Music category)

It is not compulsory to send a separate notification each time a piece of information meets one of the above criteria; indeed it is the intention of these rules to ensure that as many pieces of information as possible must be consolidated into as few communications with voters as possible to help to reduce the volume of mailings sent. Fewer, more concise and informative emails can be more effective. Entrants sending excessive numbers of emails will have their access to mailing lists revoked.

If you are offering/sending a DVD screener to the opt-in chapter only, but inviting all voters to a screening, please separate this into two mailings: one to the chapter offering both the screening and DVD, and one to other voters offering just the screening, as this will be clearer.

Compulsory templates for each of the above permitted emails are included in the [APPENDIX](#). **These templates must be used for all email communications with members except with the express written permission of BAFTA.** Templates may be combined (eg information about a screening and online access to a film may be included in the same email) or used to send information about more than one film; however, the word count for synopses and additional information remain the same per email.

It is not compulsory to send mailings to BAFTA to approve before sending them to voters, but if you are unsure about any whether your planned communication is within the rules, please contact awards@bafta.org before sending it.

Where a mistake has been made and needs to be rectified, contact awards@bafta.org before sending a correction.

Mailings must be sent to all voters except as otherwise specified in these rules and guidelines.

The following are not permitted:

- Targeting the Craft chapters with any kind of communication, screener, invite or incentive
- Emails including information about screenings that are already full
- Emails about BAFTA programmed screenings

- Emails containing images, company or film logos (including text logos) and/or coloured backgrounds
- Emails marked as 'high importance'
- Emails over 50kb in size
- Emails with attachments
- The use of BAFTA in your email address or any implication that BAFTA is the originator of the message
- Referring to your awards campaign office as 'the Academy office' or 'the BAFTA office'. Please instead use '[Entrant's Name] Awards Office'
- Emails thanking members for voting
- Sending emails during Round One voting which relate to opportunities to view the film after Round One voting closes (exceptions to this will be considered on a case by case basis, particularly for films which open theatrically in January or February 2019)

Access to mailing lists

Regular entrants (or companies who regularly act on behalf of entrants) can apply to have direct access to BAFTA email mailing lists; mailing/fulfilment companies can apply to have direct access to postal lists for the purpose of sending DVD screeners on behalf of entrants. Applicants will need to meet BAFTA's requirements regarding the security, storage and use of any data provided. Applications for approval can be made at <http://entry.bafta.org>.

Approved companies will sign an agreement regarding use of BAFTA data. Confidentiality agreements must be signed by representatives of all companies handling voters' data, and each company should receive the necessary data directly from BAFTA; data should not be passed between companies. Voters' data must be protected at all times; this includes ensuring that email addresses are not visible to other recipients in sent emails.

Voters' details must not be printed and must be destroyed from all systems by 10 January 2019 (if a film is not nominated) or by 11 February 2019 (if a film is nominated). Any automated mailing system which stores voters' data outside of this time should not be used.

Regular updates to the lists will be provided; any changes should be reflected in entrants' own systems as quickly as possible.

BAFTA addresses are included on the list of voters to ensure relevant staff are included in all communication to members; do not remove these addresses.

Please note, voters can opt out of having their data passed on to entrants, but cannot opt out of being contacted by specific entrants; if a voter contacts you asking to be removed from your mailing list, please pass this on to membership@bafta.org.

Voters' details are released with the sole purpose of informing them about opportunities to see an eligible film or access information about it, as set out in these rules and guidelines. Any other use of voters' details is not permitted.

New entrants, or companies and individuals who are not approved for direct access to BAFTA's email mailing lists can send emails to voters via the membership department. Entrants should compose an email based on the compulsory templates, (available in the [APPENDIX](#)) and send to awards@bafta.org, requesting it to be forwarded on to voters on a specified date. BAFTA staff will then send this email on to voters. Email content must be provided at least three days in advance of the date the email is intended to be sent to voters. BAFTA reserves the right to edit the content to ensure it adheres to these rules and guidelines; major changes will be sent back to the entrant for approval.

Where members are required to reply to entrants' emails (for example to RSVP to a screening invitation), members will be able to reply directly; any subsequent communication must adhere to these rules and guidelines.

I. NOMINATIONS AND WINNERS

- The nominations for each category will always be listed in alphabetical order by film title, except for performance nominations, which will be listed in alphabetical order by performer's first name
- Except as otherwise stated within these Rules and Guidelines, there will be five nominations in each category
- The winners' press release and list is the definitive source of information about award winners
- All individual named nominees will receive a certificate of nomination
- All individuals named as award winners will receive a BAFTA award and a winner's certificate
- The award may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA
- The BAFTA award remains the property of the British Academy of Film and Television Arts, to remain in the care of the recipient or his/her descendants. Should the award leave the care of the recipient or his/her descendants, BAFTA reserves the right to purchase the mask back for a fee of £1. The award must not be sold on to any third party
- Award winners unable to collect their BAFTA award(s) on the night of the ceremony must arrange collection from BAFTA within 12 months of the ceremony
- BAFTA does not issue replicas of the award; in light of this fact, certain companies directly involved with the winning films in certain categories may purchase a duplicate winner certificate so that they can have a record of their involvement in a winning film

J. BAFTA LOGOS

All requests for logos should be made via www.bafta.org/media-centre/logos.

Entrants may use the 'EE British Academy Film Awards', 'BAFTA Nominee' or 'BAFTA Winner' logos online, in print and in broadcasts only once a film has been nominated for or won an award.

Logos are available from BAFTA before the nominations announcement for advance artwork preparation, but may only be used if the film receives a nomination or wins an award.

A summary of the guidelines for use:

- The Logo cannot be cropped or altered in any way
- An exclusion zone (half the height of the BAFTA 'mask' all the way around the logo) must be observed
- Example(s) artwork featuring the Logo must be supplied for final approval and permission by BAFTA
- The positive inversion of the mask is to be used on light coloured backgrounds; the negative on dark

Each instance of logo use must be approved by BAFTA, with proofs of the logos in situ provided by email.

K. CLIP USAGE

- Clips from nominated films will be shown at the EE British Academy Film Awards ceremony and these clips may form part of the television and online broadcast of the ceremony in the UK and around the world
- BAFTA commits that it will not select any clip which could be construed as a 'spoiler' for any viewer who has not yet seen the film, but otherwise requires the freedom to select suitable clips to illustrate the craft or the individual nominated and to complement the clips selected for the other nominated films/individuals
- Part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. In order to fulfil this, BAFTA intends to make clips of the nominated films available to the public on BAFTA's websites and social media channels
- Owners of nominated films are obligated to submit to BAFTA a copy of the film in Digibeta format, no later than five days following the nominations announcement. BAFTA and/or their production company will maintain such tapes under tight security and return them immediately following the ceremony broadcast
- BAFTA will send the entrant a clip licence to sign to confirm which clips are to be used and where
- By entering a film for consideration, the film's owners are deemed to have conveyed to BAFTA the right to choose excerpts from the film at BAFTA's sole discretion for incorporation into the

worldwide television broadcast of the ceremony and on the BAFTA website and associated websites (including, but not limited to, www.bafta.org/awards, www.youtube.com/BAFTAonline, www.guru.bafta.org, www.facebook.com/BAFTA, @BAFTA and @BAFTAGuru, and other related BAFTA Twitter channels) for non-commercial purposes in the context of the Awards for one year from February 2019

- Upon entering a film via <https://entry.bafta.org/> for EE British Academy Film Awards consideration, the entrant will be asked to confirm the following:
 - That he/she has the authority, on behalf of the film and filmmakers, to agree to grant the above licence
 - That he/she agrees to grant the above licence
- If you foresee any problems with the granting of this licence, please contact awards@bafta.org before entering the film

L. CONTACTS AND USEFUL LINKS

http://entry.bafta.org	Entry forms Mailing List approval forms
http://bit.ly/ScreenerTracking	Screener mailing form
www.bafta.org/media-centre/logos	Logo use requests
Jim Bradshaw / Imogen Faris Head of Film / Film & Television Coordinator Tel: +44 (0)20 7292 5864 / awards@bafta.org	General enquiries – all award categories Film entry and rules Approvals of materials/emails etc. Nominees
Timothy Hughes Membership & Awards Officer Tel: +44 (0)20 7292 5833 / membership@bafta.org	Membership enquiries Voter lists and information (UK) Confidentiality agreements
Nick Williams Communications Manager Tel: +44 (0)20 7292 5847 / nickw@bafta.org	Press & communications enquiries
Mariayah Kaderbhai Film Programme Manager Tel: +44 (0)20 7292 5808 / mariayahk@bafta.org	Screening and Events programme: UK
Matthew Wiseman Chief Operating Officer, BAFTA Los Angeles Tel: +1 323 658 6590 / matthew.wiseman@baftala.org	Screening and Events programme: Los Angeles Membership enquiries Voter lists and information (US)
Lisa Harrison Director, BAFTA New York Tel: +1 212 235 2077 / lisah@bafta.org	Screening and Events programme: New York

British Academy of Film and Television Arts
195 Piccadilly | London | W1J 9LN
T +44 (0)20 7734 0022 W www.bafta.org

APPENDIX- TEMPLATES FOR EMAILS TO VOTERS

The following templates must be used when communicating to voters about a film for consideration.

Screening invitations

Subject Line:

[TITLE OF FILM]- New screening

Body of email:

[Optional: One opening quote/review stars – Max 100 words]

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [RATING]

New screening opportunity for BAFTA members: [DATE], [TIME], [VENUE]

[DETAILS OF Q&A where applicable]

[Information about how to RSVP and when/how they should expect to hear if successful]

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- may include press quotes, details of other award wins/nominations, names of relevant cast and crew members; any information about which categories the film has been entered into should be included in this section]

For more information about this film: [WEBLINK]

[Optional: credit block- nb this should be in text rather than an image, in a font no bigger than the rest of the text, and presented as on a poster (ie over several lines rather than in a vertical list)]

Example: 'Platoon':

Subject line:

PLATOON – New screening

Body of email:

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

PLATOON

Orion Pictures, 120 mins, 15

New screening opportunity for BAFTA members: 6pm, Monday 4 September 2014, at a central London venue.

This screening will be followed by a Q&A with writer and director, Oliver Stone.

To request tickets, please email rsvp@platoonfilm.com by 16 August. Successful bookings will be confirmed by 20 August. Space is limited, so priority will be given to members requesting single seats.

Chris Taylor has swapped a privileged life at University for frontline duty with Bravo Company in Vietnam. Under the command of veteran warrior Sgt. Barnes and the calm, brooding Sgt. Elias, Chris soon realises that his war will be far from the patriot's heroic journey he'd signed up for. As he is exposed to the horrors of war and duality of man, Chris is faced with a moral crisis that will define him. Inspired by Oliver Stone's own experiences in combat, Platoon is a masterful, unflinching infantryman's view of the defining conflict of the American 21st Century, the Vietnam War.

Starring Charlie Sheen, Tom Berenger and Willem Dafoe, and written and directed by three-time Oscar winner, Oliver Stone, Platoon is "essential viewing... the best film of the year"

[Roger Ebert].

NOMINATED FOR 8 Oscars, including Best Picture and Best Director, and winner of the Silver Berlin Bear for Direction at the Berlin International Film Festival.

For more information about this film: www.platoonfilm.com

-ends-

General release

Subject Line:

[TITLE OF FILM]- See it in cinemas

Body of email:

[Optional: One opening quote/review stars – Max 100 words]

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [RATING]

On general release from [DATE]

[For Films on limited release only- list of cinemas where film is showing]

[Information about any free access arranged for BAFTA members above and beyond the existing ongoing offers for BAFTA members]

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- may include press quotes, details of other award wins/nominations, names of relevant cast and crew members; any information about which categories the film has been entered into should be included in this section]

For more information about this film: [WEBLINK]

[Optional: credit block- nb this should be in text rather than an image, in a font no bigger than the rest of the text, and presented as on a poster (ie over several lines rather than in a vertical list)]

Film available online

Subject Line:

[TITLE OF FILM]- Watch online/ Available to download

Body of email:

[Optional: One opening quote/review stars – Max 100 words]

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [RATING]

This film is available for BAFTA members to watch online/ available to download:*

[Instructions of how to access film; where lengthy instructions are necessary please put "see below for full instructions"]

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- may include press quotes, details of other award wins/nominations, names of relevant cast and crew members; any information about which categories the film has been entered into should be included in this section]

For more information about this film: [WEBLINK]

[Optional: credit block- nb this should be in text rather than an image, in a font no bigger than the rest of the text, and presented as on a poster (ie over several lines rather than in a vertical list)]

[Full instructions for accessing film (where necessary); this would include any wording required by the platform making the film available (such as iTunes)]

*If the film is available to voters on BAFTA's own system this section should say:

This film is available for BAFTA members to watch online via the BAFTA voting and viewing site (<http://voting.bafta.org>).

Please log in using your BAFTA log-in; contact voting@bafta.org if you need help logging in.

Soundtrack/Screenplay available

Subject Line:

[TITLE OF FILM]- Soundtrack/ Screenplay available

Body of email:

[Optional: One opening quote/review stars – Max 100 words]

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [RATING]

The screenplay/soundtrack is available for BAFTA members to read/stream/download from [WEBLINK]

[AND/OR] To request a hard copy of the screenplay/soundtrack please email [EMAIL]

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- may include press quotes, details of other award wins/nominations, names of relevant cast and crew members; any information about which categories the film has been entered into should be included in this section]

For more information about this film: [WEBLINK]

[Optional: credit block- nb this should be in text rather than an image, in a font no bigger than the rest of the text, and presented as on a poster (ie over several lines rather than in a vertical list)]

DVD sent/available

Subject Line:

[TITLE OF FILM]- DVD Screener

Body of email:

[Optional: One opening quote/review stars – Max 100 words]

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [RATING]

A DVD screener will be/was sent to you on [DATE]. If you have not received/do not receive it, please email [EMAIL]

[OR] A DVD screener is available on request; if you would like to request a copy, please email [ADDRESS]

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- may include press quotes, details of other award wins/nominations, names of relevant cast and crew members; any information about which categories the film has been entered into should be included in this section]

For more information about this film: [WEBLINK]

[Optional: credit block- nb this should be in text rather than an image, in a font no bigger than the rest of the text, and presented as on a poster (ie over several lines rather than in a vertical list)]