

EE British Academy Film Awards

Rules and Guidelines 2020/21
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.

The Academy 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 22 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

2020	
Wednesday 28 October	First Deadline to enter into Outstanding Debut by a British Writer, Director or Producer (films released 1 Jan – 28 October 2020)
Tuesday 10 November	Entries for the British film categories should be submitted to the BFI for consideration against their Diversity Standards by this date at the latest
Monday 23 November	Deadline for submission of Stage One entry forms (confirming film eligibility, categories each film will be entered into including performance categories) Final Deadline to enter Outstanding Debut by a British Writer, Director or Producer & films entered for Debut should be available to jurors by this date
Monday 14 December	Deadline for Stage Two entry submission (confirming individual candidates for nomination) plus statements and appeals
Tuesday 22 December	Draft Entered Films list to be made available to voters and entrants
2021	
Wednesday 6 January	Deadline for requests to changes to the Draft Entered Films list and SVFX Statements
Monday 11 January	All films must be made available to BAFTA voters on the BAFTA View portal by this date to qualify
Tuesday 12 January	Round One voting opens at 10:00
Tuesday 26 January	Round One voting closes at 18:00 / Deadline for SVFX reels
Thursday 4 February	Longlists announcement
Friday 19 February	Round Two voting opens at 10:00
Monday 1 March	Round Two voting closes
Tuesday 9 March	Nominations announcement
Thursday 25 March	Round Three voting opens at 10:00
Wednesday 7 April	Round Three voting closes at 18:00
Friday 9 April	Entered films to have been screened to the public by this date (except for Films Not In The English Language (FNIEL) and Documentaries, which must be screened to the public by Friday 30 April)
Sunday 11 April	EE British Academy Film Awards

All times are GMT unless stated otherwise.

BAFTA accepts no responsibility for entrants missing deadlines.

C. ELIGIBILITY

Due to the pandemic caused by COVID-19, all rules pertaining to eligibility for the 2021 Film Awards as listed below are for the 2021 Awards only, and are subject to change based on BAFTA's best practice policies and national guidelines as determined by the UK government.

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, and the Film Committee will not accept an entry that otherwise meets the below criteria if they do not deem the release to have been meaningful.

Films must have been available to the UK public for the first time in the UK between 1 January 2020 & 9 April 2021. There is an exception for Films Not in The English Language (FNIEL) and Documentaries which are eligible if they have been made available to the UK public for the first time between 1 January 2020 & 30 April 2021. Note that the start of the eligibility period for the 2022 Awards will be 1 January 2021.

Films are eligible if they meet the lower qualifying threshold: a minimum of one theatrical screening per day for seven days (in aggregate; not including festival screenings). These screenings need not be at the same venue.

Films which were on theatrical release in UK on March 12 (when cinemas closed) and therefore had their theatrical release curtailed, will be eligible regardless of the number of qualifying screenings they had.

Films whose confirmed theatrical release date (as determined by FDA) has been changed to a release on an approved VOD platform because of the impact of COVID will be eligible if they release during the 2020-2021 eligibility period.

Until further notice and for the 2021 Film Awards only, films which were intended for theatrical release, but without a confirmed and published theatrical release date with FDA, may qualify for consideration should they release on an approved commercial VOD platform once the film meets all other eligibility requirements as detailed in this Rulebook. These films will be considered by the Film Committee before being approved as eligible; please contact awards@bafta.org as soon as possible if you wish to enter a film with this type of release. The committee will not consider any initial requests received after the Stage One entry deadline (23 November 2020).

Evidence of the qualifying releases as described above must be provided prior to the Stage One entry deadline (23 November 2020). Films being entered for Outstanding Debut must also be available to be viewed by jurors by this date.

All titles qualifying via release on an approved commercial VOD platform must be available for a minimum of 30 days to UK audiences during the eligibility period. The approved list of VOD streamers is available on request at awards@bafta.org.

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 (e.g. extended or reduced cuts) are released, the version which had the widest theatrical or online 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 feature categories, with the exception of Outstanding British Film and Outstanding Debut, which are for British films only.

BAFTA View

All titles must also be made available to BAFTA voting members on 'BAFTA View', BAFTA's online viewing site, as soon as possible after the date of release and within 60 days of release (theatrical or online) for a minimum of 30 consecutive days.

All titles should be available to voting members via BAFTA View by the date that Round One voting opens (12 January 2021).

All films should be available on the BAFTA View portal from the date voting opens in Round One (January 12) and through each subsequent Round if the film is longlisted or nominated.

For more information on how to make your film available on BAFTA View, see [MAKING ENTRIES AVAILABLE TO VOTERS](#).

Films which open after 1 January 2021 must be qualified by being screened to BAFTA voters no later than 11 January 2021; otherwise films opening after 1 January 2021 should be entered for the 2022 ceremony.

Note that there is a separate entry form for the Outstanding Debut by a British Writer, Director or Producer category on the entry site (entry.bafta.org). Please contact awards@bafta.org if you intend to submit to this category.

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, Television, or Television Craft Awards

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

BRITISH FILM CATEGORIES - Additional BFI Diversity Standards eligibility requirements

All films entered in the Outstanding British Film or Outstanding Debut by a British Writer, Director or Producer categories must have met at least two of the four BFI Diversity Standards, one of which to be Standard C. Entries should be submitted separately to the BFI for assessment against the Standards as early as possible, ideally by 10 November 2020 (*this is two weeks prior to Stage One entry deadline*).

BAFTA's intention with 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.

Projects at all stages of development and production have the opportunity to make changes that may help them to meet the Standards, however, BAFTA strongly encourages productions to engage with the Standards and interrogate their creative and hiring processes as early as possible in development and pre-production. With the BFI, BAFTA will track which Standards qualifying British films meet, with the intention of an annual review to make additional Standards compulsory and in line with the BFI's pass criteria for future BAFTA Awards. By 2024, BAFTA intends that not just qualifying British films, but all films entered for the 2024 Film Awards will pass the standards. To achieve this, BAFTA is collating basic diversity information about all entered films for the 2021 Awards via the BAFTA View entry process.

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

CHOOSING WHICH CEREMONY TO ENTER

An entry can be made either to EE British Academy Film Awards or the Virgin Media British Academy Television and/or Television Craft Awards, not both:

- If a work was intended to receive its first exhibition as a public, paid-entry cinema screening and has a subsequent eligible release, 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 was intended to receive its first exhibition theatrically, but does not have a subsequent eligible release, it may be eligible for the Television and/or Television Craft Awards if subsequently broadcast (however, programmes that have had a theatrical release and then been subsequently re-cut for television are ineligible unless a significant amount of new material has been shot specifically for the television broadcast)
- If a work (over 70 minutes) was intended to be theatrically 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 was intended for a theatrical release but receives its first exhibition on an approved commercial VOD and available to UK audiences, for a minimum of 30 days, it may be eligible for Film Awards
- If a work receives its first exhibition online/VOD, it may be eligible for the Television and/or Television Craft Awards
- An eligible film submitted for the BAFTA Film Awards, and subsequently edited for broadcast/online release will not be eligible for the BAFTA Television / BAFTA Television Craft Awards (and vice versa).

Feature films can be entered into the following British Academy Awards: BAFTA Children's Awards, BAFTA Scotland Awards, BAFTA Wales Awards and the BAFTA 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 and change and/or withdraw named candidates /nominees 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, 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.

Entry Fees:

There is a fee per film for entering films for the Film Awards in 2021, which will be payable at the end of completing the Stage Two entry process and films have been approved.

No charge	Outstanding Debut, British Short Film, British Short Animation
£250	Outstanding British, Documentary, Animated Feature, FNIEL only
£2,500 *	All others

*There is an appeals process if entrants are not in a position to pay this fee. Please contact awards@bafta.org as soon as possible for further details.

Stage One: Enter the film via the [BAFTA Entry Site](#)

For Stage One, entrants are required to:

- Provide evidence of the qualifying release
 - Any relevant information which will demonstrate that the release is genuine and not just to qualify it for the Awards, i.e. confirm details of the film's theatrical or VOD release, release date, BBFC classification, type of release (saturation, limited, VOD etc.)/number of screens, list of cinema chains showing the film, date of SVOD & DVD release for UK and broadcast date (if applicable), and ideally admission figures
- 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 legible and is included as it appears on screen
- Provide a poster credit block
- Provide poster artwork (without any reviews, awards or festival wins)
- Provide a synopsis (without any reviews, awards or festival wins)
- 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 and whether they are being entered for leading or supporting categories
- Original Score:
 - Confirm the percentage of original score and song music composition in the film;
 - Complete a music tracker spreadsheet which includes time duration of original, sourced and unknown cues (a template is provided)
 - Provide a cue sheet, marked up to indicate which cues were originally composed for the film (clearly marked if there is more than one eligible composer).

The provision of a cue sheet and completed tracker is mandatory to enter this category; please note that this will be made available to voters during Round One, Two and Three voting
- Outstanding British Film / Outstanding Debut

Confirm the nationalities of key crew (e.g. director, screenwriter, producer, etc), and where necessary, further information about the film, including if the film was developed in UK, shot and/or post produced in UK, that the film has been submitted to the BFI for consideration against the Diversity Standards.
- Casting:

The names of candidate(s) for nominations must be uploaded. A supporting statement is mandatory for the Casting category, and may be uploaded at this stage (see [CASTING](#))
- Special Visual Effects:

Supporting statements may be uploaded at this stage (see [SPECIAL VISUAL EFFECTS](#)). Special Visual Effects statements are optional, and can also be submitted at Stage Two.

Stage One entry forms must be completed in full at entry.bafta.org and submitted, along with all required supporting materials, no later than **Monday 23 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). If the required information and supporting materials are not received, BAFTA reserves the right not to list a film in the relevant category.

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 the second stage form.

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 entry.bafta.org, and provide the names of the individual candidates for nomination in each category, headshots of performers, statements for specific categories (if not already received), and any appeals for exceptions (see [APPEALS](#)).

Stage Two entry should be completed as soon as possible, but no later than **Monday 14 December**.

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.

Once the film has progressed to Stage Two and been approved, an invoice will be issued to cover the fee for the film's entry.

Appeals must be submitted at this stage at the latest, to ensure that appeals can be considered by the Film Committee.

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.

Correct entry information is the responsibility of the entrant. 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 in the wrong categories or any other incorrect information

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 or winners should a film be nominated or win in that category. The voting process for each category is also summarised.

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 in all Rounds.

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 (PGA) for certification, all producers who have been deemed eligible for the Guild's "Producers Mark" or have been deemed eligible via the Guild's 'Awards-Only' process, 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 six years up to and including the eligibility period). If the candidate for nomination is a UK passport holder but is not resident in UK, or if the candidate is a resident but not a UK passport holder they will be asked a series of questions to demonstrate a commitment to the UK film industry. Entrants will be asked to confirm the following details: country of residence, length of residency, details of the projects the candidate has in development, and for candidates with UK passports based elsewhere, if the candidate has plans to return and work in the UK.
- If applicable, the entrant should also confirm if the film has passed the BFI Cultural Test

- 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, one to be Standard C (see [ELIGIBILITY](#))

Voting

- Twenty longlist places and ten nominations are available in this category: twenty longlisted films are decided by an opt-in chapter in Round One of which the top five are nominated, the remaining five nominations are decided from the longlisted films placed 6-20 by the Outstanding British Film jury in Round Two
- The winner is decided by all voters in Round Three

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 or extenuating 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.
- If applicable, the entrant should also confirm if the film has passed the BFI Cultural Test.

Additional eligibility criteria: the candidate

- The candidate must hold a UK passport, or have been permanently resident in the UK for at least six years up to and including the eligibility period.
- If the candidate for nomination is a UK passport holder but is not resident in UK, or if the candidate is a resident but not a UK passport holder they will be asked a series of questions to demonstrate a commitment to the UK film industry, providing the following details: where they currently reside, the length of time they have lived there, if they plan to return and work in the UK, details of the projects they have in development and the producers involved
- 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
- Candidates who already have a significant number of lead credits in any genre or discipline may not be eligible.
- 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 longlists, nominees and winner are decided by a jury. 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

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

Additional submission material

- Supporting statements from entered debut producers detailing the role they took and why it was an outstanding Debut (this is to give the jury a better understanding of their role on the production, which may not necessarily be visible on screen)
- Where a candidate shares a credit with a non-Debut candidate, we ask for a statement detailing the different roles the debut candidate and more established director/writer/producers took, and why it was an outstanding debut for the candidate
- CVs for all candidates for nominations, for jury consideration
- Entrants to this category are required to provide online screeners of the film for the jury members (entry.bafta.org), and must be provided by the Stage One entry deadline

6. FILM NOT IN THE ENGLISH LANGUAGEAdditional eligibility criteria

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

Voting

- Longlist, 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 FILMAdditional 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 longlisted will be between five and eight, 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. DOCUMENTARYAdditional 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

Voting

- Longlist, 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

- The Longlist is decided by the Directing chapter and by the Longlisting jury
- Nominations are decided by the nominating jury
- 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 (e.g. 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 and documentaries) 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 should not 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:

- The Longlists and 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 should not be entered into these categories

Voting

- The category in which individuals are placed, whether Leading or Supporting, is determined by the entrant. BAFTA will largely adhere to the category selected by the entrant but will also monitor entries and reserve the right to change the category where, in the opinion of a small external group, under the auspices of the Film Committee, the performer has been entered into the incorrect category.
- Candidates cannot be longlisted more than once in a category
- The Longlist in each category is decided by the Acting chapter and by the Longlisting jury
- Nominations are decided by the nominating jury
- The winners are decided by all voters

12. CASTING

Voting

- The longlist is decided by the Casting chapter

- The Nominations are decided by jury
- The winner is decided by all voters

Candidates for nomination

- Eligibility is limited to the casting director(s)

Additional submission material

- A supporting statement of up to 3,000 characters should be submitted for consideration in each Round (a template is provided via the entry site). This statement should be written by the Casting Director in the first instance, or the Director/Producer in the event the CD is unable to submit. The statement must outline the casting director's creative contribution and outstanding achievement in their craft, and should include:
 - How the casting serves the characters and the film
 - How the brief was interpreted to reflect the tone of the script and the director's vision.
 - How the casting director collaborated with the director, producer and writer to enhance the production
 - If any of the performers had been cast before they joined the project
 - The approach to new talent, diversity and representation
 - If any experienced actors have been cast in a surprising or career defining roles
 - Any challenges specific to the production which they overcame
- A photo grid of the cast and full cast list to be made available to the Casting chapter, Jury and voters

13. ORIGINAL SCORE

Additional eligibility criteria

- A film is eligible if more than 70% of all of the music featured in it is an originally composed score, written specifically for the film
- Films with between 50% and 70% of an originally composed score may be eligible if it is clear which music in the film is an original score, and which is source or licensed music used to complement an original score; films using pre-existing instrumental music extensively as score should not be entered
- The music of original songs created specifically for the film may contribute to the total amount of original score composition
- Films which predominantly use phrases from pre-existing scores extensively as score (for example sequels/prequels or films within a franchise) should not be entered
- Final decisions on eligibility rest with BAFTA's Film Committee

Voting

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

Candidates for nomination

- Eligibility is limited to the primary composer of the original score, responsible for the overall conception, design and execution of the work as a whole
- Where the primary composer created less than 50% of the original composition, additional composers may be considered if each additional composer has written a minimum of 20% of the total original composition

Additional submission material

- Entrants must supply a music cue sheet with original cues (score and song) clearly marked, specifying the overall percentage of original composition. Where there is more than one composer, the percentage of cues each has written must be clearly marked.
- Entrants must supply a completed music tracker form, noting the timings from the cue sheet, and whether cues are original music, original songs, source, or unknown (a template is available on the entry site)
- The music tracker form and the music cue sheet will be made available to the Music chapter in Round One and Two voting and to all voters in Round Three voting
- For films with less than 70% original score, an appeal statement from the director or a producer, detailing how the original score (including originally composed song music) and source music are used in the film, may be requested

14. CINEMATOGRAPHY

Voting

- The Longlist and 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

15. PRODUCTION DESIGN

Voting

- The Longlist and 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

16. COSTUME DESIGN

Voting

- The Longlist and 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)

17. MAKE UP & HAIR

Voting

- The Longlist and 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 principal 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

18. EDITING

Voting

- The Longlist and 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

19. SOUND

Voting

- The Longlist and 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; for example, 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

20. SPECIAL VISUAL EFFECTS

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

Voting

- The Longlist and 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 in 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 entry.bafta.org by Monday 30 December. 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](#).

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. All appeals should be received prior to the Stage Two entry deadline via awards@bafta.org.

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

E. VOTING, CHAPTERS & 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: Longlists

- All voters will be allocated 15 films to watch in Round One. These will be randomly allocated, and will be a range of films including documentary, films not in the English language, British, and so forth. Voters must watch their allocated films before voting in Round One.
- Voters are encouraged to watch as many films as possible in the months in the lead up to Round One voting deadline, especially films in their assigned craft and/or opt-in chapter
- All voters vote for the longlists for Best Film
- The Directing chapter will determine the first eight female directors and first eight male directors in the longlist. The final two places for female and two for male directors will be determined by a Longlisting jury, selected from the next ten ranked for female and for male director in the chapter vote. The Director category will have a longlist of 20: 10 female and 10 male directors.
- The Acting chapter will determine the first 12 in the longlists for Leading Actor, Leading Actress, Supporting Actor, Supporting Actress. The final three places in each category will be determined by a Longlisting jury, selected from those ranked 13-22 in the chapter vote
- The relevant chapter votes for the longlists for Casting, Cinematography, Original Score, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay and Original Screenplay
- In Outstanding British Film, Animated Film, Documentary and Film Not in the English Language only members of the relevant opt-in chapter vote for the longlists
- In Outstanding Debut, the longlist is voted for by a Jury

- Voters may cast a number of votes corresponding to the longlist number in the relevant category (usually fifteen). 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 points will be applied based on the voters' ranking (fifteen points for first preference, fourteen for second and so on)
- The longlisted films in each category will be the films with the highest number of points from the ranked voting; The number of films longlisted (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 fifteen
- In the event of a tie, the total number of votes (regardless of ranking) will be used to decide which entries are longlisted. If there remains a tie, additional films may be listed on the longlist
- The results are scrutinised by BAFTA and its scrutineers to ensure there are no anomalies prior to the activation of Round Two voting.

Round Two voting: Nominations

- All voters vote for the nominations for Best Film
- In Outstanding British Film, the five films ranked highest (1-5) in the Longlist will be nominated. The remaining five nominations are voted for by a nominating jury from films on the longlist ranked 6-20
- A nominating jury will select the nominations for Director
- A nominating jury will each select the nominations in Leading Actor, Leading Actress, Supporting Actor and Supporting Actress
- The relevant chapter votes for the nominations for Original Score, Cinematography, Production Design, Editing, Sound, Special Visual Effects, Costume Design, Make Up & Hair, Adapted Screenplay and Original Screenplay
- In Animated Film, Documentary and Film Not in the English Language only members of the relevant opt-in chapter vote for the nominations
- In Outstanding Debut, the nominations are voted for by a Jury
- In Casting, the nominations are voted for by a Jury
- 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 points will be applied based on the voters' ranking (five points for first preference, four for second and so on)
- The nominations will be the films in each category with the highest number of points from the ranked voting.
- 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
- Voters must abstain in a category if they have not seen all of the longlisted films in that category, or if their knowledge of advancements in that craft is not up-to-date
- The results are scrutinised by BAFTA and its scrutineers to ensure there are no anomalies prior to the activation of Round Three voting

Round Three voting: Winners

- All voters vote for the winner of Best Film, Outstanding British Film, Leading Actor, Leading Actress, Supporting Actor, Supporting Actress, Director, Casting, Cinematography, Original Score, 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 and Animated Film
- In Outstanding Debut, a jury selects the winner
- 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 top placements in the longlists in the following categories: Director, Leading Actor, Supporting Actor, Lead Actress, Supporting Actress,
- Chapters vote for the longlists in the following categories: Casting, Cinematography, Original Score, 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 longlists in that category
- The top five ranked films voted for by the opt-in chapter in Outstanding British Film are nominated (the remaining five nominations are selected by a nominating jury)
- Only members of the relevant opt-in chapter for Animated Film, Documentary and Film Not in the English Language vote for the nominations in that category
- Entrants may choose to send DVD screeners just to an opt-in chapter, however all voters vote in Best Film in Round One and Two so screeners should be sent to all voters where possible

JURY RULES AND PROCEDURES

Jury Chairs are predominantly appointed from the sector Committees. For the Film Awards, the chairs for Outstanding British, EERSA and Casting have been appointed from the Committee. The Outstanding Debut, British Short Film and British Short Animation Jury Chair positions are open for applications from any film voting member and are selected based on their expertise, commitment and availability.

Once a chair is appointed, they work with the Awards team to build the lists of jurors, where specific expertise knowledge is needed, Members are invited to put their names forward to be added to a panel of potential jurors each year. These lists are subject to Film Committee approval.

BAFTA juries should be diverse and representative and for the Film Awards the following best practice guidelines will be followed:

These juries will endeavour to incorporate a diversity of voice and thought and:

- Will have seven jurors present to be quorate, and will not usually exceed 12 jurors in total, except in instances where a larger number of voices is required
- Will be made up of a majority of experts with significant experience in the relevant discipline, complemented by a number of jurors from other disciplines/genres and voices that represent emerging talent
- Ideally, there should be a minimum of 50% of BAFTA members on each jury, however the balance of diversity is the overriding factor, rather than balance of members and non-members
- In order to ensure balance and that the demographic make-up of the jury is as wide as possible, each jury should contain:
 - Good representation of gender (50:50) and from under-represented ethnicities
 - Represent a range of diversity indicators and those from underrepresented groups - including but not limited to age, LGBTQI+, D/deaf & disabled, socioeconomic background and location
- A juror cannot participate in the same jury in two consecutive years, apart from on juries where there is specified a need for continuity
- A juror must not have any conflicts of interest: jurors must not have any direct connection with any of the longlisted films: they cannot have worked on them, have a credit on them or have commissioned them. Any possible conflicts of interest, such as personal and professional connections to the candidates for nomination, must be declared to BAFTA before the meeting takes place. The jury chair and BAFTA Awards Team will determine what constitutes a conflict of interest.

- All Jury chairs and jurors must complete bias training prior to the jury meeting, and earlier in the process if possible;
- All jury chairs will attend a Jury chair briefing with members of the Film Committee, to ensure they are fully aware of how meetings should be run, specific rules for their category, etc.
- Jurors and Jury chairs must watch all longlisted titles prior to attending the jury meeting.
- Jury meeting will be run as open, safe environments, enabling all jurors to speak and vote, freely; Jury Chairs will hold members accountable to contributing to this approach;
- During jury meetings, voting is confidential (on tablets) and automatically relayed to BAFTA's scrutineers; jurors are not aware of final results with this process;
- The list of jurors is not made public until the day of the ceremony, to avoid lobbying. Jurors are asked to keep their involvement confidential until that time, to avoid lobbying, and sign an NDA to ensure that all discussions within the meeting remain confidential;

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 five 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 2020
- The twenty films with the most points after Round One ranked voting will be longlisted, of which the five films with the most points will be nominated. The next 15 films with the most points will form the jury list of films to consider
- The jury will be informed, in confidence, of the five films already nominated and remaining titles on the longlist, but not the order in which they were ranked
- Any juror with a conflict of interest with any film in the top 20 or who has not seen all 20 films (including the five automatically nominated) will be asked to stand down from the jury
- The jury will select five films from the longlist to be nominated in addition to the five chapter's selection, making a total of ten 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

Outstanding Debut by a British Writer, Director or Producer

- 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 be diverse and represent a wide range of experience and skills within the industry,
- 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

Directing

- In Round One (Longlist), the Directing chapter will determine the first eight female directors and first eight male directors in the longlist. The final two places for female and two for male directors will be determined by a Longlisting jury (a subgroup of the Film Committee), selected from the next ten ranked for female and for male director in the chapter vote. The Director category will have a longlist of 20: 10 female and 10 male directors
- In Round Two (Nominations), the jury will be a minimum of seven and a maximum of 12, drawn from a pool of jurors selected by the chair of the jury (usually a member of the BAFTA Film Committee) working with the Awards team
- 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 2020
- The twenty films longlisted in Round One will form the jury longlist for Round Two

- Any juror with a conflict of interest with any film in the longlist or who has not seen all twenty films will be asked to stand down from the jury
- The Directing jury will select the six nominations from the longlist of twenty

Performance

- In Round One (Longlist), the Acting chapter will determine the first 12 in the longlists for Leading Actor, Leading Actress, Supporting Actor, Supporting Actress. The final three places in each category will be determined by a Longlisting jury (a subgroup of the Film Committee), selected from those ranked 13-22 in the chapter vote
- In Round Two (Nominations) there will be a jury for each of the performance categories; each will be a minimum of seven and a maximum of 12, drawn from a pool of jurors selected by the chair of the jury (usually a member of the BAFTA Film Committee) working with the Awards team
- 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 2020
- The fifteen films longlisted in Round One in each category will form the jury longlist
- Any juror with a conflict of interest with any film in the longlist or who has not seen all fifteen films will be asked to stand down from the jury
- Each Performance jury will select the six nominations from the longlist of fifteen in each category

Casting

- The jury will be a minimum of seven and a maximum of 12, drawn from a pool of jurors selected by the chair of the jury (usually a member of the BAFTA Film Committee)
- 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 2020
- The fifteen films with the most points after Round One ranked voting will form the jury longlist
- Any juror with a conflict of interest with any film in the longlist or who has not seen all fifteen films will be asked to stand down from the jury
- The Casting jury will select the five nominations from the longlist of fifteen

All decisions made by BAFTA and its juries regarding nominations and winners are confidential and final. No correspondence will be entered into as to why particular entries were or were not nominated.

F. VOTING, CHAPTERS AND JURIES – SUMMARY TABLE

	Round One voting: Longlists	Round Two voting: Nominations	Round Three: Winners
Best Film	All voters vote up to 15 ranked Top 15 are longlisted	All voters vote for 5 ranked 5 nominations	All voters
Outstanding British Film	Opt-in British Film chapter votes up to 20 ranked Top 20 are longlisted of which top 5 are nominated	Jury considers films placed 6-20 and votes for 5 nominations 10 nominations	All voters
Outstanding Debut by a Writer, Director or Producer	Jury	Jury Longlist of up to 10 5 nominations	Jury
Leading Actress Leading Actor Supporting Actress Supporting Actor	Acting chapter votes for up to top 15 ranked. Top 12 are longlisted. Longlisting jury selects final 3 based on those placed 13-22 15 are longlisted	Jury for each category considers 15 longlisted, and votes for 6 nominations 6 nominations	All voters
Director	Directing chapter votes for up to top 20 ranked Top 8 female directors and top 8 male directors are longlisted. Longlisting jury selects final 2 female and final 2 male directors based on next placed 10 films by each. 20 (10:10) are longlisted	Jury considers 20 longlisted titles, and votes for 6 nominations 6 nominations	All voters
Original Score Cinematography Production Design Editing Sound Special Visual Effects Costume Design/ Make Up & Hair ** Adapted / Original Screenplay	Music chapter Cinematography chapter Production Design chapter Editing chapter Sound chapter Special Visual Effects chapter Costume Design and Make Up & Hair chapters Screenplay chapter Each chapter votes for up to top 15 ranked 15 are longlisted in each of these categories	Music chapter Cinematography chapter Production Design chapter Editing chapter Sound chapter Special Visual Effects chapter Costume Design and Make Up & Hair chapters Screenplay chapter Each chapter votes for top 5 ranked 5 nominations in each of these categories	All voters
Casting	Casting chapter votes for up to top 15 ranked 15 are longlisted	Jury considers longlist and selects 5 nominations 5 nominations	All voters
Animated Film FNIEL Documentary	Opt-in Animation chapter Opt-in FNIEL chapter Opt-in Documentary chapter Each chapter votes for up to top 15 ranked / Top 15 are longlisted	Opt-in Animation chapter Opt-in FNIEL chapter Opt-in Documentary chapter Each chapter votes for top 5 ranked / Top 5 are nominated	Opt-in chapter Opt-in chapter Opt-in chapter

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

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. If an entrant has any queries contact awards@bafta.org

Any infringement of the letter or spirit of these rules will be referred to BAFTA's Film Committee, who will impose penalties which will 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 [COMMUNICATION TO MEMBERS](#)).

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.

Film Websites

Websites specially designed for awards season can be included in emails or linked from the BAFTA View portal. If a specially designed awards website is not available, note that the public promotional website can be included however the same rules apply - websites cannot include any reviews, review stars or reference to nominations, longlists or awards won, except for BAFTA longlisting or nomination.

WAYS FOR VOTERS TO SEE FILMS

BAFTA View: BAFTA's year-round online viewing portal

It is an eligibility requirement that films are available to voting members at BAFTA View, our online screening portal for films being entered for consideration for the Film Awards. Films should be made available within 60 days of the release date. This is the centralised hub, with two factor authentication, where all films can be accessed by voters. Regular Film Digests are issued to voters with added titles. Distributors can either upload their films to BAFTA to host, or can link their films securely from their own platforms to BAFTA View, giving a seamless experience for BAFTA voters to access all eligible films.

Full details about how to make films available on the following page.

BAFTA's year-round screenings programme

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

BAFTA screens eligible films to voters year-round across the UK, in New York and Los Angeles. 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. These are in addition to all films made available on BAFTA View within 60 days of release.

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

What entrants may offer to voters

Although BAFTA always supports the theatrical experience above any other, for the 2021 Awards because of Covid, online screenings may also be organised in addition to more traditional physical screenings.

In addition to being available on BAFTA View, entrants may offer voters the opportunity to see films in the following ways:

- At distributors online or physical screenings, with or without introductions/Q&As
- On DVD screener
- On general release/other public screenings

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.

BAFTA will publish all available films on the BAFTA View portal, and will send regular Film Digests to voters with newly added titles (title, synopsis, thumbnail poster image). In the members' area of the BAFTA website a list of DVD screeners issued to voters will be listed 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 is not permitted see [SECTION H](#) for rules governing how entrants may communicate with voters.

BAFTA VIEW: Guidelines

BAFTA gives film voting members access to BAFTA's own voting site. Access to this is secured using two-factor authentication (username + password + SMS code). Members who are eligible to vote will be able to access films uploaded via the entry site's built in video functionality (option 1 below), or films registered with BAFTA View Admin (option 2 below).

As BAFTA accepts films for BAFTA View year round, there is a separate entry form which Entrants must complete - on entry.bafta.org - to make their film available online to members. This entry form gathers information that will be published on BAFTA View, such as title, running time, genre, UK certification, key credits, synopsis and poster artwork. This is a separate process and form to the specific Awards entry form which determines eligibility and candidates for nomination. For more details, please see the BAFTA View guidelines on awards.entry.org/entry.

The two ways a film can be made available online to members are as follows:

1. **Entry site (entry.bafta.org) built-in video platform**

Using BAFTA's own "Electron" video distribution platform (<https://baftaelectron.com/>). This is fully integrated into the BAFTA Awards Entry System (<https://entry.bafta.org>) and BAFTA's voting site, so does not require entrants to create a separate account on Electron. Videos are uploaded via entry.bafta.org and are then made available to BAFTA members through the voting site. See [SECTION I](#) for technical specification. There is no additional charge to host films with BAFTA using our "Electron" platform.

2. BAFTA View Admin

This is also integrated with the entry and voting sites and provides the benefit that members can view films seamlessly in the BAFTA voting site but do not need separate credentials or instructions. The difference from option 1 is that entrants can use their existing video delivery platform - BAFTA View Admin acts as a go-between which talks to the entrant's video platform on behalf of the BAFTA member and retrieves the details of where BAFTA should send the member's browser to watch the film. Only BAFTA members can use the voting site to view the entrant's content. BAFTA View Admin can send the entrant's video platform details of each BAFTA member that views the video(s) so entrants can still uniquely identify each viewer. See [SECTION 1](#) for technical specification. Note that any costs (i.e. security, transcoding, steaming etc) relating to making films available via the entrants' own platforms is payable by the entrant.

Please note that any online screener provided must be available to BAFTA staff to carry out their work within the awards, comms and production teams as well as the writers of the broadcast show. Thank you for providing this access.

PRIVATE PHYSICAL 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 of members who have opted in to receive invitations will be provided for the geographical area relevant to the screening (these geographical opt-in areas are: UK, West Coast US, East Coast US, ROW). Individual lists for regions, and specific countries are available on request. 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 geographical area should be invited to all screenings in each Round
- After the longlist and nominations announcements, and if a film is longlisted or nominated only in Animated Film, Documentary, Film Not in the English Language, then it is permissible to invite only members of these relevant opt-in chapter to a screening
- No-shows and inappropriate behaviour to be registered with BAFTA
- Access information to the screening venue to be included in screening invitations (i.e. wheelchair access etc)
- Information about subtitles and availability of other access, such as audio description, should be included in the email invitation.

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
- Once confirmed, it is recommended that a cancellation period is clearly stated in the confirmation email (e.g. a minimum of 48 hours prior to the screening date)
- Please consider running a waiting list so that voters can be informed of any last-minute availability due to cancellations
- Please provide a minimum of one screening with subtitles, and if hosting a Q&A consider providing a BSL / ASL interpreter.
- Screening or event guidance for non-visible disabilities should also be included where possible.
- Please consider asking members to show their BAFTA membership card when they arrive for the screening

Permitted

- Complimentary food and drink, but not on a scale where it could be seen as an inducement
- A Reception of any kind should not be referenced in the screening invitation; however, entrants can indicate a preferred arrival time in addition to the start time of the film
- 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 awards.bafta.org/entry

- If making a Q&A available on the film's website or on DVD, please consider providing with subtitles.
- Distribution of print material at the screening supplying information about the film (limited to up to two A4/Letter sized sides) e.g. stills, images, extended synopsis, credit block, FYC list, images, website address.

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
- Print material cannot include any reviews, review stars, quotes, or reference to nominations, longlists or awards won, except for BAFTA longlisting or nomination.
- 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

PRIVATE ONLINE 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 of members who have opted in to receive invitations will be provided for 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 should be invited to all screenings prior to and during Round One, Round Two and Round Three
- After the longlist and nominations announcements, and if a film is longlisted or nominated only in Animated Film, Documentary, Film Not in the English Language, then it is permissible to invite only members of these relevant opt-in chapter to a screening
- No-shows and inappropriate behaviour to be registered with BAFTA.

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
- Once confirmed, it is recommended that a cancellation period is clearly stated in the confirmation email (e.g. a minimum of 48 hours prior to the screening date)
- Please consider running a waiting list so that voters can be informed of any last-minute availability due to cancellations
- Please provide a minimum of one screening with subtitles, and if hosting a Q&A consider providing closed captioning
- Screening or event guidance for non-visible disabilities should also be included where possible.

Permitted

- 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 awards.bafta.org/entry

Not permitted

- Late admission of voters into screenings and/or allowing behaviour that may disadvantage viewing conditions of the film or the Q&A 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

OTHER MATERIALS

Permitted

- Soundtracks may be offered for films eligible for the Original Score category
 - A link to stream or download a soundtrack or score may be included in mails (i.e. screenings etc), 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
 - A link to download a screenplay may be included in mails (i.e. for screenings) or featured on a film's website
 - 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

- Emails to voters specifically about the soundtrack/score or the screenplay
- '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).

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 – PAL/UK, NTSC/USA & Canada. 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 plus ten unique BAFTA names are included in the list of voters provided for the purposes of distributing screeners. These are for our awards, comms and production teams 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
- Subtitles should be included where possible, for voters with hearing impairments
- 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
- Film certificate on the DVD cover

Preferred

- Voters find it helpful to have the film's running time listed on the DVD cover

Permitted

- Retail versions of DVDs (only by prior agreement (contact awards@bafta.org)
- Extras on DVDs, including 'making of' documentaries and recordings of Q&As
- DVD covers may contain credits/artwork/candidates for nomination
- Hard copy information about a film: should not exceed a single two-sided A4/ letter sized document per film (this information can include extended synopsis, credit block, FYC list, images, website address). 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

- DVD covers listing other award nominations or wins, reviews, quotes, stars, and so forth
- Excessive DVD packaging
- Hard copy print material cannot include any reviews, review stars, quotes, or reference to nominations, longlists or awards won, except for BAFTA longlisting or nomination).
- 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

On general release/other public screenings

Information about a film's general release should be sent via email to voters. Once per film, and only if the mail includes details of complimentary access for BAFTA members to attend a screening. Any restrictions on this offer (i.e. guest will pay) should be clearly stated and admission should be on presentation of the voter's BAFTA membership card.

Information about films on release which are not complementary for voters to attend can be included within mails about online screeners and private screenings.

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).

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 must be reported to membership@bafta.org.

Emails

Emails during Round One can be sent up to Friday 22 January 2021. Emails relating to longlisted films can be sent between Thursday 4 February and Friday 26 February. Emails relating to nominated films can be sent between Tuesday 9 March 2021 and Sunday 4 April 2021.

It is the intention of these rules to ensure that as many pieces of information as possible are consolidated into as few communications with voters to help to reduce the volume of mailings sent. Fewer, more concise and informative emails are more effective.

Emails may be sent if they contain any of the following pieces of information:

- A new private physical or online screening of a film:
 - In the pre-longlisting period (Round One), if the total number of screenings per title does not exceed six, mail outs should not exceed more than one per week per title
 - In the pre-longlisting period, if more than six screenings, the total number of emails as a percentage of the total number of screenings pre-nominations must be 50% or less, not more than one per week per title, and to a maximum of ten mails
 - In the pre-nominations period (Round Two), mail outs should not exceed more than one per week per title
 - In the post-nominations period (Round three), mail outs should not exceed more than one per week per title
- At no point – across the three Rounds, can screening emails exceed one per week per title
- Information about a film's general release. Once per film, and only if the mail includes details of complimentary access for BAFTA members to attend a screening

Emails Not Permitted ****New Rules****

- Any emails about DVD screeners being issued
- Any emails about screenplays or soundtracks/score (information pertaining to these categories can be included in Screening mails, the film's website)
- Any emails about a film being available on the BAFTA View portal (BAFTA will issue a regular Film Digest listing newly added titles)

Compulsory

As outlined above, it is compulsory to consolidate information regarding screening invitations in the pre-longlisting period, to a maximum of ten emails.

Should BAFTA determine that excessive numbers of emails are being sent by an entrant, access to mailing lists will be revoked.

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 (e.g. information about a physical screening and online screening may be included in the same email) or used to include information about a screenplay or score. 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.

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 February or March 2021)

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 using the Distributor Security form at [entry.bafta.org](https://www.bafta.org/entry).

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 5 February 2021 (if a film is not longlisted), by 10 March (if a film is not nominated), and otherwise by 12 April. 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 must opt-in to have their data passed on to entrants, but cannot then 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 four 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. ONLINE SCREENER TECHNICAL SPECIFICATION

1. Entry site (entry.bafta.org) built-in video platform

The BAFTA entry (and voting) site aims to provide the best possible viewing experience for the entrants' content. In order to achieve this, we request that you provide a high quality version of your file. Our video specification is below.

	Specification
File format	.mp4 / .mov
Audio codec	Stereo audio (one audio stream with two channels L and R)
Bit rate	15 – 20 mbps (or as high as possible)
Aspect ratio	Must be 16:9 (i.e. Full HD: 1920x1080)
File size	Up to 15GB

Please upload your video(s) as soon as possible so any playback issues can be resolved before entries close. After your video has uploaded, please go to the video management page, play the file back, and contact awards@bafta.org if you have any other questions or problems with uploading.

BAFTA accepts no liability for any file created to the wrong specification and is therefore not available to be streamed in the voting site. It is the entrants' responsibility to make sure the file is created to the correct format, to check the video transcodes and confirm the video is associated with the correct entry

2. BAFTA View Admin

BAFTA View Admin acts on behalf of the BAFTA member to retrieve the details of where to send the member's browser to watch the film. BAFTA View Admin can send the entrant's video platform details of each BAFTA member that views the video(s) so entrants can still uniquely identify each viewer.

When you use the BAFTA View Admin, the video will be served. You will be liable for all video delivery costs incurred on the platform you use as a result of BAFTA members viewing your content. We will authenticate BAFTA members who access the voting site and only pass the viewing links generated by your video platform to authenticated members. However, the security of the video stream and any copy protection measures are the responsibility of your video delivery platform

J. LONGLISTS, NOMINATIONS AND WINNERS

- The longlist and 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, there will be 15 longlisted and five nominations in each category
- In the Outstanding Debut category if a debut director, writer and/or producer is nominated, any other co-credited directors, writers and/or producers involved will be acknowledged in the published list of nominations
- 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 additional awards ordinarily, but is considering making additional mask available in certain circumstances, and will update this Rulebook accordingly; 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.

K. 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 (awards@bafta.org).

L. CLIP USAGE & LICENCE AGREEMENTS

- Clips from nominated films will be shown at the EE British Academy Film Awards and these clips may form part of the television and online broadcasts 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
- For editorial and timing reasons, BAFTA's co-production company, Whizz Kid TV, will contact the entrant directly to ask for HD clips for use in the ceremony. This will be over and above the EPK.

The technical specification for the HD clips is:

- On the proviso that all films are released in the UK, please supply the clips from the UK version of the film which will have a frame rate of 25fps, as per UK broadcast requirements.
- For content originally created at 24fps, to convert to 25fps the clips should be subjected to a 4% speed increase and the audio pitch should be shifted to correct the speed up.
- If this is not available, please supply the clips at their native frame rate (usually 24fps or 23.976fps) so the production company can do the conversion themselves
- Please **do not** send clips converted from 24 to 25fps by repeating a frame every second, as the change is noticeable on playback and not broadcast quality
- For craft categories, Whizz Kid TV will be in touch to request production design sketches, costume design sketches and hair and makeup stills. As well as B-roll for Director nominees, and scripts for Original Screenplay.
- We would be grateful if you could comply with all requests in a timely manner
- 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 broadcasts 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, [@BAFTA](http://www.facebook.com/BAFTA) and @BAFTAGuru, and other related BAFTA Twitter channels) for use in the context only of the Awards for one year from April 2021
- 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

M. CONTACTS AND USEFUL LINKS

<p>Deirdre Hopkins Head of Film Tel: +44 (0)20 7292 5864 awards@bafta.org</p>	<p>Film entry and rules Voting procedures Approvals of materials/emails Nominees All appeals</p>
<p>Imogen Faris Film Officer Tel: +44 (0)20 7292 5864 awards@bafta.org</p>	<p>General enquiries – all award categories Film entry and rules Approvals of materials/emails Nominees</p>
<p>Timothy Hughes Membership & Awards Officer Tel: +44 (0)20 7292 5833 membership@bafta.org</p>	<p>Membership enquiries Voter lists and information (UK) Confidentiality agreements</p>
<p>Nick Williams Communications Manager Tel: +44 (0)20 7292 5847 nickw@bafta.org</p>	<p>Press & communications enquiries</p>
<p>Mariayah Kaderbhai Head of Programmes Tel: +44 (0)20 7292 5808 mariayahk@bafta.org</p>	<p>Screening and Events programme</p>
<p>Shana Tiang BAFTA Tech Product Manager shanat@bafta.org</p>	<p>BAFTA View Admin enquiries</p>
<p>Matthew Wiseman BAFTA Los Angeles Tel: +1 323 658 6590 matthew.wiseman@baftala.org</p>	<p>Screening and Events programme: Los Angeles Membership enquiries Voter lists and information (US)</p>
<p>Lisa Harrison Director, BAFTA New York Tel: +1 212 235 2077 lisah@bafta.org</p>	<p>Screening and Events programme: New York Membership enquiries</p>
<p>http://entry.bafta.org</p>	<p>Entry forms Distributor security mailing list forms</p>
<p>http://bit.ly/ScreenerTracking</p>	<p>Screener tracking form</p>
<p>www.bafta.org/media-centre/logos</p>	<p>Logo use requests</p>

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

N. 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(s)

Body of email:

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [CLASSIFICATION]

New screening opportunity for BAFTA members:

[DATE], [TIME], [VENUE *]

[DETAILS OF Q&A where applicable]

[DATE], [TIME], [VENUE]

[DETAILS OF Q&A where applicable]

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

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- must NOT include press quotes /review stars; names of relevant cast and crew members; any information about which categories the film has been entered into or been longlisted/nominated in should be included in this section – note that information about non-BAFTA award nominations /wins is not allowed]

For more information about this film: [WEBLINK] including screenplay/score etc

[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 over several lines or in a vertical list)]

*include venue access information, if the film screening will be subtitled, and if Q&A will have a BSL or ASL interpreter please.

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.

6.30pm, Monday 11 September 2014, at a central London venue.

To request tickets, please email rsvp@platoonfilm.com by 16 August stating which screening you would like to attend. 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 Oliver Stone

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

Online Screening (and Q&A) Invitation

Subject Line:

[TITLE OF FILM]- New Online Screening {and Q&A}

Body of email:

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [CLASSIFICATION]

New online screening opportunity for BAFTA members:

[DATE], [TIME] *

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

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- must NOT include press quotes /review stars; names of relevant cast and crew members; any information about which categories the film has been entered into or been longlisted/nominated in should be included in this section – note that information about non-BAFTA award nominations /wins is not allowed]

For more information about this film: [WEBLINK] including screenplay/score etc

[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 over several lines or in a vertical list)]

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

*include if the film screening will be subtitled, and if Q&A will be closed captioned please.

General release

Subject Line:

[TITLE OF FILM]- See it in cinemas

Body of email:

FOR YOUR CONSIDERATION FOR THE EE BRITISH ACADEMY FILM AWARDS:

[TITLE OF FILM]

[DISTRIBUTOR], [RUNNING TIME], [CLASSIFICATION]

On general release from [DATE]

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

[Information about free access arranged for BAFTA members]

[SYNOPSIS- Max 100 words]

[INFO ABOUT FILM- Max 200 words- must NOT include press quotes/stars; names of relevant cast and crew members; any information about which categories the film has been entered

into or been nominated in should be included in this section – note that information about other award nominations /wins is not allowed]

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 over several lines or in a vertical list]

**if available please include venue access information, if the any film screenings will be subtitled*