



Paperwork Checklist

These FORMS are to be brought to Drop-off on Sunday in your Return Envelope, which you will receive at Creative Kick-off.
*****Please make sure to keep copies of all your paperwork for future viewings and/or distribution elsewhere.*****

Check	Forms	Note
	HHM TEAM ROSTER	Each Team Member must be listed, use additional pages as needed.
	HHM CAST-CREW AGREEMENTS	One per Team Member, ALL must sign separate forms including the Team Leader. This is combined a talent release and liability waiver. All cast and crew must be volunteers.
	HHM LOCATION AGREEMENT	One per each location, permits are not required.
	HHM MATERIALS RELEASE ie) Photos, sound effects, stock footage or filters used as post-production effects...	Every item, photo must have its own form OR if multiple items come from the same service, they may be listed on one form. In the case of public domain music, the person on the team who purchases/downloads the Material must sign. Please also include documentation that shows your rights to the music, such as a license, a purchase receipt, or a statement by the author.
	HHM MUSIC RELEASE	Every song/artist must have its own form, if the artist composes multiple songs they may be listed on one form. In the case of public domain materials, the person on the team who purchases/downloads the Music must sign. Please also include documentation that shows your rights to the materials, such as a license, a purchase receipt, or a statement by the author.
	HHM FILM SUBMISSION FORM	One per Team. Filled out after film is FINAL. Team Leader must sign Creative Certification that all work was completed during the Official Time Period.
	2 (two) THUMB DRIVES with your Film	We recommend submitting two copies of your film as MP4 format at 1080p