



## Submission form

Please answer every question in order for your submission to be eligible. The deadline is **Monday 1 October 2018** although we welcome submissions at any time up to this date. We will contact you by email within 72 hours of receiving your submission to confirm receipt.

You can submit **online** via <https://filmfreeway.com/WhatScotlandMeanstoMe> or via WeTransfer at <https://wetransfer.com/> by sending all documents and media to [movingimagelearning@nls.uk](mailto:movingimagelearning@nls.uk) with 'WSMTM [then your name]' in the subject line. Please read the technical specifications in the guidelines carefully before submitting and make sure all files are correctly labelled.

Please give **one point of contact name** for your film that will be known as the rights owner. If more than one person owns the rights to the material please ensure each named person fills in a separate contributor's release form.

1. Contact name for film:
2. Team Name (if applicable) and names of team members:
3. Email address:
4. Mobile/telephone number:
5. Age of film-maker:
6. Title of film:
7. Duration (in seconds):
8. Summary of film in 50 words or less:
9. Names of all cast or on-screen contributors:
10. Written consent obtained for all contributors? Yes  No
11. Are there clips of other films or archive footage in your film? Yes  No   
If yes, do you own the rights to these clips? Yes  No

If you answered Yes to question 11 please fill in a footage time-coded log sheet and attach it to your submission form. A guide to completing your footage time-coded log sheet is available.

12. Is there any music in used in your film? Yes  No   
If yes, do you own the rights to this music? Yes  No   
If yes, do you have a composer's agreement / license agreement for the music? Yes  No

If you answered Yes to question 12 please fill in a music cue sheet and attach it to your submission form. A guide to completing your music cue sheet is available. Please also attach a scanned, signed copy of your music clearance documentation for each piece of music detailed on your music cue sheet. Please note: we won't be able to accept submissions without music clearance. See the guidelines for more information.

**Declaration** – please tick and sign

- I confirm that I have read the guidelines and agree to them
- I confirm that the contacted named person on this form owns the rights to the material and any additional rights holders agree to this and have submitted a separate contributor's release form
- I confirm that I have submitted a film no longer than 1 minute and no larger than 2GB
- I confirm that if there is archive footage in my film I have enclosed a completed Footage Time-coded log sheet
- I confirm that if there is music in my film I have enclosed a completed music cue sheet and the relevant music clearance paperwork
- I confirm that the information I have given is true and accurate

Signed:

---

---

Print name

---

Date

**For contact named person under 16 years of age**

---

Consent Signed by Parent / Guardian

---

Print name

---

Date

Please submit this form online, email or post to:

WSMTM Film  
National Library of Scotland | Moving Image Archive  
Kelvin Hall  
1445 Argyle Street  
Glasgow  
G3 8AW  
Scotland