



2012 Dates at a Glance

Submission Deadlines:

**for all programs completed between
January 1 - December 31, 2011
February 10, 2012**

**Adjudication:
March 2012**

**Nominees Announced:
April 2012**

**Celebration Awards Ceremony:
Friday, May 25**

**Gala Awards Ceremony:
Saturday, May 26**

**The LEO AWARDS are a project of the MOTION PICTURE
ARTS & SCIENCES FOUNDATION OF BRITISH COLUMBIA**

Produced by Troika Productions and Events One

Program Award Definitions

Best Feature Length Drama

is defined as a single dramatic program of at least 75 minutes in length that represents a complete story and whose main audience and initial distribution is theatrical or broadcast.

Best Dramatic Series

is defined as a series of dramatic programs with the same title or topic and having a minimum of three (3) episodes.

Best Short Drama

is defined as a dramatic program under 60 minutes in length and principally intended for theatrical or television release. Individual episodes of series production are not eligible in this category.

Best Documentary Program or Series

is defined as a non-dramatic program or series of programs designed to inform the audience about a person, place, or situation in a thoughtful and entertaining manner. Series entries must have a minimum of three (3) episodes.

Category 1: Feature Length Documentary - minimum running time of 60 minutes

Category 2: Short Documentary - maximum running time of 59 minutes

Category 3: Documentary Series

Best Information or Lifestyle Series

is defined as a series of non-dramatic programs designed to convey information of a general interest, dealing with topics such as lifestyle, celebrity, cultural or social issues, and must have a minimum of three (3) episodes.

Best Talk Series

is defined as a series of non-dramatic programs characterized by elements such as interview and discussion, and must have a minimum of three (3) episodes.

Best Music, Comedy, or Variety Program or Series

is defined as a program or series of programs presenting any mix of musical, comedic, or performing guests, or any other talent generally considered to be music, comedy, or variety entertainment. Series entries must have a minimum of three (3) episodes.

Best Animation Program or Series

is defined as a program or series of programs produced primarily with cel, pixel, computer, or any other form of animation acceptable to the jury. Series entries must have a minimum of three (3) episodes.

Best Student Production

is defined as a program that uniquely expresses the filmmaker's point of view and is produced as part of a recognized foundation film school curriculum.

Best Youth or Children's Program or Series

is defined as a live action program or series of programs clearly intended for the entertainment and/or education of children or youth. Series entries must have a minimum of three (3) episodes.

Best Music Video

is defined as those productions used as a creative vehicle for the performance and exhibition of an individual piece of music by a specific group of musicians or an individual.

Best Web Series

is defined as a series of programs with the same title or topic and principally intended for Internet release. Series entries must have a minimum of three (3) episodes.

2012

Rules & Regulations

What Can Enter — Program Awards

Any Program is eligible which either:

- a) qualifies as a Canadian television production pursuant to the rules promulgated by the Canadian Radio-Television and Telecommunications Commission (CRTC), the Canadian Audio Visual Certification Office (CAVCO), or British Columbia Film, or any Program that qualifies as an International treaty co-production, or an inter-provincial co-production and includes a British Columbia co-producer.

or...

- b) demonstrates that the directing mind and control of the creative and financial aspects of the Program rest with British Columbia based individuals, defined as someone who is a Canadian citizen or has permanent residence status, and has maintained a residence in British Columbia for the 12 months preceding commencement of principal photography of the Program entered for adjudication. Programs can only be entered in one (1) Program category.

Who Can Enter — Craft Awards

Craft entries can be submitted with or without Program entries, subject to the signature of an Authorized Person as defined below. If the Program does not qualify (see 'What Can Enter - Program Awards') an individual may still enter the competition in any of the Craft categories in which they have an on-screen credit. The Craft Entrant must be a Canadian citizen or have permanent residence status, and have maintained a residence in British Columbia for the 12 months preceding commencement of principal photography of the Program entered for adjudication. Craft Entrants can only be entered in one (1) Program category.

Authorized Person

The Official LEO AWARDS 2012 Entry Form must be signed by an Authorized Person defined as either a Producer or a representative of a Broadcaster or Distributor. The Authorized Person warrants that the Program(s) and individual(s) entered have met the eligibility criteria as listed above.

Entrant

An Entrant refers to either a Program submission that has met the criteria of the 'What Can Enter' section above, or, a person who has met the eligibility criteria of the 'Who Can Enter' section above.

Contact Person

A Contact Person refers to any individual responsible for completing and submitting the Official LEO AWARDS 2012 Entry Form on behalf of either the Authorized Person or the Entrant (eg. production, marketing, or publicity coordinators or assistants, etc.).

Qualifying Period

The Program must have been completed between January 1 and December 31, 2011 and be submitted according to the stated deadlines. A copyright notation at the end of the tail credits indicating copyright 2011 must also be included.

How To Enter

Only entries that are complete will be accepted. Entries that are incomplete in any respect will be returned at the Entrant's expense. The Entrant must submit, by the appropriate deadline, a duly signed and completed Official LEO AWARDS 2012 Entry Form. The Contact Person must notify all individuals put forward for consideration that they have been entered, and send them a copy of the Official LEO AWARDS 2012 Entry Form as it applies to them. For information on how many DVDs to submit please see the Examples/Clarifications listed on page 3. Entries must

include a list of current home addresses and phone numbers for each individual entered for consideration for proper and timely notification in the event of nomination. Entries must be accompanied by a synopsis. For a Series entry, a general synopsis for the entire series must be submitted, as well as a synopsis for each episode that is entered. Any synopsis submitted must not exceed 60 words in length. The synopsis will be used as submitted in all publications pertaining to the awards, including press releases and jury kits. Entries must be accompanied by a complete list of on-screen credits. Entries must include the appropriate fees. Entries received after the final deadline(s) will not be processed.

Conditions of Entry

The signature of an Authorized Person warrants that the Program and Craft entries are eligible to be entered in accordance with the LEO AWARDS Rules & Regulations as contained herein. The Entrant must have received an on-screen credit in the category in which they are entered. The Entrant agrees that upon receiving notice their entry has been nominated in any category they will provide the LEO AWARDS with a Beta SP or Digital Betacam copy of the Program for the purpose of creating clips to be viewed at the awards celebration. The Entrant grants the LEO AWARDS the right to televise clips of up to two minutes in length. The Entrant warrants that all rights, including rights to the musical score, necessary to exhibit the Program within the context of the LEO AWARDS are assigned to the LEO AWARDS. The Entrant further grants to the LEO AWARDS in perpetuity the right to use any entry for future promotion of the LEO AWARDS. The Entrant covenants to indemnify the LEO AWARDS from any loss or damage suffered by it in the event that all such rights have not been transferred. The Entrant warrants that all individuals submitted for consideration herein have been notified of their entry, and that they have been provided with a copy of this entry form as it pertains to them. The Entrant warrants that the completed Official LEO AWARDS 2012 Entry Form is accompanied by all required documentation as outlined in 'How To Enter'. In any case in which the LEO AWARDS determine that the information required from the Entrant is inaccurate or incomplete, and that the program is therefore incorrectly entered, the LEO AWARDS reserve the right to declare the program ineligible to be submitted for nominations for any award. In the case of discovery of ineligibility after a nomination or award announcement, the LEO AWARDS reserves the right to revoke and demand return of any materials received in relation to such announcement and/or award, ie. certificates and/or trophies. The Entrant agrees that in the matter of dispute in regards to entries, the LEO AWARDS' decision shall be final. The Entrant acknowledges that the LEO AWARDS will retain a DVD of each award-winning Program for its archives. The Entrant grants to the LEO AWARDS, in perpetuity, the right to transfer a DVD, Beta SP or Digital Betacam copy of the award-winning program to a volume storage device for purposes of archival storage, as the LEO AWARDS deem necessary. The signature of an Authorized Person (see 'Who Can Enter') on the Official LEO AWARDS 2012 Entry Form signifies understanding and acceptance of the Rules & Regulations.

Technical Requirements

Please refer to the Examples/Clarifications below, to determine the sufficient number of DVDs required for submission. Entries should have no commercials. All entries must be labeled with Program title, episode title, and running time. Labels must appear on each DVD and cover. Entrants will be provided separate instructions detailing specific cue sheet requirements, duration of clips, etc... for event broadcast upon notification of nomination.

Examples/Clarifications

Individual Program Entries

1. If entering an individual Program in the categories of **Feature Length Drama** or **Short Drama** or **Documentary Program** or **Series** and any number of Craft categories, the Entrant is required to submit **six (6) DVDs**.
2. If entering an individual Program (other than in the categories of Feature Length Drama or Short Drama or Documentary Program or Series) and any number of Craft categories, the Entrant is required to submit **one (1) DVD**.
3. If entering an individual Program and any number of Craft categories, including a **Performance entry**, the Entrant is required to include the **performer's head shot**.
4. If entering an individual Program and any number of Craft categories, including a **Musical Score entry**, the Entrant is required to include **music cue sheets (with time codes listed)**.

Series Entries

1. If entering a Series for Program consideration only, the Entrant is required to submit two different episodes of the Series.
2. If entering a Series for Program consideration and any number of Craft categories, the Entrant is eligible to select entries from episodes other than the original two submitted. For example, if episodes 1 and 2 of 13 are the strongest complete shows, you may enter them for Program consideration. If you wish to enter a director from episode 4 or a writer from episode 9 you must also submit those episodes on separate DVDs. If all of your Craft entries are from the same episodes you are putting forward for Program consideration you only need to submit DVDs representing the two different episodes. Performance and Musical Score entries must always be accompanied by the performer's head shot, and the Musical Score entries must be accompanied by music cue sheets (with time codes listed). The Entrant must provide all requested contact information for each individual entered for the purpose of direct notification in the event of nomination.

Craft Only Entries

Craft entries can be submitted with or without Program entries. If the Program does not qualify (see 'What Can Enter – Program Awards' above) an individual may still enter the competition in any of the Craft categories in which they have an on-screen credit if they meet the requirements as indicated in the 'Who Can Enter – Craft Awards' above.

Specialized Craft Category Definitions

Visual Effects

Visual Effects refers to the wide range of techniques available to enhance (effect) live action footage. This involves creating elements through 2-D and 3-D digital paint work and animation (or by producing traditional matte paintings and building models, etc.), and compositing the resulting elements into the live footage. Alternatively, visual effects work may not involve creating any new elements, and may simply entail the manipulation of the live action footage itself (morphs, split screens, etc.). Note: an edited DVD of the 'as aired' effects, accompanied by a written synopsis of no more than 60 words describing the work or process involved, is required. Entrants in the Visual Effects category may submit a compilation DVD. The program from which these segments are drawn must meet all other Program entry requirements. Entrants may also submit 'Before and After' shots. The Visual Effects Craft category is comprised of a maximum of 5 individual Entrants. Potential Entrants should include Post Production Supervisors, Visual Effects Supervisors/Designers, Digital Compositors, CGI Artists, Visual and Effects Coordinators.

Overall Sound

The Overall Sound Craft category is comprised of a maximum of 4 individual Entrants. Potential Entrants should include Location Recordists, Re-Recording Mixers and FX Supervisors.

Sound Editing

The Sound Editing Craft category is comprised of a maximum of 5 individual Entrants. Potential Entrants should include Dialogue Editors, Sound Effects Editors, Supervisors and Foley Artists.

Performance

There is no limit to the number of Performance categories that can be entered. All Entrants in the Supporting categories must appear in at least 30% of the Program or 50% of all episodes of a Series being entered for consideration. The Entrants in the Lead categories must be in at least 50% of the Program and all of the episodes of a Series being entered for consideration.

Host(s)

The Craft categories of Best Host(s) of an Information or Lifestyle Series, Talk Series and Music, Comedy or Variety Program or Series may be comprised of a maximum of 2 individuals. The Entrant(s) must be in at least 50% of the Program or 50% of all of the episodes of a Series being entered for consideration.

Stunt Coordination

Entry requirements include a copy of the Feature Length Drama program or 1 episode of a Dramatic Series to be entered for consideration as well as a separate reel highlighting the stunts coordinated by the entrant. The reel should not exceed 5 minutes in length.

Each year we receive between 700 – 800 DVDs. Please note that we do not pre-screen materials prior to adjudication. We strongly urge you to view your materials prior to entry. Every year we are forced to remove entries from competition because we are unable to view them through some form of technical difficulty. Even commercial duplications may have problems. Our objective is to celebrate your work. Please help us do so by insuring your materials are viewable.

Adjudication Process

1. The Call for Jurors will be made to individuals working in the British Columbia film and television industries. Final selection of Jurors is subject to the approval of the LEO AWARDS. Jurors will be responsible for selecting the nominees and winners in each category.
2. Each jury is chaired by a film and/or television professional and will include a majority of individuals with expertise in which the jury is responsible, as well as individuals with expertise in different but related areas of film and/or television. Each jury will be composed of a number of individuals representing the Program and Craft areas in the categories being judged, including the Chair.
3. Each jury will be asked to adjudicate a maximum of two (2) Program categories, including all of the Craft categories to the assigned Program categories.
4. The jury may discuss the entries amongst themselves, however, individual ballots are secret.
5. All jury deliberations are confidential. The Chair of each jury shall be entitled to submit questions to the Rules & Regulations Committee for guidance.
6. Jury members must select the number of nominees designated on the ballots. If a ballot indicates five (5) nominees are required and only four (4) are listed, the ballot becomes spoiled and will not be included in the final tabulation.
7. Upon completion of the jury screenings, all ballots will be sent directly in sealed envelopes to Ernst & Young LLP Chartered Accountants for tabulation.
8. If fewer than three (3) entries are received, the LEO AWARDS reserve the right to collapse the category.
9. There may be up to five (5) nominations per category, depending on the number of entries. The number of nominations per category varies according to the number of entries.
10. Juries cannot change the category in which a program has been entered and must judge it against all other programs in that category.
11. The Official LEO AWARDS 2012 Nominees will be announced following the jury process.
12. Any appeals in regards to decisions made by the juries, or by the LEO AWARDS in accepting entries, will be heard by the LEO AWARDS Rules & Regulations Committee, an independent body of industry peers, at its earliest possible convening. For information about the Committee's membership and mandate please contact the LEO AWARDS.
13. While the LEO AWARDS will make every effort to resolve conflict of interest before the jury convenes, some conflicts may not be avoided. If such a situation should arise, the LEO AWARDS will try to minimize conflicts and balance the interests of all parties to secure the best qualified jurors.

Fee Schedule

Feature Length Drama

is defined as a single dramatic program of at least 75 minutes in length that represents a complete story and whose main audience and initial distribution is theatrical or broadcast.

Includes Program and 3 Craft Categories \$300 + HST

Additional Craft Entries = \$50 each + HST

Categories Include:

- Program
- Direction
- Screenwriting
- Cinematography
- Picture Editing
- Overall Sound
- Sound Editing
- Musical Score
- Production Design
- Costume Design
- Make-Up
- Visual Effects
- Stunt Coordination
- NEW - Casting**
- Supporting Performance – Male
- Supporting Performance – Female
- Lead Performance – Male
- Lead Performance – Female

Dramatic Series

is defined as a series of dramatic programs with the same title or topic and having a minimum of three (3) episodes.

Categories Include:

Includes Program and 3 Craft Categories \$300 + HST

Additional Craft Entries = \$50 each + HST

Categories Include:

- Program
- Direction
- Screenwriting
- Cinematography
- Picture Editing
- Overall Sound
- Sound Editing
- Musical Score
- Production Design
- Costume Design
- Make-Up
- Visual Effects
- Stunt Coordination
- NEW - Casting**
- Guest Performance – Male
- Guest Performance – Female
- Supporting Performance – Male
- Supporting Performance – Female
- Lead Performance – Male
- Lead Performance – Female

Short Drama

is defined as a dramatic program under 60 minutes in length and principally intended for theatrical or television release. Individual episodes of series production are not eligible in this category.

Includes Program and 3 Craft Categories \$200 + HST

Additional Craft Entries = \$50 each + HST

Categories Include:

- Program
- Direction
- Screenwriting
- Cinematography
- Picture Editing
- Overall Sound
- Sound Editing
- Musical Score
- Production Design
- Costume Design
- Make-Up
- Visual Effects
- Performance – Male
- Performance – Female

Documentary Program or Series

is defined as a non-dramatic program or series of programs designed to inform the audience about a person, place, or situation in a thoughtful and entertaining manner. Series entries must have a minimum of three (3) episodes.

Includes Program and 3 Craft Categories \$250 + HST

Additional Craft Entries = \$50 each + HST

Category 1:

Feature Length Documentary - minimum running time of 60 minutes

Category 2:

Short Documentary - maximum running time of 59 minutes

Category 3:

Documentary Series

- Program
- Direction
- Screenwriting
- Cinematography
- Picture Editing
- Overall Sound
- Sound Editing
- Musical Score

Information or Lifestyle Series

is defined as a series of non-dramatic programs designed to convey information of a general interest, dealing with topics such as lifestyle, celebrity, cultural or social issues, and must have a minimum of three (3) episodes.

Includes Program and 3 Craft Categories \$200 + HST

Additional Craft Entries = \$50 each + HST

Categories Include:

- Program
- Direction
- Screenwriting
- Cinematography
- Host(s)

Talk Series

is defined as a series of non-dramatic programs characterized by elements such as interview and discussion, and must have a minimum of three (3) episodes.

Includes all Categories \$200 + HST

Categories Include:

- Program
- Host(s)

Music, Comedy, or Variety Program or Series

is defined as a program or series of programs presenting any mix of musical, comedic, or performing guests, or any other talent generally considered to be music, comedy, or variety entertainment. Series entries must have a minimum of three (3) episodes.

Includes Program and 3 Craft Categories \$200 + HST

Additional Craft Entries = \$50 each + HST

Categories Include:

- Program
- Direction
- Screenwriting
- Cinematography
- Picture Editing
- Musical Score
- Overall Sound
- Sound Editing
- Production Design
- Performance or Host(s)

Animation Program or Series

is defined as a program or series of programs produced primarily with cel, pixel, computer, or any other form of animation acceptable to the jury. Series entries must have a minimum of three (3) episodes.

Includes Program and 3 Craft Categories \$250 + HST

Additional Craft Entries = \$50 each + HST

Categories Include:

- Program
- Direction/Story Boarding
- Screenwriting
- Overall Sound
- Musical Score
- NEW – Performance (Voice)**

Student Production

is defined as a program that uniquely expresses the filmmaker's point of view and is produced as part of a recognized foundation film school curriculum.

Includes all Categories \$50 + HST

Categories Include:

- Program

Youth or Children's Program or Series

is defined as a live action program or series of programs clearly intended for the entertainment and/or education of children or youth. Series entries must have a minimum of three (3) episodes.

Includes Program and 3 Craft Categories \$200 + HST

Additional Craft Entries = \$50 each + HST

Categories Include:

- Program
- Direction
- Screenwriting
- Overall Sound
- Sound Editing
- Performance

Music Video

is defined as those productions used as a creative vehicle for the performance and exhibition of an individual piece of music by a specific group of musicians or an individual.

Includes all Categories \$100 + HST

Categories Include:

- Program

Web Series

is defined as a series of programs with the same title or topic and principally intended for Internet release. Series entries must have a minimum of three (3) episodes.

Includes all Categories \$100 + HST

Categories Include:

Program

**Eligible Craft Entrants (see 'Who Can Enter' in Rules and Regulations)
independent of a Program Entry = \$50 each + HST**

Instructions:

- Each Entry MUST be received by 5 P.M. on the day of its Deadline or it will not be accepted.
- All attachments and Conditions of Entry MUST be met for this Entry to be considered valid.
- Please enclose all relevant fees.

Declaration

I hereby certify that:

1. I have read the Rules & Regulations for the LEO AWARDS 2012.
2. The information provided within this application is complete and accurate.
3. The Entrant represents and warrants to the LEO AWARDS, that they have obtained all necessary rights and permissions required to transfer, and hereby does transfer to the LEO AWARDS, the right, in perpetuity, to incorporate clips of this Entry in a television program and to televise or otherwise exploit the Program worldwide (with or without soundtrack, including musical score) to show any portion of this Entry as considered necessary, to show any portion of this Entry during the Awards presentation, to transfer clips of this Entry (with or without soundtrack, including musical score and including video clips, audio clips and/or still images) to an interactive storage device or to the LEO AWARDS web site, to otherwise use clips of this Entry for promotional purposes for the enhancement of the image of the LEO AWARDS and to transfer those rights to a third party for the aforesaid purposes. All of the foregoing rights are transferred by the Entrant to the LEO AWARDS for use in connection with the current and future LEO AWARDS Shows. The Entrant hereby agrees to indemnify the LEO AWARDS from any loss or damage suffered by or arising from the transfer of rights including any breach of the Entrant's representation and warranty relating to such transfer.
4. The Entrant is authorized to submit this Entry according to the Rules & Regulations contained herein.
5. The Entrant has notified all individuals herein entered as potential nominees that they have been entered and has provided all said individuals with copies of this entry form.
6. The Entrant warrants that the Program(s) and individual Craft people entered meet the criteria as described in the aforementioned and enclosed Rules & Regulations (see 'What and Who Can Enter').