**Wycombe Advertising Videos for Enterprise (WAVE)**

**2013 entry pack**

This is the entry pack that you need for this competition. It contains the rules and the various forms that must be filled in to enter the competition. Please read all of it before starting work.

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**Rules for the WAVE competition**

1) The competition is for teams from any bona-fide school or academy located within Buckinghamshire.

2) Teams can have a maximum of 4 students and each must meet the age requirements. Award Ceremony attendance is limited to team members and one staff member. Schools may enter several teams in each age group. Spare spaces may be offered to parents; details to follow.

3) Each team will produce a promotional video for a local small business. Each will meet the following rules:

 a) The business must be located within Buckinghamshire.

 b) The business must have less than 20 employees at the time of filming.

 c) The video will be 60 seconds or less with an additional 10 seconds allowed for the team to introduce their video. Timings will be *strictly* adhered to.

 d) The video will be in wmv format. This is important.

 h) Each video must start with credits showing the name of the school/academy, the name of the business and the names of all team members. This need only be one frame long.

 i) Each video must be legal, decent, honest, and truthful. It must be suitable for an audience containing children under 12. The judges may exclude any video that they consider unsuitable for any reason at their absolute discretion.

 j) Each video must be the work of the team members. In particular only the team members may film or edit the video. Advice from a business or teacher is to be encouraged but only team members can carry out the work.

 k) Any music used must be in the public domain or royalty free. Some original music is available from Claire Batchelor for use in this competition. See FAQs.

4) To be eligible for an age group, *each* team member must be within the age limits.

The age groups are:

 Junior: 13 or under on 31st August **2013**

 Senior: 17 or under on 31st August **2013**

5) Prizes will be awarded in the following categories. These will include but are not limited to:

1. Best business promotion
2. Best use of video media
3. Best camera work
4. Best editing
5. Best sound
6. Best animation/graphics

6) Each team will deliver an application form to Schools’ and Colleges’ Liaison Team, Bucks New University, Queen Alexandra Road, High Wycombe, Bucks, HP11 2JZ, email: scl@bucks.ac.uk not later than **20th June**.

7) The team will deliver a completed entry pack to the judging panel not later than **5.00pm on Monday 21st October 2013**. Delivery can be electronic or on suitable media by post. We will email to confirm receipt of the video(s) within 24 hours of receipt *but please allow adequate time for postal delivery/uploading or software problems etc.* The postal address is:

 Schools’ and Colleges’ Liaison Team, Bucks New University, Queen Alexandra Road, High Wycombe, Bucks, HP11 2JZ

The entry pack will include:

* 1. The video in wmv format.
	2. A completed entry form.
	3. Extra information for the judges.
	4. A signed release document from the business concerned.
	5. A signed permission from every identifiable person in the video.
	6. A signed music disclaimer/licence document.
	7. Permission for photography.

An entry pack will be sent out to you on receipt of your registration of interest and is also downloadable from: www.swallow.co.uk/wave

8) The awards ceremony will take place on the evening of 21st November 2013 at Buckinghamshire New University, High Wycombe (time tbc). At the awards ceremony, each acceptable video will be shown in its entirety.

9) The judges may make decisions on any matter concerning the competition. The judges’ decisions are final. Whilst every effort will be made to ensure that entrants are treated fairly, no guarantee can be given that any video will be shown.

10) The judges’ decisions are not endorsements of the suitability of any video for any purpose.

11) Entrants give the right for their video to be shown at the awards ceremony and for private viewings by the judges and organisers of the competition. Subject to negotiation, the participating company may want to use the video for promotional purposes.

**Key Dates**

Last date for receipt of application forms – **20th June**

Training day at Bucks New University – **2nd July**

Filming – September and October

Last date for submission of competition entries – **21st October**

Award ceremony – **21st November**.

**WAVE competition application form**

To reach Schools’ and Colleges’ Liaison Team, Bucks New University, Queen Alexandra Road, High Wycombe, Bucks, HP11 2JZ, email: scl@bucks.ac.uk not later than **20th June**.

**Team name:**

**School name:**

**Contact name for teacher:**

**Phone number: email:**

**Business name:**

**Contact name for business:**

**Phone number: email:**

**Age category:** ⁯ Junior (under 13 on 31/8/13)⁯Senior (under 17 on 31/8/13)

**How many places do you require for the training day on 2nd July?**

**WAVE competition entry form header sheet**

**Please use a separate sheet for each team.**

**Please complete all forms USING BLOCK CAPITALS.**

**Team name:**

**School name:**

**Business name:**

**Age category (please circle):** ⁯ Junior (under 13 on 31/8/13)⁯Senior (under 17 on 31/8/13)

**Contact name for teacher:**

**Phone number: email:**

**Team members (maximum of 4):**

Checklist. Make sure you have included everything.

Application form by **20th June.**

By competition deadline – **21st October**:

1. Application form sent 
2. Video in wmv format 
3. Extra information for judges 
4. Business release signed and dated 
5. Photograph permission forms signed and dated 
6. Music licence/disclaimer signed and dated 
7. This form

**Extra information for the judges**

Please answer these questions to help the judges assess your video.

**Team name:**

**School name:**

**Business name:**

**Who is the target audience for the video?**

**What is the video promoting?**

**What response is expected from the video?**

**Business WAVE release form**

This is to confirm that I have seen the promotional video produced by this team. I am happy for it to be used as an entry in the **WAVE** competition and publicly shown at the awards ceremony.

I also certify that our business did not carry out any of the filming or editing of the video, is located within Buckinghamshire and has less than 20 employees.

**School Name:**

**Team Name:**

**Business Name:**

**Signed on behalf of business: Position:**

**Name (printed):**

**Date:**

**Permissions for Appearance**

I give permission for my image and performance to appear in the video for the **WAVE** competition.

Name Signature Date

Parent (if under 18) Signature Date

School name Team name

I give permission for my image and performance to appear in the video for the **WAVE** competition.

Name Signature Date

Parent (if under 18) Signature Date

School name Team name

I give permission for my image and performance to appear in the video for the **WAVE** competition.

Name Signature Date

Parent (if under 18) Signature Date

School name Team name

I give permission for my image and performance to appear in the video for the **WAVE** competition.

Name Signature Date

Parent (if under 18) Signature Date

School name Team name

*Please photocopy for additional individuals identifiable in the video(s)*

**Music licence/disclaimer for WAVE competition**

This must be signed for each team to show that there is no copyright problem in showing the video at the awards ceremony.

This is to confirm that all music used in our video is in the public domain or is royalty free:

**School name: Team:**

**Name of Lead: Signature: Date:**

**Permission for photography**

This is consent for my photograph and any video taken at the awards ceremony to be used for promotional purposes by the organisers of the WAVE competition.

**Team name: School name:**

**Team member:**

**Signature: date:**

**Parent signature (if under 18): date:**

**Team member:**

**Signature: date:**

**Parent signature (if under 18): date:**

**Team member:**

**Signature: date:**

**Parent signature (if under 18): date:**

**Team member:**

**Signature: date:**

**Parent signature (if under 18): date:**