



December 2009

CTEC Members:

Attached to this email are all of the forms, rules, categories, school codes etc. concerning the 17th Annual Chicagoland High School Video Festival. Please print and photocopy all of the materials and forms that you need. The template for the Avery DVD labels can be found on the CTEC website (www.ctectv.org). We have emailed this packet to you a few weeks earlier this year in hopes that this will give you more time to prepare entry forms, labels, payment checks, etc. and have it all ready for the March 5, 2010 due date for entries.

Here are a few items worth noting for this year's competition:

- The 17th Annual festival will be held on **April 30th, 2010**, at Glenbrook South High School. (directions in packet)
- The deadline for entries this year will be **Friday, March 5, 2010 unless you attend the March 10th CTEC Meeting**. This means that DVDs, Entry forms, Excel entry sheet, summary sheets and checks must ***be delivered to and received by*** Luke Palermo before **5:00 p.m. on Friday, March 5, 2010**.
- If you choose to attend our **Wednesday, March 10, 2010** meeting at Riverside Brookfield High School (5:00 pm), you have the option of bringing the DVDs, forms and checks with you and they will be accepted at that time. **However, if you cannot make the meeting be sure all materials are received at Columbia College by the March 5th deadline. There will be NO exceptions.**
- A reminder that at the CTEC meeting in May 2003, a resolution passed that all entries for this competition must "meet the requirements of common broadcast television standards and practices in relation to language and visual content". In addition, all entries must keep to time maximums for each category or they will be disqualified. A faculty advisor **AND** the student(s) must sign-off on each entry form that the material has been viewed and meets these requirements and verifies that the material is the work of the student(s) listed.
- Check the category listings carefully, as some maximum entry times have changed. Also, the News Package and the Animation categories are now down to one category each.
- We are **requiring** you to submit your list of entries on an Excel spreadsheet (a template is available on the CTEC website [www.ctectv.org]). Be sure you submit this spreadsheet on a CD with your entries when they are turned in/mailed in.
- ALL entries must be submitted on a **DVD-R** and must be placed (along with the entry form) in a white paper DVD envelope.

Any questions or concerns regarding the festival and the entry forms please call either Lisa Traut (630-428-6660) or Luke Palermo (312-369-7407; fax: 312-369-8076) or email us at lisa_traut@ipsd.org or lpalermo@colum.edu.

Thanks,

Lisa Traut, President CTEC
Neuqua Valley High School

Luke Palermo, Professor
Columbia College Television, Co-Sponsor

The 17th Annual Chicagoland High School Student Video Festival 2010

Entry Categories

Each entry has a specific time requirement (listed after the description). Any submissions over that time requirement will be disqualified.

Entries may be: (note on Entry Form which of the three formats you are submitting)

1) ...an excerpt of a show

2) ...a highlight reel consisting of the best segments

(with the exception of the Live Sports and Live Performing Arts categories)

3) ...a full program (within the time requirements)

1. **Animation**: an original animated production, produced via stop-motion production or using computer animation techniques. *Maximum length of entry in this category is 2 minutes.*
2. **Comedy**: a production which has as its main element comedy, satire or farce. It can include satirical material based on any of the other categories. *Maximum length of entry in this category is 5 minutes.*
3. **Commercial**: a video advertisement for a product or service. Products/services can be real or fictitious. *Maximum length of entry in this category is 1 minute.*
4. **Documentary**: a documentary-style production that focuses on a compelling event, societal issue, person or group. *Maximum length of entry in this category is 5 minutes.*
5. **Drama**: a production of a dramatic script (not the taping of a stage production). *Maximum length of entry in this category is 5 minutes.*
6. **How-To/Training**: a program that is a “how to”, demonstration, or training production. *Maximum length of entry in this category is 3 minutes.*
7. **Live Event Coverage (L.E.C.)-Performing Arts**: A multi-camera, live-to-tape production of a performing arts event (i.e. stage production, concert, parade). Entry must represent an unedited, *continuous* sample of the work. *Maximum length of entry in this category is 5 minutes.*
8. **Live Event Coverage (L.E.C.)-Sports**: A multi-camera, live-to-tape production of a sporting event. Entry must represent an unedited, *continuous* sample of the work, and **must** be student directed, switched, announced, and shot. *Maximum length of entry in this category is 5 minutes.*
9. **Movie Trailer**: A promotional-style production that captures the storyline of a real or fictitious student produced movie or television show. *Maximum length of entry in this category is 2 minutes.*
10. **Music Video**: Original music is encouraged and original video required. *Maximum length of entry in this category is 5 minutes.*
11. **News Package**: A clear and focused message on any topic that could be presented to the high school community. (Newscasts in their entirety belong in the “News Program” category.) *Maximum length of entry in this category is 2 minutes.*
12. **News Program**: an anchor-based newscast including roll-in stories and feature stories. *Each school is limited to one 10 minute entry in this category.*
13. **PSA**: A message that promotes awareness of a social or civic issue, organization, or event. *Maximum length of entry in this category is 1 minute.*
14. **Talk Show**: an interview format show that is shot with multiple cameras in a studio or on location. *Maximum length of entry in this category is 3 minutes.*

Chicagoland High School Video Festival

Individual Entry Check-list

To help eliminate problems, we would suggest each student fill out one of these check-lists prior to submitting entries to the contest.

- _____ Entry was produced between March 11, 2009 & March 5, 2010
- _____ Student entering is currently enrolled in the high school listed on entry form and the high school is a current member of CTEC.
- _____ Entry is on a DVD-R. In order to be judged properly, DVD label information must include: School Code, Program Title, Total Running Time (TRT), Student Name and Festival Category. **Writing must be legible!**
- _____ Whether you are using the provided label template, or are printing LEGIBLY on the DVD, please make sure the entry information on the DVD can easily be seen thru the window of the white paper envelopes.
- _____ Entry has been checked for playback, good video and audio and has been **slated at the beginning**. Please check that your DVD has been finalized and will play on multiple DVD players. If it cannot be played in a judge's DVD machines, it will be disqualified. (Slates must include entry title, entry category, TRT, and school code)
- _____ Entry length maximum matches category requirements. (If entry is over the maximum length, it will be disqualified.)
- _____ Only one entry per student, per category.
- _____ All entries must be in English or a typed, scripted translation is included.
- _____ Entry form has been filled out completely (all 5 parts) and neatly printed.
- _____ Faculty advisor has signed entry form.
- _____ Student has signed entry form (two signatures required for multi-person entry).
- _____ No more than 2 student names are on entry form.
- _____ Entry form is included in DVD paper sleeve. No loose DVDs please! Be sure they are in the white paper envelopes.
- _____ Before submitting, please put all of your entries are in category order.
- _____ All entries must be listed on the excel spreadsheet and an **electronic** version of your entry listings **MUST** accompany your entries. Please do not submit a paper version.

The 17th Annual Chicagoland High School Student Video Festival

Rules for Entries:

Deadline for Entries is March 5, 2010

- Only entries produced by currently enrolled high school students (2009 - 2010 school year) are eligible and the entries must have been produced between March 11, 2009 and March 5, 2010.
- *All entries must be submitted on a DVD-R (no other DVD/CD formats are permitted). Do not submit plastic jewel cases - please use the white paper sleeves.*
- All entries must be labeled on the DVD. Please use either the DVD template provided or LEGIBLY write the information on the DVD using a permanent marker (Category, Title, Student Name(s), School Code, and TRT).
- *All entries must meet the requirements of common broadcast standards and practices in relation to language and visual content and each entry form must have a faculty advisor signature confirming this requirement. Failure to comply will result in disqualification.*
- All entries must be the original work of the student producer including scripting, directing, videotaping, editing, etc.
- Only one entry will be allowed per student per category and a maximum of two students may be listed on each entry form.
- A video may not be entered into more than one category.
- All entries have their specific time requirements. All entries must not exceed that time requirement. (Remember that entries may be an excerpt, a highlight reel, or full program.) **Entries running over the maximum length in any category will be disqualified.**
- All entries must be in English or submit a typed, scripted translation.
- Due to the complex judging process, an entry entered in the wrong category will not be judged and will be returned to the student. Questions regarding category placement, call either Lisa Traut 630-428-6660 or Luke Palermo, 312-369-7407

The 17th Annual Chicagoland High School Video Festival

Entry Deadline Date: Friday, March 5, 2010

Official Entry Form

Entry form to be placed inside the white DVD paper sleeve

Please note only one program entry per form and one entry per DVD and should be accompanied by the \$8.00 fee per entry. Make check payable to: Chicagoland Television Educators' Council.

Part 1: (PRINT neatly)

Student Producer: _____
(limit of 2 student names per entry)

Title of Work: _____

Original Program Running Time: _____ Entry DVD Running Time: _____

School Code: _____
(See Alpha Code List in Packet)

Part 2:

Check the correct category for your entry. (See categories listing for detailed descriptions)

<input type="checkbox"/> Animation	<input type="checkbox"/> Comedy	<input type="checkbox"/> Commercial
<input type="checkbox"/> Documentary	<input type="checkbox"/> Drama	<input type="checkbox"/> How-To/Training
<input type="checkbox"/> Live Event: Performing Arts	<input type="checkbox"/> Live Event: Sports	<input type="checkbox"/> Movie Trailer
<input type="checkbox"/> Music Video	<input type="checkbox"/> News Package	<input type="checkbox"/> News Program
<input type="checkbox"/> PSA	<input type="checkbox"/> Talk Show	

Part 3:

Please indicate which of the following best represents your entry:

Excerpt Highlight/Compilation Full/Entire Program

Part 4:

Brief Description of Project/Work _____

Part 5:

I have viewed this entry and certify this is the original work of the student(s) listed above and that the material meets school and community standards in terms of language and visual content.

Student Signature _____ Faculty Advisor Signature _____

Student Signature _____

Chicagoland High School Video Festival Submission Summary Report

Please complete this report and include it with all the entries and your check for the amount listed below. **(PLEASE PRINT)**

School Name _____

Address _____

Contact Person/Advisor _____

Phone Number _____ FAX Number _____

E-mail _____

Other Advisors _____

(Please list entries using the electronic spreadsheet found on the CTEC website:
www.ctectv.org. Submit a CD containing this spreadsheet with this form and entries.)

Total number of Entries _____ x \$8.00 per entry = _____

Number of Students and Advisors attending Festival
(each school is limited to 15 students)

_____ students x \$10.00 for Festival registration and lunch = _____

_____ faculty x \$10 for Festival registration and lunch = _____

CTEC Annual Membership + \$50.00

Total Amount of School Check _____
(Make checks payable to CTEC)

All forms and tapes must be received by March 5, 2010
or at the CTEC Meeting on March 10, 2010.

If Mailing

Send materials to: Columbia College
Luke Palermo, Professor
CTEC High School Video Festival
Television Department
600 S. Michigan Ave.
Chicago, Illinois 60605

School Name Alpha Code

Auburn	A
Barrington	B
Batavia	C
Bremen	D
Buffalo Grove	E
Chicago Vocational	F
Community HS (West Chicago)	G
Currie Career Academy	H
Deerfield	K
Eisenhower	L
Elmwood Park	M
Glenbrook North	N
Glenbrook South	O
Highland Park	P
Hinsdale Central	R
Kelly	S
Lake County Tech Campus	T
Lake Forest	V
Lockport Township	W
Lyons Township	X
Maine East	Y
Maine South	Z
Maine West	A2
Morton East	B2
Mundelein	C2
Neuqua Valley	D2
Niles North	E2
Oak Park and River Forest	F2
Oswego East	G2
Prospect	H2
Proviso Math & Science	K2
Ridgewood	L2
Riverside Brookfield	M2
Rolling Meadows	N2
Romeoville	O2
Shepard	P2
Thornton Fr. North	R2
Thornwood	S2
Vernon Hills	T2
Waubonsie Valley	V2
Wheeling	W2

If you do not see your school listed, please email Lisa Traut (lisa_traut@ipsd.org) for a school code

Directions to Glenbrook South High School.

Address: 4000 West Lake Avenue

Phone: (847) 729-2000

Easiest thing to do is google Glenbrook South High School, 4000 West Lake Avenue.

Otherwise:

From the SOUTH:

1. 294 NORTH to WILLOW. Turn RIGHT (East).
2. Turn RIGHT on Pfingston (South).
3. Glenbrook South will be on the right. Students should be dropped off in the WEST lot (off of Lake Avenue). The Auditorium entrance is right there.

From the SOUTH (version 2):

1. I-94 NORTH to LAKE AVE. Take the WEST exit.
- 2.. Glenbrook South will be on your right (about 5 miles). Students should be dropped off in the WEST lot (off of Lake Avenue). The Auditorium entrance is right there.

From the NORTH:

1. 294 SOUTH to WILLOW ROAD. Turn LEFT (East).
2. Turn RIGHT on Pfingston (South).
3. Glenbrook South will be on the right. Students should be dropped off in the WEST lot (off of Lake Avenue). The Auditorium entrance is right there.

From the NORTH (version 2):

1. I-94 SOUTH to WILLOW ROAD. Turn RIGHT (West).
2. Turn RIGHT on Pfingston (South).
3. Glenbrook South will be on the right. Students should be dropped off in the WEST lot (off of Lake Avenue). The Auditorium entrance is right there.

From the WEST:

1. I-90 to 294. Go NORTH on 294 to WILLOW. Turn RIGHT (East).
2. Turn RIGHT on Pfingston (South).
3. Glenbrook South will be on the right. Students should be dropped off in the WEST lot (off of Lake Avenue). The Auditorium entrance is right there.