



December 2011

CTEC Members:

Attached to this email are all of the forms, rules, categories, school codes etc. concerning the 19th 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). Please be sure you are reading through this packet carefully as we expect each school to follow the guidelines/rules.

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

- The 19th Annual festival will be held on **April 27, 2012**, at Neuqua Valley High School. (directions in packet)
- The cost for each person to attend the festival has been reduced this year due to lunch not being served. Please see the Submission Summary report for details.
- Schools have been placed into one of two divisions to allow for more student entries to be recognized at the video festival. Please see page 10 of this packet for the list of schools in Division A and Division AA.
- The deadline for entries this year will be **Friday, March 9, 2012 unless you attend the March 13th 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 9, 2012.
- If you choose to attend our **Tuesday, March 13, 2012** meeting at Glenbrook South 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 9th 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.
- 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. Paper copies will NOT be accepted.
- ALL entries must be submitted on a **DVD-R** and must be placed (along with the entry form) in a paper DVD envelope (do NOT use plastic jewel cases).

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 19th Annual Chicagoland High School Student Video Festival 2012

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 4, 2011 & March 9, 2012
- _____ 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! Please do not include school name on DVD label.**
- _____ 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 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 paper envelopes and NOT in plastic jewel cases.
- _____ Before submitting, please put all of your entries 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 19th Annual Chicagoland High School Student Video Festival

Rules for Entries:

Deadline for Entries is March 9, 2012

- Only entries produced by currently enrolled high school students (2011 - 2012 school year) are eligible and the entries must have been produced between March 4, 2011 and March 9, 2012.
- ***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 paper envelopes.***
- 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). ***Do not put school name or logo on the DVD.***
- ***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.
- Each category has 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.**
- 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).** Do not count slates as part of the entry's TRT, as it is not part of the project.
- 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. You may bring your spreadsheet on a flash drive to the meeting and have it copied over onto Luke's computer. ***Paper copies will NOT be accepted.***
- 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 19th Annual Chicagoland High School Video Festival

Entry Deadline Date: Friday, March 9, 2012

Official Entry Form

Entry form to be placed inside the DVD paper sleeve

Please note only one program entry per form and one entry per DVD and should be accompanied by the \$10.00 fee per entry. Entry fees should be turned in to your instructor.

Part 1: (PRINT neatly)

Division: A AA (Please circle)

(See Division List in Packet)

School Code: _____

(See Alpha Code List in Packet)

Student Producer: _____

(limit of 2 student names per entry)

Title of Work: _____

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

(Do not include slates in TRT)

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 _____ City _____ Zip _____

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 \$10.00 per entry = _____

Number of Students and Advisors attending Festival
(each school is limited to 25 students and 2 staff members)

_____ Students x \$5.00 for Festival registration = _____

_____ Faculty x \$5.00 for Festival registration = _____

CTEC Annual Membership + \$75.00

Total Amount of School Check _____

(Make checks payable to Chicagoland Television Educators Council)

Extra ticket request: # of tickets _____ **(Do NOT pay for extra tickets at this time)**

All forms and tapes must be received by March 9, 2012 or at the CTEC Meeting on March 13, 2012.

If Mailing
Send materials to:

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

Frequently Asked Questions....

If my school is not a CTEC member, can we enter our projects into the Video Festival?

Only current CTEC member schools are allowed to enter their students' projects. If you are not a current member and you plan on paying your membership dues when turning in your entries at the March meeting, that is acceptable.

I have a video that a student created, but I'm not sure which category it would fall into. Can I enter the same video into two categories?

No, you may not enter the same video into multiple categories. Even if it is a different section of the same video, you may enter it in one category only.

I only requested 10 tickets on my Submission Summary sheet. Can I bring 5 extra students with me to the festival in April and pay when I check in?

No, all ticket requests must be made when you turn in your Submission Summary sheet. You may not bring extra students with you on the day of the festival. If another school has extra tickets they have already purchased and are not using, you may purchase them from that school (Please notify Lisa Traut of any exchanges so an accurate record of school tallies can be kept). Please use the list-serv (ctec-list@listserv.ipeds.org) to notify all schools if you have extra tickets that you have already purchased.

Can I submit a request for extra tickets before the festival in April?

All ticket requests must be made at the March 13th meeting. Each school can bring up to 25 students to the festival. If a school wishes to bring more than 25, they must place a request for more tickets on the Submission Summary Report and turn that request in at the March 13th meeting. **Do not include the amount for the extra tickets in your check.** If there are extra tickets available, you will be notified by Lisa and then a separate check will need to be submitted prior to the video festival in April.

I have a video that is originally 12 minutes long, but the category limit is 5 minutes. Can I put the entire 12 minutes onto the DVD and just hope that the judges will stop watching after 5 minutes?

Please do not put any extra video onto the DVDs beyond the time limit for that particular category. If the category limit is 5 minutes, please put only 5 minutes onto the DVD. **If you put more than the category limit on the DVD, it will be disqualified.**

Does the slate count as part of the TRT for each entry?

No, since the slate is not part of the student's project, it should not be included in the TRT.

Will we receive actual tickets for the Video Festival?

Each school will receive a Welcome Packet when they arrive at the Video Festival in April. Inside the packet will be the schedule for the day as well as information regarding restaurants/fast food locations in the area.

How were the Divisions created?

In an effort to recognize more students' work at the festival, we are dividing the schools into two divisions. Because a student has the potential to be in a Media program for 4 years, we took data from the past 4 years. The divisions were created based on the overall number of entries into the festival (during the past 4 years) divided by the number of winning entries. For the 2012 festival, the division line was set at 13%. Schools with a percentage of 13 or higher were placed in the A Division and schools with a percentage of 12.99 or lower were placed in the AA Division. Awards will be given out in both divisions for all categories except for How-To, Talk Show, Live Event Sports, and Live Event Performing Arts. Each year, prior to the video festival, the data for the previous 4 video festivals will be looked at and adjustments will be made as to in which division each school will be placed. It will be very possible for schools to change divisions every year. Schools that are new to the video festival will automatically be placed in the AA Division for their first year.

What is the student-to-teacher ratio for the Video Festival?

It is recommended that for every 10-15 students, you have one teacher/staff member.

Are parents allowed to attend the Video Festival in April?

No, this event is for students and staff only from CTEC member schools.

Frequently Asked Questions Continued...

Since lunch will not be served at the video festival, will the students/staff be sitting the entire time or will there be breaks in the program?

Approximately three breaks will be scheduled during the video festival. Each break will be 5-10 minutes in length and will occur approximately every hour so students will not be sitting for more than one hour at a time.

If I misplace this packet, where can I find it and/or the forms?

A copy of this packet and all the necessary forms/spreadsheets can be found under the “Video Fest” tab on the CTEC website - www.ctectv.org.

We are bringing an Activity Bus/van to the festival. Is there a special place to park?

Information regarding parking will be sent via email to all participating schools in advance of the video festival.

I have a student with a medical condition that requires him/her to eat every couple of hours. Can they bring food with them?

While most schools that host have a no food/no drink policy for their auditorium, it will not be a problem for that student with a medical condition to eat or drink in the lobby of the auditorium. There will be breaks throughout the festival to accommodate these types of needs. If you have a serious concern, please contact the CTEC member from the host school.

Is there a dress code for the festival?

There is not a dress code for the festival. We ask teachers to remind students to wear clothing that is school appropriate. Since many schools have a no hat policy, we also ask that teachers remind students not to wear hats. Many students do wear business casual clothing, but that is certainly up to the discretion of the school & is not required.

The video festival event in April starts and ends when?

The Video Festival is on Friday, April 27th at Neuqua Valley High School and the program will begin **promptly at 9am**. Registration will begin at 8:30am. (Schools are strongly encouraged to aim to arrive at 8:30am.) The Video Festival will conclude no later than 2pm.

2012 School Codes

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

School Name	Alpha Code
Auburn	A
Barrington	B
Batavia	C
Benito Juarez	D
Bremen	E
Curie Career Academy	F
Deerfield	G
Eisenhower	H
Glenbrook North	K
Glenbrook South	L
Highland Park	M
Hinsdale Central	N
Homewood-Flossmoor	O
Kelly	P
Lake Forest	R
Libertyville	S
Lyons Township	T
Maine East	W
Maine South	X
Maine West	Y
Metea Valley	Z
Morton East	A2
Mundelein	B2
Neuqua Valley	C2
Niles North	D2
Oak Forest	F2
Oak Park and River Forest	G2
Oswego East	H2
Prospect	K2
Proviso Math & Science	L2
Reavis	M2
Ridgewood	N2
Riverside Brookfield	O2
Romeoville	P2
Shepard	R2
Stevenson	S2
Tinley Park	T2
Vernon Hills	W2
Warren Township	X2
Waubonsie Valley	Y2
West Chicago	A3
York	B3

The 19th Annual Chicagoland High School Video Festival

Division Listing

Divisions were based on the total number of entries from 2008-2011 and the total number of winning entries from 2008-2011. This list will be revisited every year which may cause some schools to move from one Division to the other. All categories except for How-To, Live Event Sports, Live Event Performing Arts, and Talk Show will have separate awards for each division.

Schools that are new to CTEC will automatically be placed in Division AA for their first year.

Division A

Barrington
Buffalo Grove
Chicago Vocational Career Academy
Deerfield
Glenbrook North
Glenbrook South
Highland Park
Lake Forest
Libertyville
Lyons Township
Maine South
Morton East
Neuqua Valley
Oak Park and River Forest
Prospect
Riverside Brookfield
Vernon Hills
Waubonsie Valley

Division AA

Auburn
Batavia
Benito Juarez Community Academy
Bremen
Curie Metro
Eisenhower
Evanston
Gordon Tech
Hinsdale Central
Kelly
Lake County High Schools Technology Campus
Lockport
Maine East
Mundelein
Niles North
Niles West
Oak Forest
Oswego East
Proviso Math & Science Academy
Proviso West
Reavis
Ridgewood
West Chicago
Wheeling

Video Festival Location - April 27, 2012

Directions to Neuqua Valley High School:

Address: 2360 95th Street, Naperville

Phone: (630) 428-6000

FROM I-355 OR I-294:

- I355 or I294 to I-88 west/Aurora
- Take Rt. 59 South
- You'll be on Rt. 59 for a while...past Fox Valley Mall, past 75th street, past 87th street...
- Left on 95th street.
- At the 3rd stop light, turn right (main entrance to the school)
- Continue straight towards the front of the building - Auditorium is on the east side of the front "U" driveway

FROM I-55:

- I-55 to Weber Road and go north on Weber
- Left on 111th Street
- Right on Book Road
- Left on 95th Street
- 1st stop light, turn left (main entrance to the school)
- Continue straight towards the front of the building - Auditorium is on the east side of the front "U" driveway

Information will be forthcoming in a separate email regarding bus drop off locations, parking for buses, as well as parking for activity buses/vans.