

SGCNZ 2020

University of Otago Sheilah Winn Shakespeare Festival

Video Submission Information

Due to the evolving situation surrounding Covid-19, all regional entries for the SGCNZ 2020 University of Otago Sheilah Winn Shakespeare Festival will now be submitted online.

Below is all the info you will need for submission.

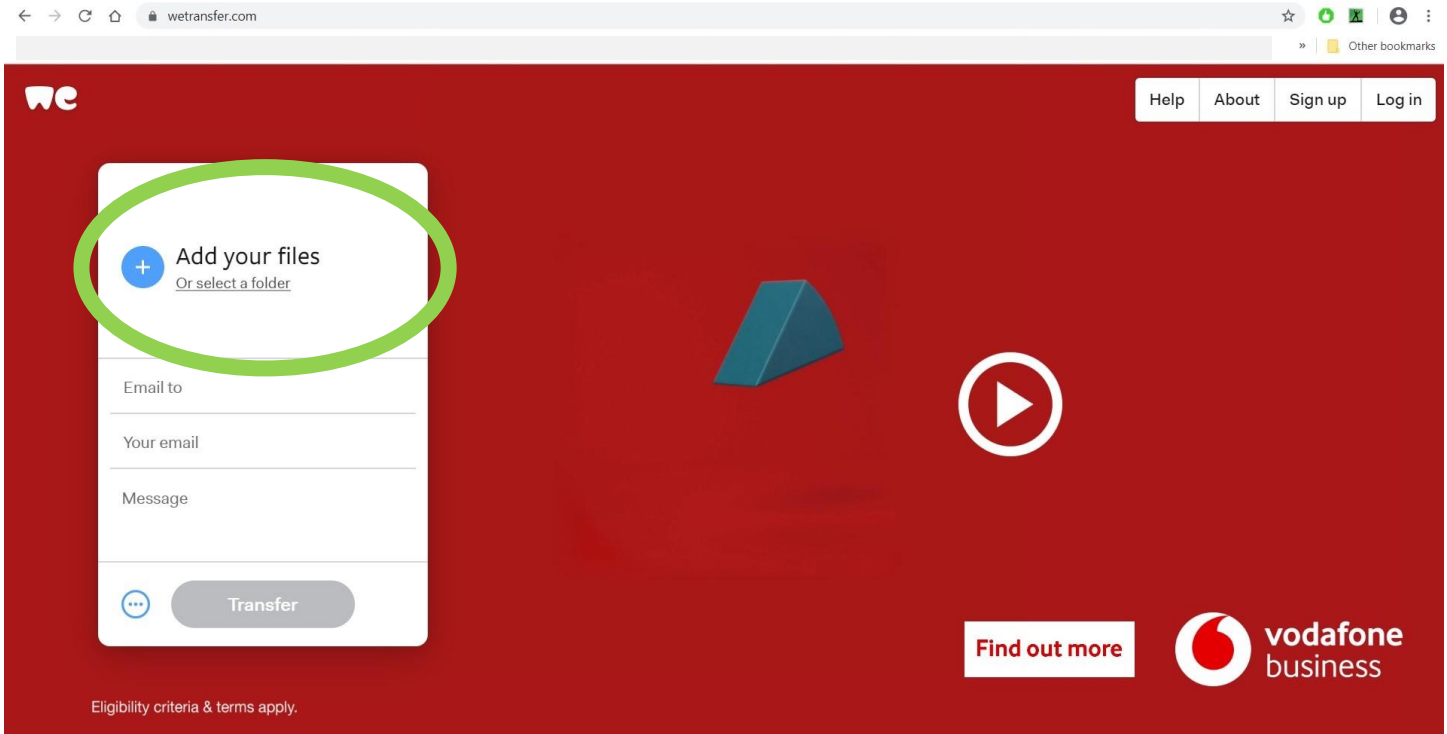
Key Notes

- Performances should be shot with one camera, in one take and remain unedited.
- Sets must remain minimal, as per the Criteria, with potentially a 2 minute set up and strike.
 - Lighting should be basic – *'The play's the thing.'*
- A microphone should be placed at the front of the Stage (or relevant spot) to best capture your dialogue.
- All scenes must be registered on the University of Otago's SGCNZ Festival web Registration page: shakespeare.otago.ac.nz
 - Schools/Homeschool Clusters must be current financial Friends of SGCNZ - <http://www.sgcnz.org.nz/join-us>
 - Files will be in .mp4 format.
 - Files must be a maximum of 2GB.
 - All files will be sent to glassgeckofilms@gmail.com
 - Any questions related to Video Submission can be sent to glassgeckofilms@gmail.com
 - Any questions regarding the Festival can be sent to dawn@sgcnz.org.nz
 - **Due Dates** for submission are outlined at the end of this document.

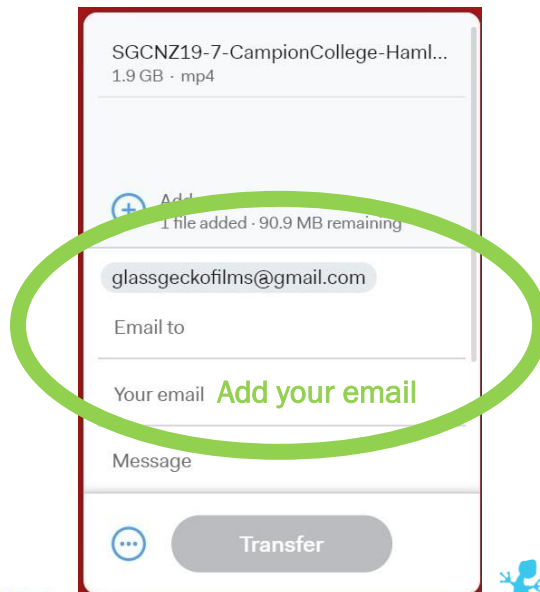
Submission instructions

1. Head to <https://wetransfer.com/>

2. Click 'add files' and select the MP4 file you wish to send us (must be under 2GB).
(You do NOT need to sign up to/or register for WeTransfer. This is a free service)



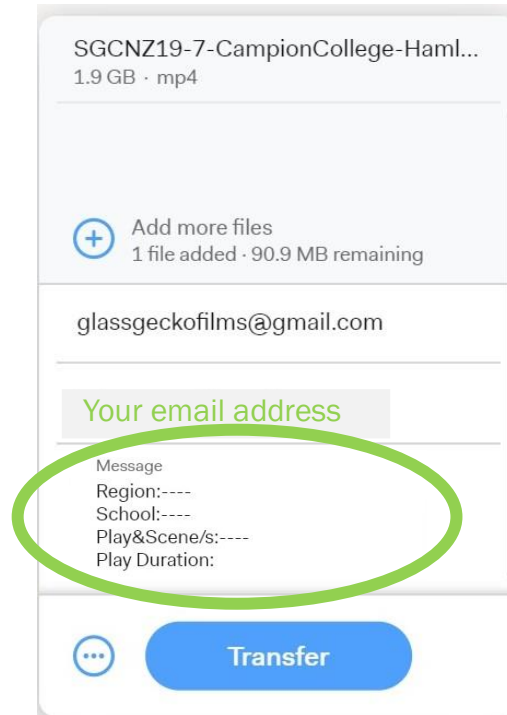
3. In 'email to' add: glassgeckofilms@gmail.com and then enter your own email address below
(this is where you will receive confirmation of transfer and of download at our end).



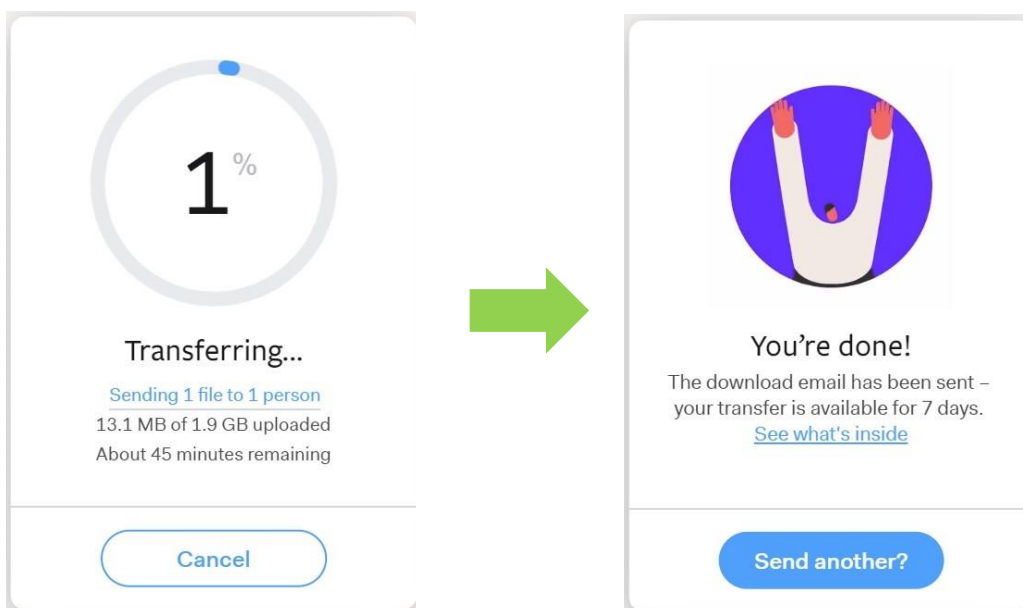
4. In the 'message' box, add:

Your Region:
Your School:
Your Performance: (Play Name and Scene/s)
Play Duration: (4-5mins or 10-15mins)

Note: This step is very important to ensure everything is easily identifiable.



5. Click the blue 'Transfer' button and wait for the transfer to complete.
(For a 1.9GB file, on Fibre Broadband, in Wellington this took approx. 30mins)



6. Once the transfer is complete, please send us a separate email to glassgeckofilms@gmail.com to confirm your file has been sent.

You're all done!

We will then download your file at our end and categorise them by Region for assessment.
(you will receive another email confirming our download of your file).

Submission Due Dates

All Regional Events due to take place in March 2020 will have until **noon, March 31st** to submit their entry.

This applies to:

Rotorua / Lakes
Southland
Auckland West (Day 1)

All other regions will have until **noon, the day PRIOR** to their previously specified performance date to submit their Video.

For example:

Aoraki: Festival: 7th April 2020. **Video Due: Noon, 6th April.**
Auckland South & East: Festival: 4th April 2020. **Video Due: Noon, 3rd April.**
East Coast: Festival: 8th April 2020. **Video Due: Noon, 7th April.**
Tai Tokerau: Festival: 2nd April 2020. **Video Due: Noon, 1st April.**

Earlier Submissions are encouraged (and very appreciated).

No late submissions will be accepted as Assessors will make their selections on the day your Festival was scheduled (except for the March ones, as stated above, to allow time to arrange filming).

Any further questions regarding the Festival can be sent to dawn@sgcnz.org.nz

All questions regarding video submission can be sent to glassgeckofilms@gmail.com
or **027 383 5182**

Thank you for your co-operation and continued support.

Dawn Sanders and Glass Gecko Films

