ADG AWARDS – HOW TO SUBMIT A PROJECT

1. Please read the **Rules Document** for the ADG Awards. Updates from last year are in red.

2. To begin, you need a **username and password** to access the ADG Awards submissions site and forms. ADG members: This will be different from your existing user/pass that you use for the member area.   For anyone who set up a user/pass last year, it should still be active.

   ** Go to: **awards.adg.org** to set up your user/pass and log in. **

3. Once you log in, you will come to the screen where you choose to submit a feature film or a television program, music video or commercial. Make your selection by clicking on **Get Started** on either of these two options.

4. Begin entering the required information. **Category, Project Title, Production Company, Design Team** (always begin with the Production Designer or Head of Department), etc. Once entered, you may click on **Add Another Team Member** for each member of the crew until you are finished. Please note that there is a list of craft titles that are allowed on this list at the beginning of this section.

5. Note the **Save as Draft** button. Please click this periodically to save your information. If you walk away from your computer without saving a draft, you risk losing your work.

6. **Set and Timing Information** is an option only in Television forms. This part of the form is used to prove the 60% rule for series not in their pilot season or event specials, commercials or music videos. Read the **Rules Document** for further clarification on the 60% rule (page 4). There are four pieces of information you must enter in this section of the submission form. There is an upload button for the Set and Timing Breakdown Form. Follow this link for the **Set and Timing Break down Form**. You have the option to upload a form provided by your post department instead if you can get it.

7. After you complete the design team data, you will see the section where you may upload **Assets** / promotional content. You can do this at any time, but it will not be visible to the public until submissions are closed. The

specs are listed here and in more detail on the submission form. The assets include a single jpeg image to identify your project (a title treatment is a good example), and/or a PDF presentation (a collection of drawings, work in progress and images of the finished work), and/or a one minute or less clip reel. The specs follow or click on this **how to upload link** for more details

SPECS FOR ASSETS:

UPLOAD TITLE CARD / SINGLE JPEG IMAGE
• The minimum size is 1920 pixels wide by 1080 pixels high
• Format your image as either JPG, PNG, or GIF

UPLOAD DESIGN PRESENTATION
• Use Acrobat, Powerpoint or Keynote to assemble multiple pages
• Format your PDF to fit an 8.5" x 11" page size in landscape **Max Size: 30MB**

EMBED VIDEO CLIP / 1 MINUTE OR LESS
• Create an MP4 clip of max 60 seconds, code it to h.264

8. It is important to include information about who is **submitting the project** in case we have questions.

9. Note the option towards the bottom; **Add Submission Contributors**. This option is here in case you want someone else to have access to your form. For example, sometimes the person who uploads promotional content is different than the person who enters the design team members. You can also add **debbie@adg.org** in case you would like me to have access to your form.

10. Please review the additional **Submission Materials** section. Note that the requirements are different for **film** and **television**.

11. You must check the box stating that **I have read and understand the rules and requirements** in order to complete the submission. It is important to review the rules every year. The updates are always in red.

12. Once you hit the **Submit** button, you will receive an email with a submission confirmation letter that includes the submission information. Since this is a new site, please check your junk folder. You may log in and make changes until submissions are closed. When you log in again, your

submission (s) will be at the top of your screen. Or you may start a new submission by clicking on Get Started (#3 on this document).

13. Throughout the awards season, some updates may occur to the documents provided in the ADG Awards correspondence. Occasionally, the link (s) to access the forms may change. The ADG website is updated regularly to keep the information as current as possible. **Please look at the awards page for information.** Scroll through for the most current information. There are many documents at the bottom of the page for your reference.

This document is a work in progress. If you found anything confusing or inconsistent or perhaps something should be added, please let me know. The bold copy in the document is there to help you identify the area of the form it applies to. The blue copy includes a link for quick access to locations referenced in the instructions.

Thank you.

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