



Awards Entry Rules Submission Year 2019

HOLLYWOOD PROFESSIONAL ASSOCIATION
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ABOUT THE HPA

The Hollywood Professional Association is the trade association serving the professional community of businesses and individuals who provide expertise, support, tools and infrastructure for production, post production, distribution, and archiving of motion pictures, Episode or Non-Theatrical Feature, commercials, and other media content.

Our mission is to:

- Provide a forum for the networking of colleagues and peers who have dedicated their careers to the professional media content industry with a goal of representing a large and diverse community of interests and experience.
- Facilitate information exchange on issues that relate to business, technology, skills training and industry education.
- Become the industry's advocate and speak with the power of the "larger voice" of the entire industry on common issues and topics such as government affairs, technology and local community and business issues.
- Provide a platform for: industry events, seminars, electronic e-mail exchange, web-based information outlets and professional special interest groups dedicated to specific skills and areas of expertise.

The Hollywood Professional Association is dedicated to the notion that in times of technological and economic challenge and opportunity, the professional media content community can better be served if the entire industry learns and works together.

HPA AWARDS MISSION

To promote creative artistry in the field of post-production, and recognize the achievement of talent, innovation and engineering excellence in the larger professional media content industry. The first annual HPA Awards were held in November 2006.

HPA AWARDS ENTRY RULES

This document, also referred to as the Awards Entry Rules, describes the timetable under which the awards process will occur, defines each award category and its respective entry requirements, describes those who are eligible to receive an award, describes the specifications for submission material and describes all other rules and procedures.

SCHEDULE

Period of Eligibility for Entries.....	September 5, 2018 – September 3, 2019
Submission Period – Engineering Category.....	April 15, 2019 – May 24, 2019
Submission Period – Creative Categories.....	May 13, 2019 – July 12, 2019
“Early Bird” Entry Submission Deadline.....	June 10, 2019
“Intent to Enter” Petition for Deadline.....	July 11, 2019
Engineering Presentations and Judging Day.....	June 22, 2019
Creative Judging Panels.....	August 2019
Nominations Announced.....	September 2019
Awards Event.....	November 21, 2019

Dates subject to change.

CATEGORIES

The categories in which the HPA may issue an award are:

1. Outstanding Color Grading - Theatrical Feature
2. Outstanding Color Grading - Episode or Non-theatrical Feature
3. Outstanding Color Grading - Commercial
4. Outstanding Editing - Theatrical Feature
5. Outstanding Editing - Episode or Non-Theatrical Feature (30 Minutes and Under)
6. Outstanding Editing - Episode or Non-Theatrical Feature (Over 30 minutes)
7. Outstanding Sound (Design, Editing, Mixing) - Theatrical Feature
8. Outstanding Sound (Design, Editing, Mixing) - Episode or Non-Theatrical Feature
9. Outstanding Sound (Design, Editing, Mixing) - Commercial
10. Outstanding Visual Effects - Theatrical Feature
11. Outstanding Visual Effects - Episode or Non-Theatrical Feature (13 Episodes and Fewer)
12. Outstanding Visual Effects - Episode (Over 13 Episodes)

Special Awards:

1. Engineering Excellence
2. HPA Judges Award for Creativity and Innovation
3. Charles S. Swartz Award
4. Lifetime Achievement Award

SECTION A: ELIGIBILITY

1. Eligible Material
 - a. **An eligible Theatrical Feature** must have premiered during the Period of Eligibility for Entries and have run in a commercial theater for a paying audience for at least one week.
 - b. **An eligible Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature** must have premiered during the Period of Eligibility for Entries and must have been broadcast on a network, pay or basic cable, satellite network or online distribution platform.
 - c. **An eligible Commercial** must have premiered during the Period of Eligibility for Entries and aired on a network, pay or basic cable or satellite network, or have been delivered via the web as part of an online advertising campaign.

2. Only the credited creative talent (such as picture and sound editors, colorists, sound designers, sound mixers, visual effects and compositing artists, visual effects supervisors and visual effects producers each an “Entrant”) is eligible to receive an award in the specified categories.
3. Special Awards Category Submissions: See Section H.
4. In the event that the eligibility of an Entrant is questionable, additional information may be requested. Additional administrative fees will apply if the HPA Awards Committee must request additional information or Submitter requests changes to an Awards Submission after the entry deadline date.
5. **Entries not meeting the above criteria will be disqualified.**

SECTION B: GENERAL SUBMISSION PROCEDURES

1. Entries may be submitted by any of the following individuals (the “Submitter”):
 - i. The Entrant;
 - ii. The Project’s Producer, VFX Supervisor or Post Production Supervisor (depending on Category);
 - iii. The Project’s Director;
 - iv. The Facility Producer, VFX Producer or the Supervisor (depending on Category) at the film studio and/or post production facility at which the work was performed.
2. The Project or work that is the subject of a submission is referred to herein as the “Work.”
3. Should a question about eligibility surface, HPA may request that the Submitter supply additional information on a project.
4. **By submitting an entry, Submitters confirm that all entry information is complete, true and correct. The HPA has no liability for, or obligation to, correct any incorrect information such as missing information, misspelled names, ballot listings or subsequent incorrect publicity that are the result of incorrect information submitted on the entries.**
5. **Exemption to the deadline rule**: Should a work unexpectedly Premier after the Period of Eligibility for Entries, a Submitter may petition the HPA Award Committee for an exception to the entry rules if the Submitter, via e-mail, E-mail (awards@HPAonline.com), Attn: Awards Committee, requests the HPA Awards Committee to review and approve the reasons the submission will be late, and provides proof of the unexpected Premier. Petitions and their accompanying submission forms and

viewing materials **MUST** be received at the HPA office no later than the Petition for Exceptions Deadline indicated in the Schedule.

6. Each entry **must** be accompanied by:
 - i. A completed submission form;
 - ii. The required viewing materials, AND;
 - iii. Payment in US funds via check, credit card or ACH/EFT for the entry fee.

7. Online Submission forms are available on the HPA Awards upload site at (<https://HPA.awardcore.com>). Submission forms must be completed online in order to receive a **submission number**. Completed submission forms with submission numbers must be printed out and signed in accordance with #9 below.

8. The Submission form must be signed in accordance with the following:
 - i. The Submitter (if someone other than the Entrant(s))
 - ii. The Project's Producer, Supervisor or other production representative confirming the Entrant(s) eligibility (**Exception for Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories**)
 - iii. If the work was done at a facility or by an artist(s) while employed at or engaged by a facility, an authorized representative of the facility acknowledging entry submission (**Exception for Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories**)
 - iv. For the Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories, the entrant(s)
 - v. For the Sound – Theatrical Feature and Sound – Episode or Non-Theatrical Feature categories, the Supervising Sound Editor, or other key senior member of the sound team who is listed on the entry form, confirming that the appropriate members of the sound team have been selected for inclusion on the entry.
 - vi. For the Visual Effects – Theatrical Feature and Visual Effects – Episode or Non-Theatrical Feature categories, the most senior member of the visual effects team who is listed on the entry form, confirming that the appropriate members of the visual effects team have been selected for inclusion on the entry.

9. **By signing the entry form an Entrant(s) or Submitter states that they have read the HPA Awards Entry Rules and have submitted an entry in accordance with all stated policies.**

10. In the event that any individual who is a “required signature” is not available to sign the submission form before the end of the Entry Submission Period, this individual must do the following to validate the entry form:
 - i. E-mail awards@HPAonline.com, Attn: Awards Committee that they agree with the entry submission and indicate which signature they are providing via e-mail.
 - ii. Alternatively, the entry's submitter may e-mail a scanned copy of an approval e-mail to the HPA office at awards@HPAonline.com.

11. Please make sure that the e-mail references the correct submission number and that it is received by the HPA no later than the entry deadline.
12. Only one (1) submission per entry form is permitted. Entry forms containing multiple submissions will not be accepted.
13. Entries must be submitted by 5:00 p.m. PDT on the last day of the Submission Period indicated in the Schedule.
14. **DO NOT COMBINE MULTIPLE ENTRIES ON A SINGLE DCP or Pro Res HQ file.** No such entries will be accepted, and each entry will have to be re-submitted on a separate DCP or Pro Res HQ file by the end of the Submission Period, as specified in the schedule.
15. Entries that have been edited or otherwise altered from their original release or broadcast form will be disqualified.
16. Audio on a submission must be the sound from the original release or broadcast and may not be altered.
17. Only the approved HPA Awards slate, will be accepted at the head of the viewing materials. After submitting an entry form at <https://HPA.awardcore.com>, a personalized slate will be downloadable.
18. **Total Run Time (TRT):** For all creative category entries except the Visual Effects categories the TRT should include the length of the content only.
 - i. Visual Effects entries should have only one TRT running from the beginning of the clip to the end of the “making of” segment.
19. Pro Res HQ File Media Guidelines - For all categories other than Outstanding Color Grading - Theatrical Feature:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
20. H.264 File Media Guidelines – Editing for Episode or Non-Theatrical Feature category ONLY:
 - i. 1920 x 1080P
H.264 High Profile
Chroma 4:2:0 or 4:2:2
BitRate 8 Mbs

HPA Awards reserves the right to disqualify, at any stage of the competition, entries found to be ineligible.

SECTION C: CATEGORY DESCRIPTIONS & SPECIFIC SUBMISSION PROCEDURES

1. **Outstanding Color Grading - Theatrical Feature:** This award is to honor the overall achievement of the color grading within an entire Feature Film for a theatrical release.
Eligibility: The credited lead Colorist(s) of the project (maximum of 1 individual or 2 individuals for co-colored projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
1. Outstanding Color Grading - Theatrical Feature	5:00 of scenes in sequence as they appeared in the film	N/A	Required	DCP via USB hard drive

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the physical DCP.
- b. Submissions in this category should be submitted as an **unencrypted DCP file** and delivered on a USB hard drive to:

Deluxe Technicolor Digital Cinema*
 Attn: Sharra Updike
 2233 North Ontario St. 3rd Floor
 Burbank, CA 91504
C/O HPA Awards
 (818) 260.3871
HPAAwards@bydeluxe.com

- c. Entry materials are due at Deluxe by the regular submission deadline of **July 12**. Please send a note to awards@HPAonline.com with your entry number, project title, shipping method and the date that your submission material was sent to Deluxe. **If you will be requesting an extension to get your DCP to Deluxe, please note that entry materials must be received no later than 5:00 pm on Friday, July 19.**
- d. Your DCP must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. Five (5) minutes maximum of entry material;

- iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted on a separate DCP by the end of the Submission Period, as specified in the schedule.
- e. **Required Descriptive Materials** – can include but not be limited to still pictures, storyboards and written copy that enhances the understanding of the entry or describes why the entry should be considered for an award. Entrants should assume that judges will have no more than 1 minute to review this material. Length is limited to no more than 2 pages, submitted as a word .doc or .pdf file. Descriptive Materials may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. These materials should be uploaded to the HPA Awards online entry platform at <https://HPA.awardcore.com> following the HPA Awards entry form submission, or e-mailed to awards@HPAonline.com in addition to providing 12 printed copies to the HPA office. **Please note, printed copies may not have cover sheets, bindings or laminated covers.**

- 2. **Outstanding Color Grading - Episode or Non-Theatrical Feature:** This award is to honor the overall achievement of the color grading within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature. **Eligibility:** The credited lead Colorist(s) of the project (maximum of 1 individual or 2 individuals for co-colored projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
2. Outstanding Color Grading - Episode or Non-Theatrical Feature	3:00 of scenes in sequence as they appeared in the episode	N/A	N/A	Pro Res HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
- b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
 - vi. Please include SMPTE Color Bars at either the head or the tail of the material
- c. Your viewing materials must be created following these instructions:

- i. Five (5) seconds black;
- ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
- iii. Three (3) minutes maximum of entry material
- iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

3. Outstanding Color Grading - Commercial: This award is to honor the overall achievement of the color grading within a Commercial. Infomercials, corporate IDs or marks and company logos are not eligible in this or any other category. **Movie trailers are not eligible in this category.**

Eligibility: The lead colorist of the project (maximum of 1 individual).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
3. Outstanding Color Grading - Commercial	1:00 continuous clip; for spots with 1:00 or less runtime, submit full project	N/A	N/A	Pro Res HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
- b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
 - vi. Please include SMPTE Color Bars at either the head or the tail of the material
- c. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. One (1) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the

entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

4. **Outstanding Editing - Theatrical Feature:** This award is to honor the overall achievement of the editing within an entire Feature Film for a theatrical release.
Eligibility: The credited lead Editor(s) of the project (maximum of 1 individual or 2 individuals for credited co-edited projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
4. Outstanding Editing - Theatrical Feature	N/A	N/A	N/A	No viewing materials required

- a. No viewing materials are required in this category. **(Note: nominees will be asked to submit a clip for use at the Awards Show.)**
- b. **Producer and facility signatures are not required in this category.**

5. **Outstanding Editing – Episode or Non-Theatrical Feature (30 Minutes and Under):** This award is to honor the overall achievement of the editing within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature with a running time of 30 minutes or less.
Eligibility: The credited lead Editor(s) of the project (maximum of 1 individual or 2 individuals for credited co-edited projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
5. Outstanding Editing – Episode (30 Minutes and Under) or Non-Theatrical Feature	FULL PROJECT	N/A	N/A	H.264 file via online upload

- a. Entry Material Specs:
 - i. 1920 x 1080P
H.264 High Profile
Chroma 4:2:0 or 4:2:2
BitRate 8 Mbs
- b. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;

- ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
- iii. The full program;
- iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
 - An **exception** to the above rule is available, where a program can be submitted in its entirety including opening and closing credits. If you are an Editor, who would like to submit a project with credits please contact the HPA Awards committee at awards@HPAonline.com to request this exception.

c. **Producer and Facility signatures are not required in this category.**

6. **Outstanding Editing – Episode or Non-Theatrical Feature (Over 30 Minutes):** This award is to honor the overall achievement of the editing within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature, with a running time of 30 minutes or longer.

Eligibility: The credited lead Editor(s) of the project (maximum of 1 individual or 2 individuals for credited co-edited projects only).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
6. Outstanding Editing – Episode (Over 30 Minutes) or Non-Theatrical Feature	FULL PROJECT	N/A	N/A	H.264 file via online upload

- a. Entry Material Specs:
 - i. 1920 x 1080P
H.264 High Profile
Chroma 4:2:0 or 4:2:2
BitRate 8 Mbs
- b. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. The full program;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the

entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

- An **exception** to the above rule is available, where a program can be submitted in its entirety including opening and closing credits. If you are an Editor, who would like to submit a project with credits please contact the HPA Awards committee at awards@HPAonline.com to request this exception.

c. **Producer and Facility signatures are not required in this category.**

7. **Outstanding Sound (Design, Editing, Mixing) - Theatrical Feature**: This award is to honor the overall achievement of the sound post production work within an entire Feature Film for a theatrical release.

Eligibility: The credited Sound Designer(s), Editor(s), Lead Mixer(s); maximum of four (4) names.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
7. Outstanding Sound - Theatrical Feature	3:00 segment or series of scenes in sequence as they appeared in the film	N/A	N/A	Pro Res HQ file via online upload

- a. Submissions to this category should be submitted on a Pro Res HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.
- b. Sound Specs:
- c. Audio – PCM
 - i. 5.1 Sound – with the following track assignments.
 - Track 1 – Left
 - Track 2 – Right
 - Track 3 – Center
 - Track 4 – LFE
 - Track 5 – LS
 - Track 6 – RS
 - ii. Stereo
 - Track 1 – Left
 - Track 2 – Right
 - iii. Note: Stereo tracks should only be submitted when the original project was released in Stereo.
- d. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps

- v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- e. Your viewing material must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- f. Please note, the Supervising Sound Editor, or other most senior member of the sound team included on the entry, must review the listed entrants and confirm, by signature, that the appropriate credited members of the sound team have been entered for Awards consideration.

8. **Outstanding Sound (Design, Editing, Mixing) - Episode or Non-Theatrical Feature:**
 This award is to honor the overall achievement of the sound post production work within an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature.

Eligibility: The credited Sound Supervisor and Sound Designer(s), Editor(s) and Mixer(s); maximum of five (5) names.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
8. Outstanding Sound - Episode or Non-Theatrical Feature	3:00 segment or series of scenes in sequence as they appeared in the episode	N/A	N/A	Pro Res HQ file via online upload

- a. Submissions to this category should be submitted on a Pro Res HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.
- b. Sound Specs:
- c. Audio – PCM
 - i. 5.1 Sound – with the following track assignments:
 - Track 1 – Left
 - Track 2 – Right
 - Track 3 – Center
 - Track 4 – LFE
 - Track 5 – LS
 - Track 6 – RS

- ii. Stereo
 - Track 1 – Left
 - Track 2 – Right
- iii. Note: Stereo tracks should only be submitted when the original project was released in Stereo.
- d. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- e. Your viewing material must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- f. Please note, the Supervising Sound Editor, or other most senior member of the sound team included on the entry, must review the listed entrants and confirm, by signature, that the appropriate credited members of the sound team have been entered for Awards consideration.

9. Outstanding Sound (Design, Editing, Mixing) - Commercial: This award is to honor the overall achievement of the sound post work within a Commercial. Infomercials, corporate IDs and marks or company logos are not eligible in this or any category. **Movie trailers are not eligible in this category.**

Eligibility: The Sound Designer(s), Editor(s) and Mixer(s); maximum of four (4) names.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
9. Outstanding Sound - Commercial	1:00 continuous clip; for spots with 1:00 or less runtime, submit full project	N/A	N/A	Pro Res HQ file via online upload

- a. Submissions to this category should be submitted on a Pro Res HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.

- b. Sound Specs:
- c. Audio – PCM
 - i. 5.1 Sound – with the following track assignments.
 - Track 1 – Left
 - Track 2 – Right
 - Track 3 – Center
 - Track 4 – LFE
 - Track 5 – LS
 - Track 6 – RS
 - ii. Stereo
 - Track 1 – Left
 - Track 2 – Right
 - iii. Note: Stereo tracks should only be submitted when the original project was released in Stereo.
- d. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- e. Your viewing material must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. One (1) minute maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

10. **Outstanding Visual Effects - Theatrical Feature:** The HPA Awards recognizes that multiple visual effects production companies and hundreds of artisans can contribute to the overall visual effects within an entire Feature Film for a theatrical release. We seek to recognize and honor the contributions of these organizations and artisans. This award is to honor the outstanding achievement in visual effects in a sequence or sequences created by an artist or team of artists.

Each facility or team may submit only one (1) entry per Feature Film.

Title sequences are excluded from this category.

Eligibility: A maximum of five (5) credited individuals are eligible in this category. They may include any combination of up to five (5) Visual Effects Artists, Supervisors and Producers.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
10. Outstanding Visual Effects - Theatrical Feature Film	3:00 of scenes in sequence as they appeared in the film	3:30	N/A	Pro Res HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. **See section D (page 21)** for a complete walk through of the entry submission process.
- c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.
- d. Visual Effects entry viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Five (5) seconds black;
 - v. Three and a half (3:30) minutes maximum of “Making Of” material;
 - vi. Do not separate your entry material and “Making of” into chapters.
 - vii. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual Effects entries should have only one **TRT** running from the beginning of the clip to the end of the “making of” segment.

- f. Please note, the most senior member of the visual effects team included on the entry must review the listed entrants and confirm, by signature, that the appropriate credited members of the visual effects team have been entered for Awards consideration.

11. Outstanding Visual Effects – Episode (13 Episodes and Fewer) or Non-Theatrical Feature: This award is to honor outstanding achievement in visual effects for an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special), with a season consisting of 13 episodes or less, or a Non-Theatrical Feature.

Multiple episodes of the same series are eligible provided that the individual episode and visual effects team are different.

Title sequences are excluded from this category.

Eligibility: A maximum of five (5) credited individuals are eligible in this category. They may include any combination of up to five (5) Visual Effects Artists, Supervisors and Producers.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
11. Outstanding Visual Effects – Episode (13 Episodes and Fewer) or Non-Theatrical Feature	2:00 of scenes in sequence as they appeared in the episode	2:00	N/A	Pro Res HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See section D (page 21) for a complete walk through of the entry submission process.
- c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.

- d. Visual effects entry viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. Two (2) minutes maximum of entry material;
 - iv. Five (5) seconds black;
 - v. Two (2) minutes maximum of “Making Of” material;
 - vi. Do not separate your entry material and “Making Of” into chapters. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual effects entries should have only one TRT running from the beginning of the clip to the end of the “making of” segment.
- f. Please note, the most senior member of the visual effects team included on the entry must review the listed entrants and confirm, by signature, that the appropriate credited members of the visual effects team have been entered for Awards consideration.

12. **Outstanding Visual Effects – Episode (Over 13 Episodes):** This award is to honor outstanding achievement in visual effects for an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special), with a season consisting of more than 13 episodes.

Multiple episodes of the same series are eligible provided that the individual episode and visual effects team are different.

Title sequences are excluded from this category.

Eligibility: A maximum of five (5) credited individuals are eligible in this category. They may include any combination of up to five (5) Visual Effects Artists, Supervisors and Producers.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
12. Outstanding Visual Effects – Episode (Over 13 Episodes)	2:00	2:00	N/A	Pro Res HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. **See section D (page 21)** for a complete walk through of the entry submission process.
- c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.
- d. Visual effects entry viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. Two (2) minutes maximum of entry material;
 - iv. Five (5) seconds black;
 - v. Two (2) minutes maximum of “Making Of” material;
 - vi. Do not separate your entry material and “Making Of” into chapters.
 - vii. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual effects entries should have only one **TRT** running from the beginning of the clip to the end of the “Making of” segment.

SECTION D: STEP BY STEP ONLINE ENTRY INSTRUCTIONS

Eligibility Period: Sept. 5, 2018 – Sept. 3, 2019

Deadline for entries: July 12, 2019 at 5:00 pm PDT

Online Submissions Accepted: Starting May 13, 2019

Entry forms must be filled out online to generate a submission number.

1. Website: go to <https://HPA.awardcore.com>

2. Create your account and check your email's inbox for an access link.
3. Log in with link provided in confirmation email, fill out a user profile, and check the box stating that you agree to the HPA Privacy Policy. After you check the box where indicated, click "Save."
4. To start the submission process, click on "New Entry."
5. Select a category from the drop-down menu and choose "Submit."
6. Please read the instructions, and carefully fill out form as instructed.
7. **Project Information:** Fill out the basic information for this entry where indicated for: Project Title/Episode, Premier or First Air Date, TRT of submitted clip, Distributor, Agency and Client (for Commercial entries only).
8. **Contacts**
 - a. **Submitter's Information:** Please fill in all of your contact information here.
 - b. **Production Representative (Project Producer, Supervisor or other Production Representative):** Please enter the Name, Title, and Contact information for your project's Producer, Supervisor or other Production Representative (Production side, not Post Producer) who can confirm the entrant's eligibility. Please note the individual listed here will need to sign the printed entry form or verify entrant(s) eligibility by e-mail. *This Signature is not required in the Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories.*
 - c. **Facility Acknowledgement of Entry:** A contact and signature will be required if the work was done at a facility or by an artist(s) while employed at or engaged by a facility. Please enter the name and contact information for the facility manager or authorized facility representative that will either sign the printed entry form or approve entry submission by e-mail. *This Signature is not required in the Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories.*
 - d. Check membership box if a member of HPA or SMPTE.
 - e. **Entrant(s):** Fill in contact information for each entrant.
 - i. For those submitting an entry on behalf of an entrant or team of entrants, if you choose to supply your own e-mail contact information, it is your responsibility to forward all HPA Awards correspondence – in a timely manner– directly to the entrant(s).
 - ii. Please review all entrant information carefully. By submitting an entry, the submitter confirms that all entry information is complete, true and correct. The HPA has no liability for, or obligation to correct any incorrect information such as missing information, misspelled names, ballot listings or subsequent incorrect publicity that is the result of incorrect information submitted on the entries.

- iii. Each category has a maximum number of eligible entrants. Do not submit entrant information for more than this maximum number of allowed entrants on an entry form.
9. **Terms & Conditions:** Review your entry for accuracy and completeness. Then check the box indicating that you have read and followed the HPA Awards entry rules.
10. **Submit:** After you choose “Submit” you will be taken to the “Upload Media” page. You have the choice to upload your media now, or upload later. *This is not required for the Color Grading - Theatrical Feature category.*
11. **Entries Page:** This is your “dashboard.” It is on this page that you will be given an entry number, download your Entry Form for signatures, upload the signed Entry Form, descriptive materials, media, and payment.
 - a. Entry Form: When you are satisfied that all the information on your Entry Form is correct, the next step is to;
 - b. Download the Entry Form: this will allow you to print the form for signature(s). Your printed entry form must be signed by:
 - i. The submitter – All Categories;
 - ii. The entrant(s) – Theatrical Feature and Episode or Non-Theatrical Feature Editing Category Only;
 - iii. The project’s producer, supervisor or other production representative **(see 7b above)**;
 - iv. An authorized representative of the facility **(see 7c above)**;
 - v. For Sound-Theatrical Feature and Sound-Episode or Non-Theatrical Feature categories, the Supervising Sound Editor, or other key senior member of the sound team who is listed on the entry form;
 - vi. For Visual Effects-Theatrical Feature and Visual Effects-Episode or Non-Theatrical Feature categories, the most senior member of the visual effects team who is listed on the entry form.
 - c. Upload Signed Entry Form: After your Entry Form has been signed you can upload the signed document here. You can upload multiple versions. (Ex: If you obtain signatures in increments, you can upload each version.)
 - d. Download Slate: When you are ready to upload your entry materials, download this approved HPA Awards Slate and add to the head of your entry material. Slates are auto-generated and will be pre-populated with your submission number and other pertinent identification information.
 - e. Upload Media: This is where you will upload your viewing materials (not required for Editing-Theatrical Feature entries).
 - i. Click “Upload Media” button and choose the media file to be uploaded.
 - ii. Steps are as follows:
 - a. When upload is complete, a thumbnail image will replace the awards logo in the far left of the submission column. To check your upload, you can click on the thumbnail image.

- b. If your media fails to upload, you will give you an error message as to why. You can also contact tech support at HPA@awardcore.com
 - c. **Upload Descriptive Materials:** Required for Color Grading-Theatrical Feature Film, Upload a PDF of your descriptive materials here.
- f. Payment: On your dashboard click the box “ready to pay” and then “finalize and pay.” You can choose to process payment for each entry individually, or for multiple entries at one time. Please note, once you “finalize and pay” you cannot edit your entry. This will take you to the payment page. Choose “pay by credit card online” or “pay by check.”
- Credit Card
Enter your credit card information and submit.
 - Check
Make check payable to:
Hollywood Professional Association
And mail to:
2501 W. Burbank Blvd, Suite 207
Burbank, CA 91505
 - EFT or ACH
Contact Mimi Rossi at mrossi@HPAonline.com for bank details

SECTION E: ENTRY FEES

1. The total fee for each entry, regardless of how many individuals are being named:
 - a. “Early Bird” entries will be \$150 for HPA and SMPTE members and \$180 for non-members. To take advantage of the “Early Bird” entry fees, **HPA Awards must receive all materials by the “Early Bird” Entry Deadline in the Schedule.**
 - b. Regular entries will be \$175 for HPA and SMPTE members and \$210 for non-members
 - c. HPA and SMPTE Corporate member companies may submit all entries from that company under the membership rate. Individual members may use the member rate for entries where that individual is the entrant.

SECTION F: NOMINATIONS & JUDGING

1. Judging panels with a minimum of seven (7) participants per panel will select the nominees in each category. A judge must be a full-time production or post production professional with expertise in the category that they are judging. Voting will take place by secret ballot.
2. “Conflict of Interest” refers to the situation in which a judging panelist would be judging an entry in a category in which the judging panelist is also (i) an Entrant, (ii) a Submitter, or (iii) a current officer, director or employee of the same corporate entity where an Entrant or a Submitter is a current officer, director or employee.
3. If a “Conflict of Interest” exists, the judging panelist must (i) mark that entry with the word “abstain” on their ballot and refrain from influencing the vote of other judging panelists.
4. Where possible and appropriate, the HPA Awards Committee will strive to nominate up to five (5) entries per category. There may be fewer than five (5) nominations or none at all if deemed appropriate. A category may have more than five (5) nominations only if there is a tie for one (1) of the nominations.
5. Scoring is on a scale of 1-10; the highest average scores will determine the nominations and winners.

SECTION G: CLEARANCES & OWNERSHIP

1. By entering the Work in the HPA Awards competition, the Entrant warrants that he/she has the right to submit the Work, and HPA will consider the work cleared for only the following uses:
 - a. Screening by the HPA staff and HPA Awards committee for the purposes of vetting a submission
 - b. Screening by the judging panels and associated personnel for the purpose of evaluating and processing the work
 - c. Screening at the non-broadcast HPA Awards Ceremony for HPA members and guests
 - d. Retention of the submitted Work at HPA for internal reference only until the completion of the 2018 Awards cycle or a period of one (1) year.

2. For finalists in the Outstanding Editing – Theatrical Feature category, HPA will request that a high-resolution clip of the Work be obtained for use at the non-broadcast HPA Awards Ceremony.
3. **The physical copies of all material provided by Submitter to the HPA shall be held by the HPA free and clear of any liens or encumbrances.**
4. In the event that any other uses may be required, the HPA will obtain the required rights and permissions from the copyright owner and/or distributor of the material.

SECTION H: HPA SPECIAL AWARDS

Different from all other categories in the HPA Awards, the following awards are not up for submission or judging. Rather, these awards may be bestowed on an individual, a company or an organization. The HPA Board of Directors and HPA Awards Committee will select the candidates and recipient(s), if any. These are discretionary honors.

1. **Charles S. Swartz Award**

The Charles S. Swartz Award recognizes broad, impactful or lasting contributions that have advanced and/or provided some unique purpose to the larger media content ecosystem. The Award may be conferred on a person, group, or company that has made a significant artistic, technological, business or educational impact across diverse aspects of the media industry.

2. **Lifetime Achievement Award**

The Lifetime Achievement Award may be awarded by the Hollywood Professional Association to an individual who, during his or her lifetime, is recognized for their service and commitment to the professional media content industry. The mission of this award is to give deserving and respectful recognition to specific individuals who have, with great service, dedicated their careers to the betterment of our industry.

3. **Judges Award for Creativity and Innovation**

The HPA Judges Award for Creativity and Innovation Award was conceived to recognize companies and individuals who have demonstrated excellence, whether in the development of workflow and process to support creative storytelling or in technical innovation. The Judges Award is chosen by a jury of experts and peers.

SECTION I: HPA AWARDS WINNERS

1. All Award winners will be announced at the HPA Awards Event on the day specified in the Schedule. Each HPA Award will be presented to the individual or individuals specifically listed as an entrant in the submission form.

2. All winner information, including spelling of the winners' names, is the responsibility of the Submitter and will be taken directly off the submission.

SECTION J: THE PHYSICAL HPA AWARD

1. The HPA owns and reserves all rights to each physical HPA Award (including the intellectual property rights, design and any trademarks or patents thereon).
2. The HPA grants each recipient of a physical HPA Award and his/her heirs a limited license to possess and display the physical HPA Award for personal use only. Any other use is not permitted without the prior written consent of the HPA.

CONTACT INFORMATION

HOLLYWOOD PROFESSIONAL ASSOCIATION
2501 W. Burbank Blvd., Suite 207
Burbank, CA 91505

Phone: 818-273-1508

QUESTIONS? awards@HPAonline.com
HPA AWARDS WEBSITE www.HPAawards.net