



## THE 38<sup>th</sup> ANNUAL EVVY AWARDS

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THE GALA  
APRIL 14<sup>th</sup>, 2019

THE MAJESTIC  
MAY 10<sup>th</sup>, 2019

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# SUBMISSIONS PACKET

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# HOW TO SUBMIT

Step One: Go to <https://evvy.secure-platform.com/> and hit the “SUBMIT HERE” button, this will bring you to the login/ registration page. **You will have to create an account. You must use your Emerson Email to create your account otherwise your submission will not be processed. If you created an account last year, you may simply login using those credentials.**

Step Two: Fill out the submissions form, making sure to fill out all of the required fields. You have the option to submit either a file upload or a YouTube/Vimeo link. At the end of the form you have the option to either add your submission to the cart or copy your submission to a new category.

Copying Submissions: Check off the box that says “I want to submit this Submission to another Category,” then hit “Add to Cart.” This will bring you to the Copy Submission form where you will select a new category for your submission. Make any necessary changes that you want, then hit “Add to Cart.”

Step Three: When you are finished filling out the submissions form, hit “Add to Cart” at the bottom of the form. This will bring you to the Review and Checkout page. Make sure all of your desired submissions show up, and when you’re ready you can hit “Checkout.”

Step Four: You will then go through the payment process where you add your credit card information. After completing the payment, you will receive an email from The EVVY Awards saying we have received your submission.

The Submissions Coordinator will be looking over all of the submissions to insure the submissions criteria has been met. If there are any issues with your submission, they will be in contact with you.

Please list only the members of the production team who are responsible for the creative content of the submission. If you are submitting on someone else’s behalf, please indicate that on the submission form.

All work will be submitted through The EVVYs submission site with the exception of theatrical submissions. Categories judged for theater are marked with an asterisk \*. Contact the Theater Submissions Coordinator, Lauren Hardt, for more information at [theatersub@evvyawards.org](mailto:theatersub@evvyawards.org).



# Submission Guidelines

**Eligible non-theatrical submissions must be created between March 19, 2018 and March 3, 2019. Submissions will remain open until March 3rd at 11:59PM.** All theatrical submissions that can be submitted must be created within the 2018-2019 academic year. All work is eligible for submission so long as the students who created the work are or were enrolled at Emerson at the time of creation.

Please make sure your submission follows the criteria of the category for which you are submitting. You can submit the same work to more than one category as long as it follows the criteria for each specified category.

In an attempt to keep submissions anonymous, please remove any credits or slates that identify the student(s) responsible for the piece.

The judges are only required to watch 30 minutes of each submission. Entries longer than 30 minutes can be submitted, but the judges will pick which portion of the piece they will watch and subsequently judge.

Please note that The EVVY Awards does not claim ownership after your work is submitted. It will remain your property. **By submitting your work, you allow The EVVY Awards to display your work on our Gala and Cutler Majestic broadcasts, and on related promotional material.**

The EVVY Awards are distributed during two different ceremonies: The EVVY Awards Gala, held on April 14th, 2019 and The EVVY Awards in the Cutler Majestic Theatre on May 10, 2019.

Disclaimer: Categories may close if they do not receive enough submissions. Encourage your friends and classmates to submit along with you! If a category does close, you will receive a refund. **Work created for The EVVY Awards organization (promos, previous broadcasts, etc.) is not eligible to submit.**



# The Judging Process

All submissions will be judged based on the five criteria listed below. Your work will be judged by industry professionals who are currently working in the field of the associated category. Each submission will be scored out of 30 points; the top 4 scores in each category will become the nominees of The 38th Annual EVVY Awards. Judges will also be encouraged to leave comments about the submission. If you would like to see these comments after the judging period is completed and nominees are announced, please email [submissions@evyawards.org](mailto:submissions@evyawards.org).

## Overall Quality

As a whole, how did you feel about the quality of the submission representing the time and effort put into creating it? Could you tell there was significant thought put into the work, and did its purpose come across? Rated 1-5, 1 being the lowest and 5 being the highest.

## Creativity/ Originality

Was the submission used with creative thought and purpose? Did it feel original in its content and presentation? Rated 1-10, 1 being the lowest and 10 being the highest.

## Professionalism

Does this submission align with the style and standards of the industry? Rated 1-5, 1 being the lowest and 5 being the highest.

## Overall Impression

What was your overall impression of the submission? Did the submission surprise/impress you in anyway? Rated 1-5, 1 being the lowest and 5 being the highest.

## Overall Purpose

Is the purpose of the submission clearly articulated? Does the purpose successfully portray the creator's intended message? Rated 1-5, 1 being the lowest and 5 being the highest.



# Theater Submissions

## SUBMISSION INSTRUCTIONS AND PROCESS

For any of the theater categories, you may either submit individually or as a group with other members of the same live theatrical production.

Initial submissions, group or individual, should be done no later than 30 days prior to your first performance. Some flexibility will be given to shows occurring in October and early November 2018, but please know that this window will not be given in the Spring semester.

To submit as a group please fill out the The 38th Annual EVVY Awards **Group Theater Submissions Form**, which can be found here: <https://goo.gl/forms/tEyN9ELRWjH91UX43>

Submissions done as a group are bundled into a production package, which costs \$60 per production. The production package includes all categories excluding: Outstanding Lead Performer for a Play, Outstanding Lead Performer for a Musical, and Outstanding Supporting Performer for a Play, Outstanding Supporting Performer for a Musical. Actor submissions can be added to the group submission for an additional rate of \$10 per person.

To submit individually please fill out the The 38th Annual EVVY Awards **Individual Theater Submissions Form**, which can be found here: <https://goo.gl/forms/LNF4yr57WXF7KcbC2>

All submissions done individually will be \$10 per submission. Before submitting individually, please consult with other individuals on the same project to see if a group submission would be more appropriate.

All submission forms will also be available on The EVVY Awards website and Facebook page.

Following your completion of either Theater Submissions Forms, the Theater Submissions Coordinator will email you confirmation of your submission and send you an invoice. Once you receive this, your submission is confirmed, and you will have seven (7) days to complete payment, which will be accepted in cash. Submissions may only be paid for in cash. At this time, your information will be passed along to the Theater Judges Coordinator to begin assigning a judge to attend one of your performance times.



# Theater Submissions (cont)

As is stated on the submission form, we require four (4) tickets to be set aside for each performance in order to ensure a judge's attendance. We will do our best to let you know when the judge will be attending.

Seven (7) days prior to your first performance, we require that any actors being submitted, either individually or through a group submission, send their headshot to the Theater Judges Coordinator at theaterjudge@evvyawards.org. Please name the headshot files "FirstNameLastName\_ShowName".

The Theater Judges Coordinator will assign someone to accompany your judge and pick up the tickets at the designated performance.

No later than seven (7) days following your final performance, we require that you submit a PDF of your program to theaterjudge@evvyawards.org. If applicable, those submitting for Outstanding Writing for the Stage through the production package should send a PDF of their script without the name(s) of the creator(s).

If you wish to submit your work but are unable to afford the cost of submission, please contact theatersub@evvyawards.org as soon as possible so we can do our best to accommodate you.

## SUBMISSION GUIDELINES

All work submitted to The 38th Annual EVVY Awards must be viewed live during the 2018-19 academic year. All work is eligible for submission so long as the students who created the work are or were enrolled at Emerson at the time of the creation. At this time, we are unable to allow submissions affiliated with Emerson Stage.

Please make sure your submission follows the criteria of the category for which you are submitting. You can submit the same work to more than one category as long as it follows the criteria for each specified category.

Please note that The EVVY Awards does not claim ownership after your work is submitted. It will remain your property.

The EVVY Awards are distributed during two different ceremonies: The EVVY Awards Gala, held on April 14th, 2018 and The EVVY Awards in the Cutler Majestic Theatre on May 10th, 2018. **The ceremony at which an award will be presented is specified in each description.**



# FILM

## **Outstanding Beginner Film (Gala)**

Submission must have no more than one picture track and two monaural audio tracks. Only analog cuts/splices and in camera effects are permitted. All other postproduction effects are strictly prohibited and using them will result in disqualification. Films must be shot on Bolex and edited on Steenbeck editing table. Submissions include Film I projects. Film II and BA, BFA, and MFAs are ineligible.

## **Outstanding Animated Program (Majestic)**

Submission must be a single animated piece; can be digital, analog, experimental, hand animation, or 3D animation.

## **Outstanding Production Design for Narrative (Majestic)**

Submissions must include footage and production stills of the production design and must be submitted by the production designer or art director. This includes all film and any narrative television shows shot in the field.

## **Outstanding Intermediate Film (Majestic)**

Submission may include Film II projects and can be film or digital. BA, BFA, and MFA thesis projects are not eligible.

## **Outstanding Cinematography (Majestic)**

Submissions include any edited television, video, or film production that show camera, lighting, and composition abilities; can be a film or digital piece.

## **Outstanding Single-Camera Direction (Majestic)**

Submissions must be either a single-camera television, video, or film production; can be narrative or non-narrative. Must be submitted by the director.

## **Outstanding Cinematic Achievement (Majestic)**

Submissions must be completed films that reflect a significant achievement in concept, technique, form, or structure; can be a film or digital piece. Submissions include BA, BFA, and MFA thesis projects.

## **Outstanding Documentary (Gala)**

Submissions must be a nonfiction documentary short or feature film.



# WRITING

## **Outstanding Poetry (Gala)**

Submissions include both individual poems and poetry anthologies.

## **Outstanding Fiction Prose (Gala)**

Submissions include all genre fiction pieces, including but not limited to short stories, novels, and novellas.

## **Outstanding Non-Fiction Prose (Gala)**

Submissions include all genre non-fiction pieces, including but not limited to short stories, essays, and memoirs.

## **Outstanding Written Comedy Sketch (Gala)**

Submissions should be a maximum of 10 pages. Submissions may be the work of an individual writer or the collective work of a comedy troupe.

## **Outstanding Writing for Television (Majestic)**

Submissions may include any original comedic or original dramatic teleplay in WGA screenplay format. Must be a minimum of 20 pages. Spec scripts are not eligible.

## **Outstanding Writing for Film (Majestic)**

Submissions may include any original comedic or original dramatic screenplay in WGA screenplay format. Must be a minimum of 10 pages.

## **Outstanding Writing for Stage (Majestic)**

Submissions include any original written theatrical production.





# THEATER

## **Outstanding Props Design for Stage\* (Gala)**

The Props designer and/or master must make artistic properties choices in conjunction with the scenic designer to fully support the story, theme, and aesthetic of the show. Submissions must also include any original props created specifically for the live theatrical production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Makeup Artistry (Gala)**

Submissions may include a video with optional close up photos for film, photos for published shoots, or pictures of the specific characters the artist worked on for theater. These must demonstrate artistic choices with influence from the previously specified cohesive aesthetic or theme of the project.

## **Outstanding Costume Design for Stage\* (Majestic)**

The Costume designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the live theatrical production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Sound Design for Stage\* (Majestic)**

The Sound designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the live theatrical production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Choreography for Stage\* (Gala)**

The Choreographer must make artistic choices in conjunction with the director and music to fully support the story, theme, and aesthetic of the show for the live theatrical production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Lighting Design for Stage\* (Majestic)**

The Lighting designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the live theatrical production. A select panel of judges will attend all submitted shows to adjudicate.



# THEATER (cont)

## **Outstanding Scenic Design\* (Majestic)**

The Scenic designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the live theatrical production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Director for the Stage\* (Majestic)**

Any current student that directed or co-directed a theatrical production through Emerson College is eligible for this award (Emerson Stage is not eligible). The directing should present a cohesive storyline and theme that also aligns with all acting and design choices. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Theatrical Production\* (Majestic)**

Submissions must be a student-directed theatrical production that presents a cohesive story line, design, and directing choices. A select panel of judges will attend all submitted shows to adjudicate.

\*All theatrical submissions are adjudicated live and forms must be submitted through the EVVY38 Theatrical Adjudications Department. No Emerson Stage submissions will be accepted. Please email [theatersub@evvyawards.org](mailto:theatersub@evvyawards.org) for more information.

# AUDIO & POST PRODUCTION



## Outstanding Editing for Nonfiction (Majestic)

Submissions include any edited television, video, or film nonfiction production. Acceptable submissions include documentaries, music videos, and segments. Must be submitted by the editor.

## Outstanding Multi-Track Recording (Gala)

Submissions must be a recording that includes multiple tracks. Tracks must be individually recorded and mixed in post-production.

## Outstanding Motion Graphics (Majestic)

Submissions must be original graphics packages created for a production and must be submitted by the graphic designer.

## Outstanding Live Audio Mix (Gala)

Submissions must be unedited, live recorded audio mixes. No overdubbing or multi-tracking permitted. Must be submitted by the live mix engineer.

## Outstanding Editing for Narrative (Majestic)

Submissions include any edited television, video, or film narrative production. These can be scripted or improvised, but must tell a story that includes characters. Must be submitted by the editor.

## Sound Design for Screen (Majestic)

Submissions must include the collection of sounds created for the production as individual audio files. **The final mix of the film with the sound designers work must be included in the submission. A document describing the mixing process and creative choices may be supplemented if deemed necessary.** All work must be submitted by the sound designer.



# TELEVISION

## **Outstanding Short Video (Gala)**

Submissions include any short video segment under 10 minutes and must be submitted by the producer or reporter. Work produced in Visual Media Arts organizations are permitted. Submissions may also include music videos or packages for broadcast.

## **Outstanding Multi-Camera Direction (Majestic)**

Submission must be liveswitch, multi-camera productions. Director's Track must be included in the audio portion of the submission.

## **Outstanding Field Television Series (Gala)**

Submissions must be single-camera television productions that are shot exclusively out of studio, in the field, and must be submitted by the producer. Please submit only one broadcast per individual submission; multiple broadcasts may be submitted as a separate submission.

## **NEW: Outstanding Web Series (Gala)**

Submission must be original video content that appears online only. Please submit only one episode per individual submission; multiple episodes may be submitted as separate submissions. Must be submitted by the producer.

## **Outstanding Television News Program (Majestic)**

Submissions must be televised news programs and may be submitted by the producer or writer. Please submit only one broadcast per individual submission.

## **Outstanding Lighting Design for Studio Television (Majestic)**

Submissions must include footage and production stills of the lighting design and must be submitted by the lighting designer. Cannot be filmed on location or in a theatre.



# TELEVISION (cont)

## **Outstanding Production Design for Studio Television (Majestic)**

Submissions must include footage and production stills of production design or lighting design for an in studio production. Must be submitted by the production designer or art director. Cannot be filmed on location or in a theatre.

## **Outstanding Studio Television Series (Majestic)**

Submissions may be multi-camera live or live-to-tape productions shot in studio, and must be submitted by the producer. Please submit only one broadcast per individual submission; multiple broadcasts may be submitted as a separate submission.

## **Outstanding Special Production (Majestic)**

Submissions may be multi-camera, live or live-to-tape productions shot in studio. They must be 2 episodes or less, and shot within the course of a semester. The production must be submitted by the producer.



# PERFORMANCE

## **Outstanding Stand-Up Comedian (Gala)**

A video recording of a stand-up comedy set from a show of the performer's choice must be submitted. The video should be no longer than five minutes.

## **Outstanding Spoken Word Performance (Gala)**

A live recording of a spoken word performance from an original poem or prose. Submissions should be no longer than 10 minutes. Please also include a document of your original poem or prose in your submission.

## **Outstanding Supporting Performer for a Play\* (Majestic)**

Supporting performance in a live theatrical play production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Supporting Performer for a Musical\* (Majestic)**

Supporting performance in a live theatrical musical production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Supporting Performer for the Screen (Majestic)**

Supporting performance in a film or television series. Submissions should include the video or film that the actor is featured in.

## **Outstanding Television Reporter (Majestic)**

A reporter who wrote and appeared in an on-camera news package.

## **Outstanding Sports Broadcaster (Majestic)**

A host or correspondent featured on a television sports or news program. Submissions include talent reels or video compilations of multiple roles and/or shows.



# PERFORMANCE (cont)

## **Outstanding Radio Personality (Gala)**

Any hosted radio program. Submissions should include an audio file or link to the radio program the individual is featured in.

## **Outstanding Television Personality (Majestic)**

A host or correspondent featured on a television program. Submissions should include talent reels or video compilations of multiple roles and/or shows.

## **Outstanding Lead Performer for Screen (Majestic)**

Lead performance in a film or television series. Submissions should include the video or film that the actor is featured in.

## **Outstanding Lead Performer for a Play\* (Majestic)**

Lead performance in a live theatrical play production. A select panel of judges will attend all submitted shows to adjudicate.

## **Outstanding Lead Performer for a Musical\* (Majestic)**

Lead performance in a live theatrical musical production. A select panel of judges will attend all submitted shows to adjudicate.

\*All stage performance submissions will be adjudicated live and forms must be submitted through the EVVY38 Theatrical Adjudications Department. No Emerson Stage submissions will be accepted. Please email [theatersub@evvyawards.org](mailto:theatersub@evvyawards.org) for more information.



# JOURNALISM

## **Outstanding Radio News Program (Gala)**

Submissions must be a hosted radio news program. All personal references must be edited out.

## **Outstanding News Article (Gala)**

Submission must be an article featured in the news section of a journalistic publication; must be the final published version.

## **Outstanding Review (Gala)**

Submissions include any criticism article in a journalistic publication; must be the final published version.

## **Outstanding Opinion Editorial Article (Gala)**

Submission must be an opinion article featured in a journalistic publication; must be the final published version.

## **Outstanding Sports Article (Gala)**

Submission must be an article featured in the sports section of a journalistic publication; must be the final published version.

## **Outstanding Photo Series (Gala)**

Submissions include any series of photographs. Digital signatures should be removed. Film photographs must be scanned and submitted online. Drawings, paintings, and composites are not permitted.

## **Outstanding Print Publication (Gala)**

Submissions must be an issue of a print publication, ranging from magazines, newspapers, literary magazines, or other print publication.

## **Outstanding Blog (Gala)**

Submissions must be original written content that appears online only.

## **NEW: Outstanding Podcast (Gala)**

Submissions must be an audio file of any original podcast. Personal references must be edited out.



# MARKETING & ADVERTISING



## **Outstanding Integrated Marketing Campaign (Gala)**

Submissions include any strategic plan that demonstrates and utilizes marketing and PR tactics. This plan may include, but is not limited to, press releases, media alerts, pitch letters, advertisements (television and print), company backgrounders, surveys, web development, and event planning. Must be submitted as a PDF.

## **Outstanding Advertisement (Gala)**

Submissions include any print advertisement used for marketing. This includes flyers, posters, and magazine ads. Must be submitted as a PDF.

## **Outstanding Public Relations Campaign (Gala)**

Submissions include any public relations campaign that encompasses viral and social media aspects. Must be submitted as a PDF.

## **Outstanding Business Startup (Gala)**

Submissions should be an original business proposal or successful original business startup. Include a value proposition, executive summary, and action plan in your submission, additional documents you may want to include are a logo, startup cost breakdown, and a risk assessment. E3 Expo projects are accepted.

## **Outstanding Web Design (Gala)**

Submissions include any personal, organization, or company website designed exclusively by a student.

# COMMUNICATION STUDIES



## **Outstanding Social Advocacy Campaign (Gala)**

Submissions include any campaign composed with the purpose of improving a societal issue.

## **Outstanding Political Campaign (Gala)**

Submissions include any campaign composed with the purpose of furthering the agenda of a political candidate, political party, or proposed legislation.

## **Outstanding Speech (Gala)**

Submissions must be a video of a speech given in front of an audience of 10 or more people.



Email the **EVVY38** Submissions Coordinator, Zach Honer, with any questions or comments:

**[submissions@evvyawards.org](mailto:submissions@evvyawards.org)**