



# Locarno Film Festival

## OPEN DOORS CONSULTANCY Guidelines and Regulations 2021

Update 26.04.2021

### 1. Preamble

The Locarno Film Festival (LFF) offers a service called Open Doors Consultancy, a new addition to the Open Doors initiative of Locarno Pro, in collaboration with the Swiss Agency for Development and Cooperation (SDC) of the Federal Departments of Foreign Affairs (FDFA).

The organization of the section is guaranteed by the Festival, which consequently also allocates people responsible for the project.

The LFF reserves the right to change the Guidelines. Please check our website ([www.locarnofestival.ch/opendoors](http://www.locarnofestival.ch/opendoors)) for the latest version.

### 2. Goals

Open Doors Consultancy's overall objective is to contribute toward the growth and development of a local and regional filmmaking scene in regions of the South and the East of the world, where film production is particularly fragile.

More particularly, it aims at assisting directors and producers from countries in the South and the East, by providing specific advice to selected film projects and creative teams.

### 3. Program offer

Open Doors Consultancy is a project-based service intended as a continuous activity taking place during the year, beyond the core days of Locarno Film Festival.

Following a selective process, a few selected film projects and creative teams will benefit from online consultancy by a pool of international experts on (maximum) one of the following subjects:



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- screenwriting
- co-production and financing strategy
- editing
- international distribution – sales, festivals
- legal aspects & contracts
- creative producing

The program foresees 2 deadlines for submissions to the online consultancy services in 2021 (see below for more details).

Around 12 projects per call will be selected to access a online consultancy with an international expert.

The consultancy will be held during the month following the announcement of the selection, according to the expert's and the project-holder's/producing team's schedule. The consultancy will be given through online meeting applications such as Skype/Zoom (free choice, according to everyone's availability) and will last 4 hours.

Both the expert and the project-holder / producing team are requested to send a report after the meeting summarizing the main learnings and recommended next steps discussed together.

### **Important!**

The team of Open Doors needs to be informed about any possible change brought to the submitted project during the selection process.

The selected projects are announced approximately two months after the end of the call due to the number of projects and assessment/selection process.

The Open Doors Consultancy differs from the Open Doors "Hotline", through which you can directly send requests to the Open Doors team, simply by writing to [opendoors@locarnofestival.ch](mailto:opendoors@locarnofestival.ch), submitting more general or punctual questions not necessarily linked to a project.

## **4.Target**

The consultancy service is designed for directors and producers / creative producing teams who are citizens or originally from the following focus areas of Open Doors:

- South Asia: Afghanistan, Pakistan, Bhutan, Nepal, Bangladesh, Sri Lanka, Myanmar and Maldives.
- Southeast Asia and Mongolia: Laos, Thailand, Cambodia, Vietnam, Myanmar, Indonesia, Malaysia, The Philippines and Mongolia.



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## 5. Entry Conditions

- a) SUBMISSION and ANY CONSULTANCY ARE FREE OF CHARGE.
- b) Directors and producers that are citizens or originally from the eligible countries (see point 4) can apply.
- c) Both professionals that have participated in the Open Doors program in Locarno (i.e. alumni from Hub, Lab or Screenings), or not, are eligible.
- d) Only feature-length projects (fiction, documentaries, animation, other) are eligible. This refers specifically to all the fields except creative producing – career development, to which one can apply with a line-up of projects which includes at least one feature length film in development (see below).
- e) Only for the creative producing – career development field: the team should at least have one feature project in development in its slate, which is going to be discussed during the consultancy, and at least two previous short films (fiction, animation or documentary) that have premiered in festivals.
- f) Only projects that have a clear correlation to the author's home country will be taken into consideration.
- g) Projects at all stages are eligible, if applying specifically to the above-mentioned subjects (scriptwriting, production/financing, editing, international diffusion, legal aspects, creative producing, career development).
- h) One professional / creative producing team can apply with only one project and for only one field of consultancy.
- i) The selection committee and the Open Doors Community Coordinator can decide to attribute a consultancy to a project/producing team on a different field than the one originally applied for, if the chosen field isn't relevant for the project.
- j) One professional can take part in several programs of Open Doors over one year, according to each program's eligibility conditions and with the limit of 1 participation per year (if selected) within the Consultancy services.
- k) The documentation must be presented in English. Good knowledge and practice of the English language is necessary to participate in the Open Doors Consultancy service. Consultancies will be conducted in English.

See point 7 for the exhaustive list of requested documentation for submission.



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## 6. Application procedures and deadlines

The last call for applications will be structured as follows:

- June 2021: submissions from 7 June at 07:00 AM (CEST) to 14 June at 07:00 AM (CEST). A communication with the exact dates will be sent out beginning of May 2021.

One submission is completed through **two** mandatory steps:

1. **Fill in the online entry form** that will be available on the Consultancy page: <https://bit.ly/2QwkViy> (only open during the above-mentioned dates).
2. **Upload your PDF file** with the full and finalized documentation regarding your project.  
Please gather all documents into **one** single PDF file and beware of maximum file size of 10 MB.

## 7. Requested material for application

**Note: All documents are mandatory (if not differently expressed) and must be provided in English**

1. Screenwriting
  - A specific note explaining what challenges you are facing and what are your expectations regarding this consultancy: what kind of strategy do you need to proceed, and why? What are the specific steps you believe need a support?
  - Synopsis (max 2 pages)
  - Full script or advanced treatment (treatment: min. 10 pages or 15.000 characters). Thanks for sending us the most updated and recent document.
  - Director's Visual Concept (in form of a description)
  - CV/biography, picture and filmography of the director, of the co-writers (if any) and the producer(s), if any (max 2 pages). Please make sure that everyone writes clearly if they are citizens / originally from one of the eligible countries.
  - Director's and co-writer's (if any) note in form of presentation letter
  - Production company profile(s), if any, and line up of projects in development (with list of filmmakers)
  - Estimated budget plan (in Euros or USD)
  - If applicable, screening links to 2 previous films by the director subtitled in English (shorts and feature length fictions/documentaries are both accepted).



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All links and passwords must be available until the end of the selection process and possibly be shared through Vimeo or Google Drive to avoid advertisements. Links copied in the text shouldn't exceed one line of length (otherwise you can use link shortener programs like bitly.com).

## 2. Co-production and financing strategy

- A specific note explaining what challenges you are facing and what are your expectations regarding this consultancy: what kind of strategy do you need to proceed, and why? What are the specific steps you believe need a support?
- Synopsis (max 2 pages)
- Full script (thanks for sending us the most updated and recent document)
- CV/biography, picture and filmography for the director and the producer(s) (max 2 pages). Please make sure that everyone writes clearly if they are citizens / originally from one of the eligible countries.
- Production company profile(s) and line up of projects in development (with list of filmmakers)
- Top sheet budget in Euros or USD (i.e. one-page estimated budget with main development/production/post-production budget lines)
- Foreseen financing plan (in Euros or USD) and financing strategy
- Foreseen schedule including development (various script versions, funding applications), production, post-production and distribution stages (which international and national festival premieres? Ideal domestic release date/period)
- If available, financing agreements and/or letters of intent from financing partners and co-production / cooperation agreement(s)
- If applicable, screening links to 2 previous films by the director subtitled in English (shorts and feature length films are both accepted). All links and passwords must be available until the end of the selection process and possibly be shared through Vimeo or Google Drive to avoid advertisements. Links copied in the text shouldn't exceed one line of length (otherwise you can use link shortener programs like bitly.com).

## 3. Creative producing

### Note:

This field has been added to support creative producers/producing teams to understand production being delegate producer, and not only overseeing the financial aspects, but also working together with the director and the whole team, contributing to the creative process, especially during development and post-production stage .



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The tasks of a creative producer include: closely working with the director on the development of the script, overseeing an application as creative process, actively and closely participating in pre-production, shooting and post-production, as well as finding decent co-production partners, preparing the project and the director for workshops and co-production markets, finding the right strategy for festival distribution, sales and international and domestic marketing.

- A specific note explaining what challenges you are facing and what your expectations are regarding this consultancy: where do you stand with the project and what are the most significant weaknesses your team is facing with during the creative process of development and financing? What are the weak and strong aspects of your career as a producer linked to the chosen project.
- CV/biography, picture and detailed filmography of the producer(s) (max 2 pages) and producing team. Please make sure that everyone writes clearly if they are citizens / originally from one of the eligible countries (this also regarding the directors' citizenship).
- Production company profile including completed films and line up of projects in development (with list of filmmakers, possible links with English subtitles and at least one feature length film – see below) Producer's profile and previous work if it differs from the company's.
- For the application, the producing team applying must submit **one** feature length project, which will be the object of the consultancy.
- The following details about the chosen project must be included:
  - logline, short synopsis, long synopsis, treatment (if available)
  - extended producers' notes (including the reason why the Company wants to produce this specific movie by this specific director)
  - director's biography and filmography
  - links to at least 2 previous works made by the director (shorts or features). All links and passwords must be available until the end of the selection process and possibly be shared through Vimeo or Google Drive to avoid advertisements. Links copied in the text shouldn't exceed one line of length (otherwise you can use link shortener programs like bitly.com).

Only for the chosen project:

- Top sheet budget in Euros or USD (i.e. one-page estimated budget with main development/production/post-production budget lines) or estimated budget, even if not in its final version
- Foreseen financing plan (in Euros or USD) as a table and financing strategy as a written text, even if not in their final versions
- Foreseen schedule including development (various script versions, funding applications), production, post-production and distribution stages (which international and national festival premieres? Ideal domestic release date/period)



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- If available, financing agreements and/or letters of intent from financing partners and co-production / cooperation agreement(s)
- Preliminary marketing, distribution and festival strategy – engagement plan
- Moodboard, reference images and/or other visual material
- If available, teaser and other audio-visual material

## 4. Editing

- A specific note explaining what challenges you are facing and what your expectations are regarding this consultancy: what kind of strategy do you need to proceed, and why? What are the specific steps you believe need support?
- Synopsis (max 2 pages)
- Full script (thanks for sending us the most updated and recent document)
- Rough cut, first edited version of the film. Two different rough cuts can be considered if you need advice on two different versions.
- Potential additional editing material including sequences or rushes with which you face problems you would like to solve.
- CV/biography, picture and filmography of the director, of the editor, of the producer(s) and Crew list (max 2 pages). Please make sure that everyone writes clearly if they are citizens / originally from one of the eligible countries.
- Directors and current editor's note of intention in form of presentation letter, explaining at which stage of the editing you are. The editor's note is not mandatory but highly recommended.
- Production company profile(s), filmography and line up of projects in development (with list of filmmakers).
- financing plan of the movie and detailed post-production budget in Euros or USD (i.e. one-page estimated budget with main budget development/production/post-production lines), a list of service providers (post-production labs, etc.) and post-production timeline.
- If applicable, screening links to 2 previous films by the director subtitled in English (shorts and feature length films are both accepted). All links and passwords must be available until the end of the selection process and possibly be shared through Vimeo or Google Drive to avoid advertisements. Links copied in the text shouldn't exceed one line of length (otherwise you can use link shortener programs like bitly.com).

## 5. International distribution – sales, festivals

(only projects with a **completed development status / in late production & financing status** will be accepted)



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- A specific note explaining what challenges you are facing and what are your expectations regarding this consultancy: what kind of strategy do you need to proceed, and why? What are the specific steps you believe need support?
- Synopsis (max 2 pages).
- For pre-production projects: full script (thanks for sending us the most updated and recent document).
- For post-production projects: full script. Depending on the status, rough cut, first edited or final version (thanks for sending us the most updated and recent document).
- CV/biography, picture and filmography of the director and the producer(s) (max 2 pages). Please make sure that everyone writes clearly if they are citizens / originally from one of the eligible countries.
- Production company profile(s) and line up of projects in development (with list of filmmakers).
- Complete list of Cast and Crew.
- Visual elements (pictures, trailers, ...) used to promote the film and information about previous films' distribution strategy
- Budget top sheet in Euros or USD (i.e. one-page estimated budget with main budget development/production/post-production lines).
- Full financing plan (in Euros or USD) and full financing strategy.
- If available, sales/ distribution agreement(s) and Letters of Intent(s).
- A note on your strategy for distribution before this consultancy: have you already sent the film to festivals? Are you already in touch with some sales agent and distribution company?
- If applicable, screening links to 2 previous films by the director subtitled in English (shorts and feature length films are both accepted). All links and passwords must be available until the end of the selection process and possibly be shared through Vimeo or Google Drive to avoid advertisements. Links copied in the text shouldn't exceed one line of length (otherwise you can use link shortener programs like bitly.com).

## 6. Legal aspects & contracts

- A specific note explaining what challenges you are facing and what are your expectations regarding this consultancy: what kind of strategy do you need to proceed, and why? What are the specific steps you believe need support?
- Synopsis (max 2 pages) and advanced treatment (min. 10 pages or 15.000 characters). Thanks for sending us the most updated and recent document.
- CV/biography, picture and filmography for the director, the producer(s) and potential co-producers (max 2 pages). Please make sure that everyone writes clearly if they are citizens / originally from one of the eligible countries.
- Production company profile(s) and line up of projects in development (with list of filmmakers).





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- top sheet budget in Euros or USD (i.e. one-page estimated budget with main development/production/post-production budget lines).
- Foreseen financing plan (in Euros or USD) and financing strategy.
- Foreseen schedule including development (various script versions, funding applications), production, post-production and distribution stages (which international and national festival premieres? Ideal domestic release date/period).
- If available, financing agreements and/or letters of intent from financing partners and co-production / cooperation agreement(s) including international sales.
- If applicable, screening links to 2 previous films by the director subtitled in English (shorts and feature length films are both accepted). All links and passwords must be available until the end of the selection process and possibly be shared through Vimeo or Google Drive to avoid advertisements. Links copied in the text shouldn't exceed one line of length (otherwise you can use link shortener programs like bitly.com).

Please note that incomplete applications might not be considered for selection.

All requested material necessary for the application must be submitted in English language and online, following the instruction provided (see point 5).

## 8. Selection criteria

**Project criteria:** artistic value of the project, international potential, application profile, quality of application documentation, clarity of content and description of the challenge to be addressed, and urgency of the request.

**Professionals criteria:** track record of professional, company profile and business challenges depending on the nature of the request (career development, company development), quality of documentation, clarity of content, description of the challenge to be addressed and urgency of the request.

**Consultancy criteria:** to make sure that the request is relevant according to the stage of development / production of the project. It must be clear that the team needs this specific consultancy to improve its project / to strengthen the skills of the creative team or to answer some of the needs and/or problems. The selection committee will pay a special attention to the relevance and coherence of the request.

The selection for the Open Doors Consultancy will be made by a committee composed of international professionals active in the international film industry in different capacities.



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## 9. Follow-up

After the participation in the Open Doors Consultancy program, the Open Doors team will send to **the project-holder / producing team a form to be completed with a detailed description of the consultancy experience.**

We kindly ask to keep the Open Doors team informed about the evolution of the project using the Open Doors "Hotline", available throughout the year by contacting [opendoors@locarnofestival.ch](mailto:opendoors@locarnofestival.ch). We are especially interested in production status, date of national release, Festival selections (national and international), award nominations and prizes, any details regarding national or international distribution (including agreements with sales agents).

If the project-holder wishes to do so, a mention of the Open Doors Consultancy service can be added to further documentation and to the credits of the completed film.

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