



# Awards Entry Rules Submission Year 2016

HOLLYWOOD PROFESSIONAL ASSOCIATION  
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Los Angeles, CA 90014  
213-614-0860

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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, television, 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 9, 2015 – September 6, 2016
Submission Period – Engineering Category.....	April 6, 2016 – May 20, 2016
Submission Period – Creativity and Innovation Category.....	April 6, 2016 – May 20, 2016
Submission Period – Creative Categories.....	May 16, 2016 – July 8, 2016
“Early Bird” Entry Submission Deadline.....	June 10, 2016
“Intent to Enter” Petition for Deadline.....	July 8, 2016
Engineering Presentations and Judging Day.....	June 2016
Creativity and Innovation Presentations and Jury.....	June 2016
Judging Panels.....	August 2016
Nominations Announced.....	September 2016
Awards Event.....	November 17, 2016

Dates subject to change.

## CATEGORIES

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

1. Outstanding Color Grading - Feature Film
2. Outstanding Color Grading - Television
3. Outstanding Color Grading - Commercial
4. Outstanding Editing - Feature Film
5. Outstanding Editing - Television
6. Outstanding Editing - Commercial
7. Outstanding Sound (Design, Editing, Mixing) - Feature Film
8. Outstanding Sound (Design, Editing, Mixing) - Television
9. Outstanding Sound (Design, Editing, Mixing) - Commercial
10. Outstanding Visual Effects - Feature Film
11. Outstanding Visual Effects - Television
12. Outstanding Visual Effects - Commercial

### 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 Feature Film** 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 Pilot, Broadcast Series Episode, Miniseries, Movie of the Week or Special** 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. An eligible commercial may not exceed two minutes in length.

2. Only the credited creative talent (such as picture and sound editors, colorists, sound designers, sound mixers, visual effects and compositing artists, 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, in writing, either by E-mail ([info@hpaawards.net](mailto:info@hpaawards.net)), Attn: Awards Committee or U.S. Postal Service, 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. **Descriptive materials are required** for the Color Grading - Feature Film category. While not mandatory, these materials are **highly recommended** for all other categories.
  - i. 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 or so to review this material. Length is limited to up to 2 pages text only or up to 3 pages if your description includes images. 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://hpaawards.sohonet.com> following the HPA Awards entry form submission.
  
8. Online Submission forms are available on the HPA Awards upload site at (<https://hpaawards.sohonet.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.
  
9. 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 – Feature Film and Editing – Television 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 – Feature Film and Editing – Television categories**)
  - iv. For the Editing – Feature Film and Editing – Television categories, the entrant(s)
  - v. For the Sound – Feature Film and Sound – Television 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 – Feature Film and Visual Effects – Television 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.

10. **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.**
11. 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 [info@hpaawards.net](mailto:info@hpaawards.net), Attn: Awards Committee that they agree with the entry submission and indicate which signature they will be providing and when they will be able to fax their signature to the HPA office.
  - ii. Fax his/her signature to the HPA by the date indicated in their e-mail and prior to the entry deadline date to +1 213-614-0890
12. Please make sure that the e-mail and fax references the correct submission number and that it is received by the HPA no later than the entry deadline.
13. Only one (1) submission per entry form is permitted. Entry forms containing multiple submissions will not be accepted.
14. Entries must be submitted by 5:00 p.m. PDT on the last day of the Submission Period indicated in the Schedule.
15. **DO NOT COMBINE MULTIPLE ENTRIES ON A SINGLE DCP or Pro Res HQ.** No such entries will be accepted and each entry will have to be re-submitted on a separate DCP or Pro Res HQ by the end of the Submission Period, as specified in the schedule.
16. Entries that have been edited or otherwise altered from their original release or broadcast form will be disqualified.
17. Audio on a submission must be the sound from the original release or broadcast and may not be altered.
18. Only the approved HPA Awards slate, will be accepted at the head of the viewing materials. After submitting an entry form at <https://hpaawards.sohonet.com>, a personalized slate will be downloadable.
19. **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.
20. Pro Res HQ File Media Guidelines - For all categories other than Outstanding Color Grading - Feature Film:
  - i. Codec – Pro Res 422 HQ
  - ii. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4



- iv. Resolution – 1920 x 1080
- v. 23.98 fps
- vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.

21. H.264 File Media Guidelines – Editing for Television 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 AND SPECIFIC SUBMISSION PROCEDURES**

1. **Outstanding Color Grading - Feature Film:** 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 of the project (maximum of 1 individual).

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
1. Outstanding Color Grading - Feature Film	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  
[sharra.updike@bydeluxe.com](mailto:sharra.updike@bydeluxe.com)

- i. Entry materials are due at Deluxe by the regular submission deadline of **July 8**. Please send a note to [info@hpaawards.net](mailto:info@hpaawards.net) 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 Wednesday, July 13.**
- c. 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://hpaawards.sohonet.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.
- d. **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 or so to review this. Length is limited to up to 2 pages text only or up to 3 pages if your description includes images. 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 e-mailed to [info@hpaawards.net](mailto:info@hpaawards.net) in addition to providing 12 printed copies.

2. **Outstanding Color Grading - Television:** This award is to honor the overall achievement of the color grading within an episode of a Pilot, Broadcast Series, Miniseries, Movie of the week, Special or an episode of a series delivered through an online distribution platform.

**Eligibility:** The credited 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
2. Outstanding Color Grading - Television	3:00 of scenes in sequence as they appeared in the episode	N/A	Recommended	<b>Pro Res HQ file via online upload</b>

- 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. Quicktime Files

- iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps
  - vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.
  - vii. 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://hpaawards.sohonet.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	2:00	N/A	Recommended	<b>Pro Res HQ file via online upload</b>

- 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. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps
  - vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.
  - vii. 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://hpaawards.sohonet.com>.
  - iii. Two (2) 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 - Feature Film**: This award is to honor the overall achievement of the editing of a Feature Film.  
**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 - Feature Film	N/A	N/A	Recommended	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 - Television**: This award is to honor the overall achievement of the editing within an episode of a Pilot, Broadcast Series, Miniseries, Movie of the Week, Special or an episode of a series delivered through an online distribution platform.  
**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 - Television	FULL PROJECT	N/A	Recommended	Pro Res HQ or H.264 file via online upload

- a. Pro Res Entry Material Specs:
  - i. Codec – Pro Res 422 HQ

- ii. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps
  - vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.
- b. H.264 Entry Material Specs:
- i. 1920 x 1080P  
H.264 High Profile  
Chroma 4:2:0 or 4:2:2  
BitRate 8 Mbs
- 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://hpaawards.sohonet.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 [info@hpaawards.net](mailto:info@hpaawards.net) to request this exception.
- d. **Producer and Facility signatures are not required in this category.**

**6. Outstanding Editing - Commercial:** This award is to honor the overall achievement of editing 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 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 - Commercial	2:00	N/A	Recommended	Pro Res HQ file via online upload

- a. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ

- ii. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps
  - vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.
- 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://hpaawards.sohonet.com>.
  - iii. Two (2) 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 reel. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

7. **Outstanding Sound (Design, Editing, Mixing) - Feature Film:** This award is to honor the overall achievement of the sound post production work in a Feature Film.  
**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 - Feature Film	7:00 segment or series of scenes in sequence as they appeared in the film	N/A	Recommended	<b>Pro Res HQ file via online upload</b>

- 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.
- i. The format of the sound can be either Stereo or Surround, as long as all mix tracks are final and correctly labeled. (Typical format for 5.1: L, C, R, Ls, Rs, LFE).
  - ii. A PCM audio track should be used for both Stereo and Surround entries.
- b. Entry Material Specs:
- i. Codec – Pro Res 422 HQ
  - ii. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps

- vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.
- c. 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://hpaawards.sohonet.com>.
  - iii. Seven (7) 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.
- d. 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) - Television:** This award is to honor the overall achievement of the sound post production work within an episode of a Pilot, Broadcast Series, Miniseries, Movie of the Week, Special or an episode of a series delivered through an online distribution platform.

**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 - Television	5:00 segment or series of scenes in sequence as they appeared in the episode	N/A	Recommended	<b>Pro Res HQ file via online upload</b>

- 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.
  - i. The format of the sound can be either Stereo or Surround, as long as all mix tracks are final and correctly labeled. (Typical format for 5.1: L, C, R, Ls, Rs, LFE).
  - ii. A PCM audio track should be used for both Stereo and Surround entries.
- b. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080

- v. 23.98 fps
- vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.
- c. 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://hpaawards.sohonet.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 by the end of the Submission Period, as specified in the schedule.
- d. Please note, the supervising sound editor, or other senior most 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	2:00	N/A	Recommended	<b>Pro Res HQ file via online upload</b>

- 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.
  - i. The format of the sound can be either Stereo or Surround, as long as all mix tracks are final and correctly labeled. (Typical format for 5.1: L, C, R, Ls, Rs, LFE).
  - ii. A PCM audio track should be used for both Stereo and Surround entries.
- b. Entry Material Specs:
  - i. Codec – Pro Res 422 HQ
  - ii. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080



- v. 23.98 fpsfps
- vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.com>. See section D (page 21) for a complete walk through of the entry submission process.
- 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://hpaawards.sohonet.com>.
  - iii. Two (2) 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.

10. **Outstanding Visual Effects - Feature Film**: The HPA Awards recognizes that multiple visual effects production companies and hundreds of artisans can contribute to the overall visual effects of a feature film. 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; Visual Effects Producers are not eligible.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
10. Outstanding Visual Effects - Feature Film	5:00 of scenes in sequence as they appeared in the film	5:00	Recommended	<b>Pro Res HQ file via online upload</b>

- 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. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps

- vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.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://hpaawards.sohonet.com>.
    - iii. Five (5) minutes maximum of entry material;
    - iv. Five (5) seconds black;
    - v. Five (5) 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 - Television:** This award is to honor outstanding achievement in visual effects for a Pilot, Broadcast Series Episode, Miniseries, Movie of the Week, Special or an episode of a series delivered through an online distribution platform.

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; Visual Effects Producers are not eligible.

11th Annual HPA Awards Entry Rules

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
11. Outstanding Visual Effects – Television	4:00 of scenes in sequence as they appeared in the episode	3:00	Recommended	<b>Pro Res HQ file via online upload</b>

- 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. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps
  - vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.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://hpaawards.sohonet.com>.
  - iii. Four (4) minutes maximum of entry material;
  - iv. Five (5) seconds black;
  - v. Three (3) 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 - Commercial:** This award is to honor outstanding achievement in visual effects that appear in a Commercial. Infomercials, corporate IDs or marks and company logos are excluded from this or any category. **Movie trailers are not eligible in this category.**

**Eligibility:** A maximum of four (4) individuals are eligible in this category. They may include any combination of up to four (4) Visual Effects Artists; Visual Effects Producers are not eligible.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
12. Outstanding Visual Effects - Commercial	2:00	2:00	Recommended	<b>Pro Res HQ file via online upload</b>

- 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. Quicktime Files
  - iii. Color Space – Rec 709, gamma 2.4
  - iv. Resolution – 1920 x 1080
  - v. 23.98 fps
  - vi. Viewing materials can be uploaded as part of the entry submission process at <https://hpaawards.sohonet.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://hpaawards.sohonet.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:** September 9, 2015 – September 6, 2016

**Deadline for entries:** July 8, 2016 at 5:00 pm PDT

**Online Submissions Accepted:** Starting May 16, 2016

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

1. Website: go to <https://hpaawards.sohonet.com>
2. Create your account and check your email’s inbox for an access link.
3. Log in with link provided in confirmation email.
4. To start the submission process, click on “New Entry.” You will be taken to the “Create Entry” page.
5. Please read the instructions, and carefully fill out form as instructed.
6. **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).
7. **Contacts**
  - a. **Submitter’s Information:** Please fill in all of your contact information here.
  - b. **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 – Feature Film and Editing – Television 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 – Feature Film and Editing – Television 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.
8. **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 and select how you heard about the HPA Awards from the pull down menu.
9. **HPA Privacy Policy:** Review and then check the box stating that you agree to the HPA Privacy Policy. After you check the box where indicated, click “Save.” This will take you to your “Submissions” page.
10. **Submissions 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. Submit and Lock Form: this will allow you to download the form. Click confirm and go to the next step;
  - c. 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) – Feature Film and Television 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-Feature Film and Sound-Television 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-Feature Film and Visual Effects-Television categories, the most senior member of the visual effects team who is listed on the entry form.
- d. 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.)
- e. 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.
- f. Upload Media: This is where you will upload your viewing materials (not required for Editing-Feature Film entries).
  - i. Click “Upload” button and choose the media file to be uploaded. Steps are as follows:
    - Metadata Check, when complete will show a green bar. You can also view the metadata by clicking on “View Metadata”
    - MD5 Calculation, when complete will show a green bar
    - Upload, when complete will show a green bar and a “Submission Complete” pop up window will show. Click “close” and you will be directed back to your dashboard.
    - When the upload successfully completes, you will see a pop-up box, with a link where you can review and approve our upload. During peak upload times there may be a delay before you can review your uploaded footage. If this happens leave the window open, the system will automatically check for your content at regular intervals and pull it up for review when it becomes available

If any part of the upload is in question it will show (orange) with an explanation and directions.

- g. Upload Descriptive Materials: Required for Color Grading-Feature Film, and recommended for all other categories. Upload a PDF of your descriptive materials here.
- h. Payment: On your dashboard choose to pay by credit card, pay by check, or wire transfer by checking the box and clicking “Pay Now.” This will take you to the payment page where you will see the total owed? and can make payment.
  - Credit Card
    - a. Enter billing address;
    - b. Proceed to payment;
    - c. Enter your credit card information and confirm.
  - Check
    - Make check payable to:  
Hollywood Professional Association
    - And mail to:  
846 S Broadway #601  
Los Angeles, CA 90014
  - EFT or ACH

SWIFT Code: WFBIUS6S  
Routing Number: 121000248  
Account Number: 1939312136  
Wells Fargo Bank  
245 N. Larchmont Blvd.  
Los Angeles, CA 90004

### **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 \$125 for HPA and SMPTE members and \$155 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 \$150 for HPA and SMPTE members and \$180 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 2016 Awards cycle or a period of one (1) year.
2. For finalists in the Outstanding Editing – Feature Film 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 and 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.

**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  
846 S. Broadway #601  
Los Angeles, CA 90014

Phone: 213-614-0860

Fax: 213-614-0890

QUESTIONS? [info@hpaawards.net](mailto:info@hpaawards.net)  
HPA AWARDS WEBSITE [www.hpaawards.net](http://www.hpaawards.net)