Film Festival Submission Checklist

Project Name

Sign up for FilmFreeway account

- Add Gold membership?

Create FilmFreeway filmmaker profile

- Profile photo
- Bio
- Website link
- Social media links
- Links to any PR articles
- Resume
- Project photos
- Behind-the-scenes photos

Set up FilmFreeway Project Profile Page

- Poster
- Project synopsis
- Trailer
- Stills
- Cast and crew bios
- Film website link
- Social media links
- Credits and specifications

Make cover letter template to customize per submission that includes:

- Key details of project
- Notable/unique aspects of your project
- Significant bio details of yourself/your team

Finalize film festival run budget

Identify film festival run goals and priorities

Create submission list

- Capture deadlines (early and late), notification dates, and event dates in a dedicated festival calendar

Double-check for special submission requirements

Submit to festivals

Track submissions

- Use spreadsheet with columns for film festival name, date, location, submission dates and fees, special requirements, and whether or not you submitted
- Keep a dedicated film festival calendar

Monitor email and phone for festival communications

Update Project Profile Page with:

- New festival acceptances
- New press or reviews
- Awards
- Distribution
- Film poster laurels