



Awards Entry Rules Submission Year 2023

Rules are subject to change at any time during the call for entries. Please refer to the version of the entry rules currently posted on the HPA Awards website, as it supersedes any previous versions.

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18th Annual HPA Awards Entry Rules

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ABOUT THE HPA

The Hollywood Professional Association (HPA) is a non-profit member association dedicated to recognizing, educating, and connecting businesses and individuals that provide creative and technical expertise, support, tools and infrastructure for professional content creation, distribution and archive in the media and entertainment industry.

Through our three pillars of activities — Community, Knowledge Exchange, and Recognition — the HPA advances the arts, science and business of the media and entertainment industry.

Visit <https://hpaonline.com/about/who-we-are/> for more details on HPA's overall mission and services.

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.

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SCHEDULE

Period of Eligibility for Entries.....	September 7, 2022 – September 4, 2023
Submission Period – Engineering Category.....	April 16 – June 16, 2023
Submission Period – Creative Categories.....	June 1 – July 28, 2023
“Intent to Enter” Petition for Deadline.....	July 21, 2023
Engineering Excellence Judging.....	July, 2023
Creative Judging Panels.....	August – September, 2023
Nominations Announced.....	October 3, 2023
Awards Event.....	November 9, 2023

Dates subject to change.

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CATEGORIES

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

1. Outstanding Color Grading – Live Action Theatrical Feature
2. Outstanding Color Grading – Animated Theatrical Feature
3. Outstanding Color Grading – Live Action Episode or Non-Theatrical Feature
4. Outstanding Color Grading – Animated Episode or Non-Theatrical Feature
5. Outstanding Color Grading – Documentary
6. Outstanding Color Grading – Commercial
7. Outstanding Editing – Theatrical Feature
8. Outstanding Editing – Episode or Non-Theatrical Feature (30 Minutes and Under)
9. Outstanding Editing – Episode or Non-Theatrical Feature (Over 30 minutes)
10. Outstanding Editing – Documentary
11. Outstanding Sound (Design, Editing, Mixing) – Theatrical Feature
12. Outstanding Sound (Design, Editing, Mixing) – Episode or Non-Theatrical Feature
13. Outstanding Sound (Design, Editing, Mixing) – Documentary
14. Outstanding Visual Effects – Live Action Feature
15. Outstanding Visual Effects – Animated Feature
16. Outstanding Visual Effects – Live Action Episode or Series Season
17. Outstanding Visual Effects – Animated Episode or Series Season
18. Outstanding Supporting Visual Effects – Episode or Series Season
19. Outstanding Achievement in Restoration

Special Awards:

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

SECTION A: ELIGIBILITY

1. Eligible Material
 - a. **An eligible Live Action Theatrical Feature** must have premiered during the Period of Eligibility for Entries and have run in a commercial theater for a paying audience for at least one week. Substantively Animated and Documentary projects are excluded and should be entered in the corresponding Animation or Documentary categories.

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- b. An eligible Animated Theatrical Feature** must have premiered during the Period of Eligibility for Entries and have run in a commercial theater for a paying audience for at least one week. An Animated Feature is primarily comprised of one or more animation techniques, such as but not limited to computer animation, hand-drawn animation, clay animation, cutout animation, stop-motion, kaleidoscopic effects created frame-by-frame, camera multiple pass imagery, and drawing on the film frame itself. Live Action and Documentary projects are excluded and should be entered in the corresponding Live Action or Documentary categories.
 - c. An eligible Documentary Theatrical Feature, Non-Theatrical Feature or Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special)** is primarily comprised of documentary or produced nonfiction content, dealing creatively with cultural, artistic, historical, social, scientific, economic, or other subjects. It may be photographed in actual occurrence, or may employ partial reenactment, stock footage or archival footage, stills, animation, stop-motion, or other techniques. Stories should be substantively told with documentary elements or produced nonfiction content.
 - d. An eligible Live Action Episode, or Episodic Season for VFX (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature** that had no plans for theatrical distribution, 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. Documentary projects are excluded and should be entered in the Documentary categories.
 - e. An eligible Animated Episode or Non-Theatrical Feature** that had no plans for theatrical distribution, 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. Animated projects are primarily comprised of one or more animation techniques, such as but not limited to computer animation, hand-drawn animation, clay animation, cutout animation, stop-motion, kaleidoscopic effects created frame-by-frame, camera multiple pass imagery, and drawing on the film frame itself. Live Action and Documentary projects are excluded and should be entered in the corresponding Live Action or Documentary categories.
 - f. 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 digitally as part of an online advertising campaign.
2. Only the credited creative talent (such as picture and sound editors, colorists, sound designers, sound mixers, visual effects and compositing artists, visual effects supervisors and visual effects producers each an “Entrant”) is eligible to receive an award in the specified categories.

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3. Special Awards Category Submissions: See Section H.
4. In the event that the eligibility of an Entrant is questionable, HPA may request additional information from the submitter. Additional administrative fees may 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. **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.**
4. **Petition Guidelines:** Potential submissions that do not conform to one or more HPA Awards requirements, for example, number of entrants, premier date or ability to submit complete entry materials by the entry deadline; may petition the HPA Award Committee for an exception to the entry rules. Requests must be made, via e-mail to **awards@HPAonline.com**, Attn: HPA Awards Committee, and provide a reason for the request and when possible, documentation proving the need for the request. Petitions and their accompanying submission forms **MUST** be received no later than the Petition for Exceptions Deadline indicated in the Schedule.
5. 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.

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6. Online Submission forms are available on the HPA Awards upload site at (<https://hpa.awardcore.com/login>). Submission forms must be completed online to receive a **submission number** and begin the judging process.
 - i. Signatures for individuals named on the entry form are **not required** as part of the initial submission process. Entries that move forward to the nomination round, will be asked to provide approval signatures at the time of nomination.
7. **By submitting 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.**
8. If the Submission receives a nomination, the submitter will be responsible for obtaining approval in accordance with the following:
 - i. The Project's Producer, Supervisor or other production representative confirming the Entrant(s) eligibility (**Exception for Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories**)
 - ii. If the work was done at a facility or by an artist(s) while employed at or engaged by a facility, an authorized representative of the facility acknowledging entry submission (**Exception for Editing – Theatrical Feature and Editing – Episode or Non-Theatrical Feature categories**)
 - iii. The Project's Supervising Sound Editor, or other most senior member of the sound team for Outstanding Sound categories.
 - iv. The Project's the most senior member of the visual effects team for Outstanding Visual Effects Categories.
9. In the event that any individual who is a "required signature" is not available to sign the submission form before the nominations are officially announced in October, 2023, this individual must do the following to validate the entry form:
 - i. E-mail awards@HPAonline.com, Attn: Awards Committee that they agree with the entry submission and indicate which signature they are providing via e-mail.
 - ii. Alternatively, the entry's submitter may e-mail a scanned copy of an approval e-mail to the HPA office at awards@HPAonline.com.
10. Only one (1) submission per entry form is permitted. Entry forms containing multiple submissions will not be accepted.
11. Entries must be submitted by 5:00 p.m. PDT on the last day of the Submission Period indicated in the Schedule.
12. **DO NOT COMBINE MULTIPLE ENTRIES ON A SINGLE DCP or Pro Res 422 HQ file.** No such entries will be accepted, and each entry will have to be re-submitted on a separate DCP or Pro Res 422 HQ file by the end of the Submission Period, as specified in the schedule.
13. Entries that have been edited or otherwise altered from their original release or broadcast form will be disqualified.

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14. Audio on a submission must be the sound from the original release or broadcast and may not be altered.
15. Only the approved HPA Awards slate, will be accepted at the head of the viewing materials. After submitting an entry form at (<https://hpa.awardcore.com>) a personalized slate will be downloadable.
16. **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.
17. Pro Res 422 HQ File Media Guidelines - For all categories other than Outstanding Color Grading - Theatrical Feature and all Outstanding Editing categories:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D for a complete walk through of the entry submission process.
18. H.264 File Media Guidelines – Editing for Episode or Non-Theatrical Feature category ONLY:
 - i. 1920 x 1080P
H.264 High Profile
Chroma 4:2:0 or 4:2:2

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

SECTION C: CATEGORY DESCRIPTIONS & SPECIFIC SUBMISSION PROCEDURES

1. **Outstanding Color Grading – Live Action Theatrical Feature:** This award is to honor the overall achievement of the color grading within an entire Live Action Feature Film for a theatrical release.

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

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

- a. Submissions in this category should be submitted as an unencrypted DCP file. Clip specs and preparation instructions will be sent to submitters after entry forms are submitted.
 - b. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>;
 - iii. 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.
 - c. **Required Descriptive Materials** – can include but not be limited to still pictures, storyboards and written copy that enhances the understanding of the entry or describes why the entry should be considered for an award. Entrants should assume that judges will have no more than 1 minute to review this material. Length is limited to no more than 2 pages, submitted as a word .doc or .pdf file. Descriptive Materials may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. These materials should be uploaded to the HPA Awards online entry platform at <https://hpa.awardcore.com> following the HPA Awards entry form submission.
2. **Outstanding Color Grading – Animated Theatrical Feature:** This award is to honor the overall achievement of the color grading within an entire Animated Feature Film for a theatrical release.

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

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Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
2. Outstanding Color Grading – Animated Theatrical Feature	5:00 of scenes in sequence as they appeared in the film	N/A	Required	Unencrypted DCP file

- d. Submissions in this category should be submitted as an unencrypted DCP file. Clip specs and preparation instructions will be sent to submitters after entry forms are submitted.
 - e. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>;
 - iii. 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.
 - f. **Required Descriptive Materials** – can include but not be limited to still pictures, storyboards and written copy that enhances the understanding of the entry or describes why the entry should be considered for an award. Entrants should assume that judges will have no more than 1 minute to review this material. Length is limited to no more than 2 pages, submitted as a word .doc or .pdf file. Descriptive Materials may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. These materials should be uploaded to the HPA Awards online entry platform at <https://hpa.awardcore.com> following the HPA Awards entry form submission.
3. **Outstanding Color Grading – Live Action Episode or Non-Theatrical Feature:** This award is to honor the overall achievement of the color grading within a Live Action Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature.

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

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Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
3. Outstanding Color Grading– Live Action Episode or Non-Theatrical Feature	3:00 of scenes in sequence as they appeared in the episode	N/A	N/A	Pro Res 422 HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
 - b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
 - vi. Please include SMPTE Color Bars at either the head or the tail of the material
 - c. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>;
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
4. **Outstanding Color Grading – Animated Episode or Non-Theatrical Feature:** This award is to honor the overall achievement of the color grading within an Animated Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Non-Theatrical Feature.

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

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Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
4. Outstanding Color Grading– Animated Episode or Non-Theatrical Feature	3:00 of scenes in sequence as they appeared in the episode	N/A	N/A	Pro Res 422 HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
 - b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
 - vi. Please include SMPTE Color Bars at either the head or the tail of the material
 - c. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>;
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
5. **Outstanding Color Grading – Documentary:** This award is to honor the overall achievement of the color grading within a Documentary Feature or Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special).

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

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Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
5. Outstanding Color Grading – Documentary	3:00 of scenes in sequence as they appeared in the episode	N/A	N/A	Pro Res 422 HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
 - b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
 - vi. Please include SMPTE Color Bars at either the head or the tail of the material
 - c. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>;
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule
6. **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).

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Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
6. Outstanding Color Grading – Commercial	1:00 continuous clip; for spots with 1:00 or less runtime, submit full project	N/A	N/A	Pro Res 422 HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the viewing material label and/or HPA Awards slate.
 - b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
 - vi. Please include SMPTE Color Bars at either the head or the tail of the material
 - c. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>;
 - iii. One (1) minute maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
7. **Outstanding Editing – Theatrical Feature:** This award is to honor the overall achievement of the editing within an entire Feature Film for a theatrical release. Features that had a previously planned theatrical release but were initially made available on a commercial streaming or VOD service due to the pandemic may qualify as eligible in the theatrical feature category.

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

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

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

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

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

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

- a. Entry Material Specs:
 - i. 1920 x 1080P
H.264 High Profile
Chroma 4:2:0 or 4:2:2
- b. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. The full program;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
 - An **exception** to the above rule is available, where a program can be submitted in its entirety including opening and closing credits. If you are an Editor, who would like to submit a project with

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credits please contact the HPA Awards committee at awards@hpaonline.com to request this exception.

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

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

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

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

- a. Entry Material Specs:
- i. 1920 x 1080P
H.264 High Profile
Chroma 4:2:0 or 4:2:2
- b. Your viewing materials must be created following these instructions:
- i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. The full program;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
 - An **exception** to the above rule is available, where a program can be submitted in its entirety including opening and closing credits. If you are an Editor, who would like to submit a project with credits please contact the HPA Awards committee at awards@hpaonline.com to request this exception.
- c. **Producer and Facility signatures are not required in this category.**

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

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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
10. Outstanding Editing – Documentary	FULL PROJECT	N/A	N/A	H.264 file via online upload

- a. Entry Material Specs:
 - i. 1920 x 1080P
H.264 High Profile
Chroma 4:2:0 or 4:2:2
- b. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. The full program;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
 - An **exception** to the above rule is available, where a program can be submitted in its entirety including opening and closing credits. If you are an Editor, who would like to submit a project with credits please contact the HPA Awards committee at awards@hpaonline.com to request this exception.
- c. **Producer and Facility signatures are not required in this category.**

11. **Outstanding Sound (Design, Editing, Mixing) – Theatrical Feature:** This award is to honor the overall achievement of the sound post-production work within an entire Feature Film for a theatrical release. Features that had a previously planned theatrical release but were initially made available on a commercial streaming or VOD service due to the pandemic may qualify as eligible in the theatrical feature category.

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

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Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
11. Outstanding Sound – Theatrical Feature	3:00 segment or series of scenes in sequence as they appeared in the film	N/A	N/A	Pro Res 422 HQ file via online upload

- a. Submissions to this category should be submitted on a Pro Res 422 HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.
- b. Sound Specs: Audio – PCM
 - i. 5.1 Sound – with the following track assignments.
 - Track 1 – Left
 - Track 2 – Right
 - Track 3 – Center
 - Track 4 – LFE
 - Track 5 – LS
 - Track 6 – RS
- c. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
- d. Your viewing material must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Please note, in the event of a nomination, 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.

12. Outstanding Sound (Design, Editing, Mixing) – Episode or Non-Theatrical Feature:

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

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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
12. Outstanding Sound – Episode or Non-Theatrical Feature	3:00 segment or series of scenes in sequence as they appeared in the episode	N/A	N/A	Pro Res 422 HQ file via online upload

- a. Submissions to this category should be submitted on a Pro Res 422 HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.
- b. Sound Specs: Audio – PCM
 - i. 5.1 Sound – with the following track assignments:
 - Track 1 – Left
 - Track 2 – Right
 - Track 3 – Center
 - Track 4 – LFE
 - Track 5 – LS
 - Track 6 – RS
- c. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
- d. Your viewing material must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>;
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. 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.

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13. Outstanding Sound (Design, Editing, Mixing) – Documentary: This award is to honor the overall achievement of the sound post production work within a Documentary Feature or Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special).

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
13. Outstanding Sound – Documentary	3:00 segment or series of scenes in sequence as they appeared in the episode	N/A	N/A	Pro Res 422 HQ file via online upload

- a. Submissions to this category should be submitted on a Pro Res 422 HQ file. The viewing material should include **both** the completed sound mix for judging and matching video.
- b. Sound Specs: Audio – PCM
 - i. 5.1 Sound – with the following track assignments:
 - Track 1 – Left
 - Track 2 – Right
 - Track 3 – Center
 - Track 4 – LFE
 - Track 5 – LS
 - Track 6 – RS
- c. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
- d. Your viewing material must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.

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- e. 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.

14. **Outstanding Visual Effects – Live Action Feature:** The HPA Awards recognizes that multiple visual effects production companies and hundreds of artisans can contribute to the overall visual effects within an entire Feature. 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 for a Live Action Theatrical or Non-Theatrical Feature by an artist or team of artists.

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

Title sequences are excluded from this category.

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

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
14. Outstanding Visual Effects – Live Action Feature	3:00 of scenes in sequence as they appeared in the film	3:30	N/A	Pro Res 422 HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) 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.

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- d. Visual Effects entry viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Five (5) seconds black;
 - v. Three and a half (3:30) minutes maximum of “Making Of” material;
 - vi. Do not separate your entry material and “Making of” into chapters.
 - vii. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual Effects entries should have only one **TRT** running from the beginning of the clip to the end of the “making of” segment.
- f. Please note, the most senior member of the visual effects team included on the entry must review the listed entrants and confirm, by signature, that the appropriate credited members of the visual effects team have been entered for Awards consideration.

15. **Outstanding Visual Effects – Animated Feature:** The HPA Awards recognizes that multiple visual effects production companies and hundreds of artisans can contribute to the overall visual effects within an entire Feature. 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 for an Animated Theatrical or Non-Theatrical Feature by an artist or team of artists.

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

Title sequences are excluded from this category.

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

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
15. Outstanding Visual Effects – Animated Feature	3:00 of scenes in sequence as they appeared in the film	3:30	N/A	Pro Res 422 HQ file via online upload

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- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
 - b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps
 - v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
 - c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.
 - d. Visual Effects entry viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Five (5) seconds black;
 - v. Three and a half (3:30) minutes maximum of “Making Of” material;
 - vi. Do not separate your entry material and “Making of” into chapters.
 - vii. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
 - e. Visual Effects entries should have only one **TRT** running from the beginning of the clip to the end of the “making of” segment.
 - f. Please note, the most senior member of the visual effects team included on the entry must review the listed entrants and confirm, by signature, that the appropriate credited members of the visual effects team have been entered for Awards consideration.
16. **Outstanding Visual Effects – Live Action Episode or Series Season:** This award is to honor outstanding achievement in visual effects for a Live Action Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Series Season. Entries may include work from a single episode, or multiple episodes across a season, so that the best work can be presented. The HPA Award period of eligibility still applies to work over the season. Projects qualify for Category 16 (vs Category 18) if visual effects are an essential part of the storytelling, such as fantasy or science-fiction projects.

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Each facility, studio, or team may submit only one (1) entry per Episode or Series Season. Multiple entries for an Episode or Series Season may be submitted by different facilities, studios, or teams if all of the entrants are also different.

Title sequences are excluded from this category.

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

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
16. Outstanding Visual Effects – Live Action Episode or Series Season	3:00 of scenes in sequence as they appeared in the episode	3:30	N/A	Pro Res 422 HQ file via online upload

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

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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.

17. Outstanding Visual Effects – Animated Episode or Series Season: This award is to honor outstanding achievement in visual effects for a Animated Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Series Season. Entries may include work from a single episode, or multiple episodes across a season, so that the best work can be presented. The HPA Award period of eligibility still applies to work over the season.

Each facility, studio, or team may submit only one (1) entry per Episode or Series Season. Multiple entries for an Episode or Series Season may be submitted by different facilities, studios, or teams if all of the entrants are also different.

Title sequences are excluded from this category.

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

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
17. Outstanding Visual Effects – Animated Episode or Series Season	3:00 of scenes in sequence as they appeared in the episode	3:30	N/A	Pro Res 422 HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
 - i. Codec – Pro Res 422 HQ
 - ii. Color Space – Rec 709, gamma 2.4
 - iii. Resolution – 1920 x 1080
 - iv. 23.98 fps

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- v. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See section D for a complete walk through of the entry submission process.
 - c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.
 - d. Visual effects entry viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Five (5) seconds black;
 - v. Three and a half (3:30) minutes maximum of “Making Of” material;
- Do not separate your entry material and “Making Of” into chapters. Information that could identify the company or people who worked on the

18. **Outstanding Supporting Visual Effects – Episode or Series Season:** This award is to honor outstanding achievement in supporting visual effects for an Episode (includes an episode of an Episodic Series, Pilot, Miniseries or Special) or Series Season. Entries may include work from a single episode, or multiple episodes across a season, so that the best work can be presented. The HPA Award period of eligibility still applies to work over the season. Projects qualify for Category 18 (vs Category 16) if visual effects play an invisible role in the story, such as set extensions for historical realism or enhanced special effects sequences.

Each facility, studio, or team may submit only one (1) entry per Episode or Series Season. Multiple entries for an Episode or Series Season may be submitted by different facilities, studios, or teams if all of the entrants are also different.

Title sequences are excluded from this category.

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

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Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
18. Outstanding Supporting Visual Effects – Episode or Series Season	3:00	3:30	N/A	Pro Res 422 HQ file via online upload

- a. Entries in this category may be submitted **without sound**. In the event that an entry is submitted without sound, it must be clearly labeled as such on the submission media label and/or HPA Awards slate.
- b. Entry Material Specs:
 1. Codec – Pro Res 422 HQ
 2. Color Space – Rec 709, gamma 2.4
 3. Resolution – 1920 x 1080
 4. 23.98 fps
 5. Viewing materials can be uploaded as part of the entry submission process at <https://hpa.awardcore.com>. See Section D 30) for a complete walk through of the entry submission process.
- c. **“Making Of” clips are required** and should include video and audio commentary that explains how the work was created. This may include elements, animatics, etc. It may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work. The “Making Of” must follow entry material on the submission media.
- d. Visual effects entry viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://hpa.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material;
 - iv. Five (5) seconds black;
 - v. Three and a half (3:30) minutes maximum of “Making Of” material;
 - vi. Do not separate your entry material and “Making Of” into chapters.
 - vii. Information that could identify the company or people who worked on the project must not appear in the submission material. If they do, the entry will have to be re-submitted by the end of the Submission Period, as specified in the schedule.
- e. Visual effects entries should have only one **TRT** running from the beginning of the clip to the end of the “Making of” segment.

19. **Outstanding Achievement in Restoration:** This award recognizes the efforts taken to re-release a creative work that seeks to enhance, restore, repair and re-present in a way consistent with the original creative intent through the use of tools, techniques in image, sound and other restorative methods, creates an outstanding new representation and honor

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the achievement in the Preservation/Restoration of a Motion Picture, Documentary, TV Program, or Series.

The HPA Awards recognizes that restoration is a collaborative process, and that many facilities and artisans can contribute to a restoration effort. We seek to recognize and honor the contributions of these organizations and artisans to the overall project. A submission can be generated from any of the studios, facilities, or team members on the project but only one submission for a project will be considered.

Eligibility: One (1) trophy will be issued to the winning project, crediting the project and rights holder of the project.

In the event of a win, certificates of recognition can be issued to up to four (4) team leaders or key contributors to the project. These key contributors can include but are not limited to: Team Lead Restoration, Lead Archivist, Team Lead Picture Restoration and Team Lead Sound Restoration. Due to the varying complexity of this work, the project rights holder will be responsible for selecting those to be credited.

Important note regarding the period of eligibility: The Restoration category launched during the 2022 Awards cycle as a juried (non-submittable award). In consideration of this Award's status change, entries that were publicly released during the 2022 period of eligibility will be eligible for Awards consideration during the 2023 call for entries.

Entries that were publicly released between September 8, 2021 – September 4, 2023 may be submitted.

Category	Submission Length (Maximum of - not counting slates)	Making Of (Maximum of)	Descriptive Material	Viewing Material
19. Outstanding Achievement in Restoration	3:00 of restored scenes as they appeared in the final project	5 minutes maximum of pre-restoration and restored scenes and/or commentary about restoration challenges	Required if commentary is NOT provided in challenges section. Otherwise optional.	Pro Res HQ file via online upload for Judges viewing.

a. Entry Material Specs:

- i. Codec – Pro Res 422 HQ
- ii. Color Space – Rec 709, gamma 2.4
- iii. Resolution – 1920 x 1080
- iv. 23.98 fps
- v. Viewing materials can be uploaded as part of the entry submission process at <https://HPA.awardcore.com>. See Section D for a complete walk-through of the entry submission process.

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- b. Restoration Challenges or “Before and After” clips that enhances the understanding of the entry or describes why the entry should be considered for an award are required. This section should include video clips of pre-restoration and restored scenes and may include audio commentary that helps judges understand the issues related to the following areas:
 - i. Image
 - ii. Sound
 - iii. Recovery of lost or damaged elements.
 - iv. Required archival research.
 - v. Other challenges
- c. Alternatively, “Before & After” clips may be submitted MOS, and restoration challenges can be addressed by written Descriptive Materials. Descriptive Materials – can include still pictures, and written copy award. Length is limited to 2 pages, submitted as a word .doc or .pdf file. Descriptive Materials may not include the name of individuals or the facilities that did the work or offer opinions about the quality of the work.
- d. Your viewing materials must be created following these instructions:
 - i. Five (5) seconds black;
 - ii. Ten (10) seconds of HPA Awards slate. It is required that the HPA Awards slate is used. A JPG image can be downloaded at <https://HPA.awardcore.com>.
 - iii. Three (3) minutes maximum of entry material
 - iv. Five (5) seconds black;
 - v. Five (5:00) minutes maximum of “Restoration Challenges” material;
 - vi. Do not separate your entry material and “Restoration Challenges” clips 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. Restoration/Preservation entries should have only one TRT running from the beginning of the clip to the end of the “Restoration Challenges” segment.
- f. Judging criteria for this award may include but not be limited to the following: Overall difficulty of the project, including challenges such as lost or damaged sections of the project, problems with the source material etc; quality of the image and/or sound restoration, archival challenges and cultural, historical, anthropological, or scientific importance.

SECTION D: STEP BY STEP ONLINE ENTRY INSTRUCTIONS

Eligibility Period: September 7, 2022 – September 4, 2023

Deadline for entries: July 28, 2023 at 5:00 pm PDT

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Online Submissions Accepted: Starting June 1, 2023

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

1. Website: go to <https://hpa.awardcore.com>
2. Create your account and check your email's inbox for an access link.
3. Log in with link provided in confirmation email, fill out a user profile, and check the box stating that you agree to the HPA Privacy Policy. After you check the box where indicated, click "Save."
4. To start the submission process, click on "New Entry."
5. Select a category from the drop-down menu and choose "Submit."
6. Please read the instructions, and carefully fill out form as instructed.
7. **Project Information:** Fill out the basic information for this entry where indicated for: Project Title/Episode, Premier or First Air Date, TRT of submitted clip, Distributor, Agency, and Client (for Commercial entries only).
8. **Contacts**
 - a. **Submitter's Information:** Please fill in all of your contact information here.
 - b. **Production Representative (Project Producer, Supervisor or other Production Representative):** Please enter the Name, Title, and Contact information for your project's Producer, Supervisor or other Production Representative (Production side, not Post Producer) who can confirm the entrant's eligibility if needed.
 - c. **Facility Acknowledgement of Entry:** A contact is 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 who can confirm the entrant's eligibility if needed.
 - d. Check membership box if a member of HPA.
 - 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.**

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- iii. Each category has a maximum number of eligible entrants. Do not submit entrant information for more than this maximum number of allowed entrants on an entry form.
9. **Terms & Conditions:** Review your entry for accuracy and completeness. Then check the box indicating that you have read and followed the HPA Awards entry rules.
 10. **Submit:** After you choose “Submit” you will be taken to the “Upload Media” page. You have the choice to upload your media now, or upload later. *This is not required for the Color Grading - Theatrical Feature category, as you will be asked to upload your DCP directly to the judging facility.*
 11. **Entries Page:** This is your “dashboard.” It is on this page that you will be given an entry number, as well as upload media and payment, as well as descriptive materials for Outstanding Color Grading – Theatrical Features entries.
 - a. Entry Form: When you are satisfied that all the information on your Entry Form is correct, the next step is to;
 - b. 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.
 - c. Upload Media: This is where you will upload your viewing materials (not required for Editing – Theatrical Feature entries).
 - i. Click “Upload Media” button and choose the media file to be uploaded.
 - ii. Steps are as follows:
 - a. When upload is complete, a thumbnail image will replace the awards logo in the far left of the submission column. To check your upload, you can click on the thumbnail image.
 - b. If your media fails to upload, you will receive you an error message as to why. You can also contact tech support at [**HPA@awardcore.com**](mailto:HPA@awardcore.com)
 - c. **Upload Descriptive Materials:** Required for Color Grading-Theatrical Feature Film, Upload a PDF of your descriptive materials here.
 - d. Payment: On your dashboard click the box “ready to pay” and then “finalize and pay.” You can choose to process payment for each entry individually, or for multiple entries at one time. Please note, once you “finalize and pay” you cannot edit your entry. This will take you to the payment page. Choose “pay by credit card online” or “pay by check.”
 - Credit Card
Enter your credit card information and submit.
 - Check
Make check payable to:
Hollywood Professional Association
And mail to:

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135 E. Olive Ave., #509
Burbank, CA 91502

- EFT or ACH

Contact Hilary Sbei at hsbei@hpaonline.com for bank details

e. **Additional steps for nominated projects:**

- i. Sign back into your Awardcore account and go to your entries page.
- ii. Download the nominated project's Entry Form: this will allow you to print the form for signature(s).
- iii. Upload Signed Entry Form: After your Entry Form has been signed you can upload the signed document here.

SECTION E: ENTRY FEES

1. The total fee for each entry, regardless of how many individuals are being named:
 - a. Entries will be \$215 for HPA members and \$275 for non-members
 - b. HPA 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.

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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 Submitter 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 during the virtual HPA Awards Ceremony for HPA members and guests
2. For finalists in the Outstanding Editing – Theatrical Feature category, HPA will request that a high-resolution clip of the Work be obtained for use at the non-broadcast HPA Awards Ceremony.
3. **The physical copies of all material provided by Submitter to the HPA shall be held by the HPA free and clear of any liens or encumbrances.**
4. The 2023 HPA Awards are being presented in-person in November, 2023. By entering, submitter authorizes the use of clips during the in-person event. In the event of any other prospective uses of the clips, the HPA will obtain the required rights and permissions from the copyright owner and/or distributor of the material.

SECTION H: HPA SPECIAL AWARDS

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

1. **Charles S. Swartz Award**

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

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2. **Lifetime Achievement Award**

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

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

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

SECTION I: HPA AWARDS WINNERS

1. All Award winners will be announced at the HPA Awards Event on the day specified in the Schedule. Each HPA Award will be presented to the individual or individuals specifically listed as an entrant in the submission form.
2. All winner information, including spelling of the winners' names, is the responsibility of the Submitter and will be taken directly off the submission.

SECTION J: THE PHYSICAL HPA AWARD

1. The HPA owns and reserves all rights to each physical HPA Award (including the intellectual property rights, design and any trademarks or patents thereon).
2. The HPA grants each recipient of a physical HPA Award and his/her heirs a limited license to possess and display the physical HPA Award for personal use only. Any other use is not permitted without the prior written consent of the HPA.
3. Additional awards can be purchased for individuals or companies listed as official entrants on a winning entry. Further information is available by contacting **awards@HPAonline.com**.

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CONTACT INFORMATION

HOLLYWOOD PROFESSIONAL ASSOCIATION
135 E. Olive Ave., #509
Burbank, CA 91502

Phone: 818-273-1508

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