



# THE 40th ANNUAL EVVY AWARDS SUBMISSIONS PACKET

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Submissions & Nominations  
Coordinator:

*Lilly Meehan-Egan*  
([submissions@evvyawards.org](mailto:submissions@evvyawards.org))

Co-Theatre Submissions  
Coordinators:

*Gabby D'Ostilio & Juliette Hoernle*  
([theatresub@evvyawards.org](mailto:theatresub@evvyawards.org))

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# HOW TO SUBMIT



**Step One:** Go to [evvyawards.org/submit](http://evvyawards.org/submit) and hit the "SUBMIT HERE" button, this will bring you to the login/registration page. You will have to create an account. **You must use your Emerson email to create your account. Otherwise, your submission will not be processed.** If you created an account last year, you may simply login using those credentials.

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

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

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

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

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

The Submissions Coordinator will be looking over all of the non-theatrical category submissions to ensure the submissions criteria has been met. If there are any issues with your submission, they will be in contact with you. If you have any comments, concerns, or questions please email Lilly Meehan-Egan at [submissions@evvyawards.org](mailto:submissions@evvyawards.org).

The Co-Theatre Submission Coordinators will be looking over all of the theatre category submissions to insure the submissions criteria has been met. If there are any issues with your submission, they will be in contact with you. If you have any comments, concerns, or questions please email Gabby D'Ostilio and Juliette Hoernle at [theatresub@evvyawards.org](mailto:theatresub@evvyawards.org).

# SUBMISSION ELIGIBILITY GUIDELINES



Eligible non-theatrical submissions must be created between March 3, 2020 and March 1, 2021. Submissions will remain open until March 1st at 11:59PM. All theatrical submissions that can be submitted must be created within the 2020-2021 academic year. All work is eligible for submission so long as the students who created the work are or were enrolled at Emerson at the time of creation.

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

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

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

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

The EVVY Awards are distributed during the EVVY Awards on May 7th, 2021 (this may be subject to change due to COVID-19).

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

If you wish to submit your work but are unable to afford the cost of submission, please contact [submissions@evvyawards.org](mailto:submissions@evvyawards.org) as soon as possible so we can do our best to accomodate you.

**Students who wish to submit to The 40th Annual EVVY Awards should be in good academic and social standing with Emerson College.**

<http://www2.emerson.edu/student-affairs/undergraduate-student-handbook/code-community-standards>

**There will be no refunds for submissions to incorrect categories.**

# NON-THEATRICAL JUDGING PROCESS



All non-theatrical submissions will be judged based on the five criteria listed below. Your work will be judged by industry professionals who are currently working in the field of the associated category. Each submission will be scored out of thirty 30 points; the top four scores in each category will become the nominees of The 40th Annual EVVY Awards. Judges will also be encouraged to leave comments about the submission. If you would like to see these comments after the judging period is completed and nominees are announced, please email [submissions@evvyawards.org](mailto:submissions@evvyawards.org)

## Overall Quality

As a whole, how did you feel about the quality of the submission representing the time and effort put into creating it. Could you tell there was significant thought put into the work, and did its purpose come across? Rated 1-10, 1 being the lowest and 10 being the highest.

## Creativity/Originality

Was the submission used with creative thought and purpose? Did it feel original in its content and presentation? Rated 1-5, 1 being the lowest and 5 being the highest.

## Professionalism

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

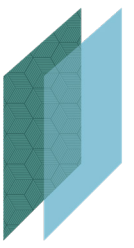
## Overall Impression

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

## Overall Purpose

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

# THEATRE SUBMISSIONS



## NEW SUBMISSION INSTRUCTIONS AND PROCESS

Please note that staged readings will be eligible to submit for adjudication during the 2020-2021 school year.

For any of the theatre categories, you may either submit individually or as a group with other members of the same live streamed or pre-recorded theatrical production. **Because guests are not allowed on Emerson's campus due to COVID-19 restrictions, any potential live shows must be recorded in order to be judged by an industry professional.**

Initial submissions, group or individual, should be done no later than 3 weeks prior to your first live stream performance. Some flexibility has been given to shows occurring in October and early November 2020, but please know that this window will not be given in Spring semester.

Group submissions are bundled into a production package, which cost \$30 per production. The production package includes all categories except: Outstanding Lead Performer for a Play, Outstanding Lead Performer for a Musical, and Outstanding Supporting Performer for a Play, Outstanding Supporting Performer for a Musical. Actor submissions may be added separately at an additional rate of \$5 per person. **In order to submit as a group, please select "Group Theatre Submission" on the submission platform.**

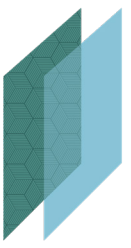
If incorrect performance times for live streamed performances are given to the Theatre Judges Coordinator, we cannot guarantee judges will be available on short notice. If you do not notify us about your live stream show 3 weeks prior to the show, we cannot guarantee a judge at your show.

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

Before submitting individually, please consult with other individuals on the same project to see if a group submission would be more appropriate.

Following your submission and confirmation email, your information will be passed along to the Theatre Judges Coordinator to begin assigning a judge to attend one of your performance times.

# THE THEATRICAL JUDGING PROCESS



A select panel of judges will view all submitted shows to adjudicate if possible. If not, they will be judged by students or faculty of the college. The top four (4) scores in each category will become the nominees of The 40th Annual EVVY Awards. Judges will also be encouraged to leave comments about the submission. If you would like to see these comments after the judging period is completed and nominees are announced, please email [theatresub@evvyawards.org](mailto:theatresub@evvyawards.org)

**\*Performers** will be judged on three criteria listed below. Each submission will be scored out of 12 points.

## **Characterization**

Was the character consistently emotionally and physically truthful? Did the character use committed choices and tactics toward an objective? Did choices consistently support and aim to carry the production and other actors as a whole? Rated 1-4, 1 being the lowest and 4 being the highest.

## **Execution**

Were concentration and commitment to moment-to-moment choices sustained throughout the performance? Did the integration of voice, body, and emotions create a believable character/relationship that tells a story? Rated 1-4, 1 being the lowest and 4 being the highest.

## **Overall Impression**

Was the performer able to expertly lead the production through consistent truthful tactics and behavior sustained throughout the performance? Rated 1-4, 1 being the lowest and 4 being the highest. **Sound design, costume design, lighting design, scenic design, props design, directing, and choreography** will be judged on three criteria listed below. Each submission will be scored out of 12 points.

**\*Sound design, costume design, lighting design, scenic design, props design, directing, and choreography** will be judged on three criteria listed below. Each submission will be scored out of 12 points.

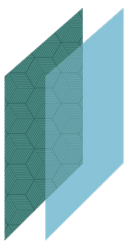
## **Analysis**

Does scenic design demonstrate a thorough understanding of the script while clearly addressing all artistic and practical needs of the production? Does the scenic design consistently support the overall concept of the production? Rated 1-4, 1 being the lowest and 4 being the highest.

## **Artistic Interpretation**

Do scenic design choices effectively aid and convey the feeling, style, and genre of the production? Rated 1-4, 1 being the lowest and 4 being the highest.

# THE THEATRICAL JUDGING PROCESS (CONT.)



## *Overall Impression*

Was scenic design extremely well executed? Did scenic design always meet the needs of the production? Rated 1-4, 1 being the lowest and 4 being the highest.

**\*Submissions for "Outstanding Theatrical Production"** will be judged on five criteria listed below. Each submission will be scored out of 20 points.

## *Staging*

Does the director stage the show in a way that compliments other elements of the show? Are the actors executing the staging well? Did the staging meet the needs of the production? Rated 1-4, 1 being the lowest and 4 being the highest.

## *Performance/Actors*

Do the actors portray the characters they are playing well? Is their performance extremely well executed? Rated 1-4, 1 being the lowest and 4 being the highest.

## *Design*

Do the design elements compliment the show overall? Did the design aspects meet the needs of the production? Rated 1-4, 1 being the lowest and 4 being the highest.

## *Collaboration*

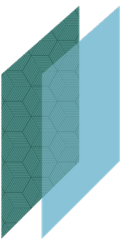
Did collaboration play an essential role in this production? How did collaboration benefit the theatrical production overall? Was collaboration present? Rated 1-4, 1 being the lowest and 4 being the highest.

## *Overall*

Did the show exceed all expectations? Did all of the elements come together in an exemplary way? Did it fulfill the criteria needed for judging? Rated 1-4, 1 being the lowest and 4 being the highest.



# FILM



## ***Outstanding Animated Program***

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

## ***Outstanding Production Design for Narrative***

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

## ***Outstanding Short Film***

Submissions may include any narrative film that does not exceed twenty (20) minutes. Submissions can be film or digital. Submissions may NOT include BA/BFA/MFA thesis projects, documentaries, music videos, promotional videos, or recurring television series.

## ***Outstanding Cinematography***

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

## ***Outstanding Single-Camera Direction***

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

## ***Outstanding Cinematic Achievement***

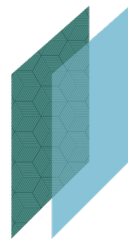
Submissions must be completed films that reflect significant achievement in concept, technique, form, or structure; can be a film or a digital piece. Submissions may include BA, BFA, MFA honors thesis projects.

## ***Outstanding Documentary***

Submissions must be a nonfiction documentary short or feature film of any length.



# WRITING



\*Will be judged anonymously; please do not submit your name attached to the piece.

## ***Outstanding Poetry***

Submissions include both individual poems and poetry anthologies.

## ***Outstanding Fiction Prose***

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

## ***Outstanding Nonfiction Prose***

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

## ***Outstanding Written Comedy Sketch***

Submissions should be a script with a maximum of ten (10) pages. Submissions may be the work of an individual writer or the collective work of a comedy troupe.

## ***Outstanding Writing for Television***

Submissions may include an original comedic or original dramatic teleplay in WGA screenplay format. Must be a minimum of twenty (20) pages. SPEC scripts are not eligible.

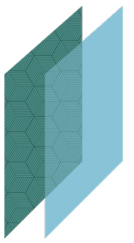
## ***Outstanding Writing for Film***

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

## ***Outstanding Writing for Stage***

Submissions include any original written theatrical production. Outstanding Writing for the Stage through the production package should send a PDF of their script without the name(s) of the creator(s).

# THEATRE



## ***Outstanding Props Design for Theatre***

Submissions must include any original props created specifically for the theatrical production. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

## ***Outstanding Makeup Artistry***

Submissions may include video and/or photos. Projects eligible for this category include makeup artistry for film, television, and theatre. These must demonstrate artistic choices with influence from the previously specified cohesive aesthetic or theme of the project.

## ***Outstanding Costume Design for Theatre***

The Costume Designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the theatrical production. Submissions must include a recording of the production in its entirety whether it is live streamed or recorded. For recorded performances, you may submit a link to the show or upload files of the show.

## ***Outstanding Sound Design for Theatre***

The Sound Designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the theatrical production. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

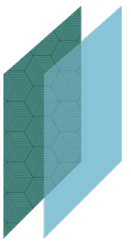
## ***Outstanding Choreography for Theatre***

The Choreographer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the theatrical production. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

## ***Outstanding Lighting Design for Theatre***

The Lighting Designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the theatrical production. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

# THEATRE (CONT.)



## *Outstanding Scenic Design*

The Scenic Designer must make artistic choices in conjunction with the director and other designers to fully support the story, theme, and aesthetic of the show for the theatrical production. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

## *Outstanding Director for the Theatre*

Any current student that directed or co-directed a theatrical production through Emerson College is eligible for this award (Emerson Stage is not eligible). The directing should present a cohesive storyline and them that also aligns with all acting and design choices. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

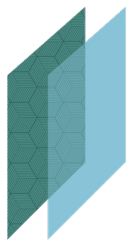
## *Outstanding Theatrical Production*

Submissions must be a student-directed theatrical production that presents a cohesive story line, design, and directing choices. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

## *Group Theatre Submission*

Group submissions are bundled into a production package, which cost \$30 per production. The production package includes all categories **except**: Outstanding Lead Performer for a Play, Outstanding Lead Performer for a Musical, and Outstanding Supporting Performer for a Musical. Actor submissions may be added separately at an additional rate of \$5 per person. **In order to submit as a group, please select "Group Theatre Submission" on the submission platform.**

# AUDIO AND POST PRODUCTION



## ***Outstanding Editing for Nonfiction***

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

## ***Outstanding Multi-Track Recording***

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

## ***Outstanding Motion Graphics***

Submissions must be original graphics packages created for a production and must be submitted by the graphic designer. Submissions may include but are not limited to logo loops, title sequences, lower thirds, etc.

## ***Outstanding Live Audio Mix***

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

## ***Outstanding Editing for Narrative***

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

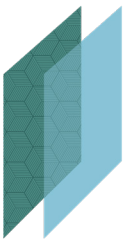
## ***Sound Design for Screen***

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

## ***Outstanding Visual Effects***

Submissions must be a live action film or video that utilizes visual effects to enhance and contribute to the narrative. Submissions can be either a full project or a reel of effects from a single project. One project is permitted per submission.

# TELEVISION



## ***Outstanding Multi-Camera Direction***

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

## ***Outstanding Television News Program***

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

## ***Outstanding Lighting Design for Studio Television***

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

## ***Outstanding Production Design for Studio Television***

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

## ***Outstanding Special Production***

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

## ***Outstanding Music Video***

Submission must be a music video not exceeding ten (10) minutes in length.

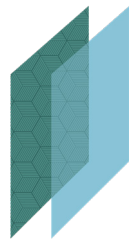
## ***Outstanding Narrative Television Series***

Submissions must include an episode of a recurring narrative television show. Submissions can include shows shot in or out of the studio. Please only submit one episode per submission; multiple episodes may be submitted as a separate submission. Submissions may include shows created for web or television. Context for the episode (descriptions of prior or upcoming episodes) should be provided in the notes section of the submission.

## ***Outstanding Variety Television Series***

Submissions must include an episode of a recurring variety show, including but not limited to talk shows, game/competition shows, and reality shows. Submissions may not include news shows. Submissions may include shows created for web or television.

# PERFORMANCE



## ***Outstanding Stand-up Comedian***

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

## ***Outstanding Spoken Word Performance***

A live recording of a spoken word performance from an original poem or prose. Submissions should be no longer than 10 minutes. Must have been performed in front of an audience\*. Please also include a document of your original poem or prose in your submission.

## ***Outstanding Supporting Performer for a Play***

For both live stream and recorded performances, please submit a headshot. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

## ***Outstanding Supporting Performer for a Musical***

For both live stream and recorded performances, please submit a headshot. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

## ***Outstanding Supporting Performer for the Screen***

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

## ***Outstanding Television Reporter***

A reporter who wrote and appeared in an on-camera news package. No more than one submission per person. Submissions include talent reels or video compilations of multiple roles and or shows.

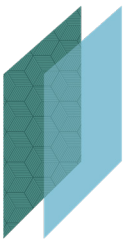
## ***Outstanding Sports Broadcaster***

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

## ***Outstanding Radio Personality***

Any hosted radio program. Submissions should include one audio file or link to the radio program the individual is featured in. Submissions may include WERS and WEB programs. Only one clip per submission and one submission per person.

# PERFORMANCE (CONT.)



## ***Outstanding Television Personality***

A host or correspondent featured on a television program. Submissions should include talent reels or video compilations of multiple roles and/or shows. This includes hosts and correspondents on a non-news related segment.

## ***Outstanding Lead Performer for Screen***

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

## ***Outstanding Lead Performer for a Play***

For both live stream and recorded performances, please submit a headshot. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

## ***Outstanding Lead Performer for a Musical***

For both live stream and recorded performances, please submit a headshot. For recorded performances, please submit your show in its entirety. You may submit a link to the show or upload files of the show.

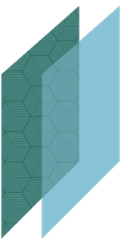
## ***Outstanding Comedy Sketch Performance***

Submissions must be a video file of a comedy sketch starring two (2) or more performers in front of an audience\*. Video submission file should be no longer than ten (10) minutes. No more than one file per submission; multiple sketches may be submitted separately.

*\*Audiences can be virtual or in person*



# JOURNALISM



## ***Outstanding Radio News Program***

Submissions must be a hosted radio news program. Each submission may only include one episode/clip, but multiple submissions for the same show is permitted.

## ***Outstanding News Article***

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

## ***Outstanding Review***

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

## ***Outstanding Opinion Editorial Article***

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

## ***Outstanding Sports Article***

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

## ***Outstanding Photo Series***

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

## ***Outstanding Print Publication***

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

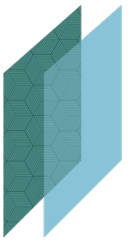
## ***Outstanding Blog***

Submissions must be original written content that appears online only. Submissions must be a blog website with four or more entries.

## ***Outstanding Podcast***

Submission must be an audio file of any original podcast. Only one episode/clip per submission, but multiple submissions per show are permitted.

# MARKETING & ADVERTISING



## ***Outstanding Integrated Marketing Campaign***

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

## ***Outstanding Print Advertisement***

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

## ***Outstanding Public Relations Campaign***

Submissions include any public relations campaign that may encompass viral and/or social media aspects. Must be submitted as a PDF.

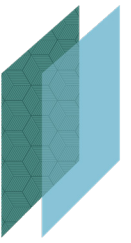
## ***Outstanding Business Startup***

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

## ***Outstanding Promotional Video***

Submissions must be a short promotional advertisement not exceeding three (3) minutes in length.

# COMMUNICATION STUDIES



## *Outstanding Social Advocacy Campaign*

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

## *Outstanding Political Campaign*

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

## *Outstanding Speech*

Submissions must be a video of a speech given in front of an audience\*.

*\*Audiences can be virtual or in person*



# Questions?

Email the EVVY40 Submissions Coordinators, Lilly Meehan-Egan, with any non-theatrical category questions or comments:  
*[submissions@evvyawards.org](mailto:submissions@evvyawards.org)*

Email the EVVY40 Co-Theatre Submissions Coordinators, Gabby D'Ostilio and Juliette Hoernle, with any theatrical category questions or comments: *[theatresub@evvyawards.org](mailto:theatresub@evvyawards.org)*