



THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES
OHIO VALLEY CHAPTER



Emmy® Entry FAQ

- 1. What's the entry deadline?** Entry “paperwork” must be submitted online through Emmy® Express by **March 12, 2012**. Videos must be uploaded and approved for judging by **March 19, 2012**.
- 2. Where are the forms?** Entrants need to submit their entry information online via Emmy® Express. You can get to Emmy® Express from the chapter's website: www.ohiovalleyemmy.org For more info, check out the Emmy® Express FAQ or contact Awards Administrator Cherie Housley at chousley@ohiovalleyemmy.org
- 3. What format is required for entry submissions?** ***NEW THIS YEAR*** All videos must be uploaded to Emmy® Express for online judging. Please see *page 5* of the *Call for Entries* for specific guidelines. You can also download detailed [Video Upload Instructions](#) from the Chapter's website or from the resources column in Emmy® Express.
- 4. If I submit a composite in one of the craft categories what should I put down for the “first airdate?”** Use the date from the piece that aired earliest. You will need to include the month, day and year. Remember that all work submitted must have actually first aired during the eligibility period: Jan. 1, 2011 – Dec. 31, 2011.
- 5. In previous years I had to include a 30 second clip after my entry. Do I still need to do that?** With the new online upload process, we are not asking for a 30 second clip from all entrants. However, nominees may get a call from the Emmy® committee asking you to send us a clip to use for the ceremony!
- 6. What category is best for my entry?** For those entries where you really aren't sure which category is best, we can sometimes determine the appropriate category based on your description of the entry either over the phone or in an e-mail. Other times, it may be necessary to actually see your entry before making a final decision. Contact the Awards Administrator for additional information about this topic.
- 7. Can I submit the same video in two places?** Any single piece of work may be submitted in only one News or Programming category (Cat. 1-34). However, the same piece of work may be submitted in one or more Craft categories by the person who performed the specified craft. Please see “Double Dipping” rule on page 3 of the Call for Entries for more detailed info.
- 8. Who should be listed on the entry form as the entrant(s)?** For news, programming, and spot announcement categories (Cat. 1-34), the “producer(s)” should be listed. “Producer” is defined for our purposes as “the person/persons most creatively responsible for the award worthiness of the entry.” Your ‘job title’ doesn't apply as much as your actual responsibilities and the role you assume for the particular entry. For example, many news category entries list the reporter, or the reporter and the photographer, as the producer(s). For the Special Achievement categories (Cat. 35-38), it may be the station manager, news director, assistant news director, news producers, community service director, or any other individuals who were responsible for the content submitted. For the Craft categories (Cat. 39-50), the craftsperson should be listed. With the exceptions of the new “Video Essay” and “Video Journalist” categories, more than one person can be listed on a Craft entry. For example, if 2 people worked together to write a program, they may submit the program together as a single entry in Cat. 41-B. Each would need to pay a fee and each would receive an Emmy® statuette if the entry is a recipient.
- 9. Do we need to pay fees for each person listed?** Yes. An entry fee must be paid for each person listed on the entry.
- 10. Can we just put the station/company as the entrant and pay one fee?** No. Awards are presented to individuals, not companies. You must list each person who should be recognized (as explained above) and pay the appropriate fees for each person listed.



THE NATIONAL ACADEMY OF TELEVISION ARTS & SCIENCES
OHIO VALLEY CHAPTER



Emmy® Entry FAQ

- 11. Do I have to be a member to submit an entry?** No, but members do receive a discounted rate for their entry fees. *NOTE: Those who do not wish to become members, or those who are just coordinating entries for their company, must “register” to use EMMY® Express if they have not done so already. There is no fee to register, and registering does not automatically make you a member. Registering is a security measure and also allows you the flexibility of coming back later to finish filling out the forms if needed.
- 12. Am I a member?** You can check your member status at any time by logging in to your online account at: http://emmyexpress.com/membership_login.php?c=19 . Note: Our membership year runs from September 1 – August 31. So, if you became a member when submitting entries last year, your membership expired 9/1/2011 and must be renewed.
- 13. If I’m not a current member, can I join now?** YES! If you aren’t already a member of NATAS, we encourage you to join when submitting your entries. *Even if you only have one entry, becoming a member now will save you money!* \$60 (membership fee) + \$75 (member entry fee) = \$135. The non-member entry fee is: \$160. **Plus**, you’ll only need to pay the \$75 member entry fee for any additional entries you submit.
- 14. How do I become a member?** If you were a member anytime in the past 3 years, you can renew your membership by going to: http://emmyexpress.com/membership_login.php?c=19
New members can join by going to: http://emmyexpress.com/membership_application.php?c=19
- 15. How do I pay?** Payment can be made by check, MasterCard, Visa, Discover or American Express, or a combination of payment types. EMMY® Express now has very flexible payment options. This allows multiple individuals to pay for a single entry or multiple entries using whichever payment methods each prefers. When paying fees by check, be sure to include a printed copy of your EMMY® Express invoice when you send in your payment to make sure your account is credited properly.
- 16. I’m coordinating all of the entry submissions from my company; or, I’m submitting 5 or more entries. Is there anything extra I need to fill out?** No. With Emmy Express you’ll no longer need to fill out a Master List and Payment Form. If you’re coordinating the entries for your company but will not be submitting any entries yourself, using your “registered user” account will make the process easier by giving you access to all of the entries you are submitting for others. If you are coordinating the entries but want each entrant to complete the online forms (instead of you filling out all the info), you may want to take advantage of the “Dashboard” in Emmy® Express. Individual entrants can submit the entry information but you’ll be able to review, change, approve and pay for your company’s entries. For additional information and to get your own log in ID and password for the Dashboard contact chousley@ohiovalleyemmy.org
- 17. How do I redeem my appreciation certificate?** Contact the Emmy® Awards Administrator at chousley@ohiovalleyemmy.org for detailed instructions about redeeming your certificates. Or, you can find the instructions on the “EMMY Express Step-by-Step” document available on the Chapter’s website.
- 18. Is there any way to recognize the contributions of individuals or organizations who helped with my entry, but did not have a producer’s role?** Yes. There are certificates and plaques available for both nominated and winning Emmy® entries that can be purchased from the Chapter. Contact the Emmy® Awards Administrator after the event for more information.
- 19. I have another question not on this list. Who do I contact?** Call or send an e-mail to:
Emmy® Awards Administrator, Cherie Housley: 937.233.3303; chousley@ohiovalleyemmy.org
-or- Chapter Administrator, Dionne Miller: 802.578.7104; dmiller@ohiovalleyemmy.org