

Annexe 4 Checklist Jury 20nn

Only for the UNICA 20 nn local organisation

1. The jury will meet in the jury room each working day 15 minutes before start of the programme and then go together into the cinema.
2. In the cinema are needed at each of the 6 positions (5 x Jury, 1x Coordinator)
 - a desk, tables or similar
 - individual light
 - Paper / writing pad documents for notes and the evaluation of the films and pen / pencil
 - Total overview of all films with columns for scoring and special prizes
 - The official total programme with all movies and information
 - mineral water, non-alcoholic beverages and/or coffee / tea
3. Two to three times a day the public jury discussion will take place on stage
 - 5 chairs and desks on stage are needed
 - 3 microphones are needed (of which at least one wireless microphone).
4. The coordinator will coordinate the public discussion (sequencing, time flow, time control)
5. for the simultaneous translations the Jury needs 6 headphones (5 x Jury, 1x Coordinator)
6. jury room facilities (during the whole week)
 - tables and seats for 10 people (including coordinator and two translators.)
 - mineral water
 - coffee with sugar and milk
 - soft drinks (nice to have)
 - cookies
 - fruits (nice to have)
 - local snacks / specialities (nice to have)
7. at the end of each day there will normally be an internal jury meeting in the jury room (1-2 hours)

8. the jury, and sometimes the partners of the jury members (partners at their own costs), will eat lunch and dinner together.
 - The OK pays the food for Jury members and Coordinator on projection days.
 - A special room would be perfect or a quiet and separate part in the restaurant would be very useful.
 - There is also the possibility to issue vouchers for meals. A vegetarian meal is sometimes required.
9. _____

10. _____

11. _____

12. _____

The special prizes of UNICA

- Prix INTERNATIONAL CICT-UNESCO "Delmiro de CARALT" (for a production emphasising ethical values and which stimulates peace, culture and non-violence)
- Most interesting national programme UNICA 20nn
- Best "young UNICA" film of UNICA 20nn
- WMMC Prizes – 1st, 2nd and two 3rd

There may be other special prizes (only if offered by local UNICA organisation)

Six copies of the list stating the purpose of each extra award must be passed to the coordinator before the Festival

name of the prize	purpose of the prize (always specify justification)