

VFS Game Design & Programming   GD/PG DAC & Release Forms		
Asset	Personal or Team	Naming Convention
<b>REQUIRED</b> <b>DAC – Digital Asset Collection</b> <i>This document is used to help properly categorize and archive your game, should it be submitted to a festival by VFS.</i>	1 Per Team	DAC_ProjectName.pdf
<b>REQUIRED</b> <b>SPOA - Student Project Ownership Agreement</b> <i>This document is a release form that each person from your final group needs to sign that outlines what VFS owns, and what you own.</i>	1 Per Person	SPOA_gdxxyourname.pdf
<b>REQUIRED</b> <b>SIRF - Student Information Release Form</b>	1 Per Person	SIRF_gdxxyourname.pdf
<b>REQUIRED</b> <b>Online Distribution Disclaimer</b>	1 Per Team	OnlineDistributionDisclaimer_ProjectName.pdf
<b>REQUIRED</b> <b>Festival Disclaimer</b> <i>A form allowing VFS to submit your work to festivals, should you choose to.</i>	1 Per Team	FestivalDisclaimer_ProjectName.pdf
OTHER FORMS THAT MAY APPLY TO YOUR PROJECT, PLEASE READ TO CHECK IF THEY DO.		
<b>Student Project Contributor Agreement for Company/Individual</b> <i>This form is essentially used for anyone that contributes to your project by way of any physical assets. (art, animation, 3D, etc)</i>	1 Per Person / Company Contributing	StudentProjectContributorAgreement_contributorname.pdf
<b>License to Use Musical Work for Student Project</b> <i>This form is used for any and all sound work. This include sound effects, voice overs, and custom-created/pre-created music.</i>	1 Per Person / Company Contributing	LicenseToUseMusicalWork_contributorname.pdf
<b>Performer Release Form</b> <i>If I can see your face, hear your voice, etc.</i>	1 Per Person / Company Contributing	PerformerReleaseForm_contributorname.pdf
<b>Contributor Release Form</b> <i>If you donated intellectual property (did sound design, donated art, etc.)</i>	1 Per Person / Company Contributing	ContributorReleaseForm_contributorname.pdf

<b>Music Release Form</b> <i>If you got music from someone.</i>	1 Per Person / Company Contributing	MusicReleaseForm_contributorname.pdf
<p><b>These files must be submitted in the following folder hierarchy / the following file folder location:</b></p> <p><u>\\vfsstorage10\GameDesign\Students\Shared Student Storage\YOURGD Admin\YOURGD\YOURGD DAC</u></p> <p><b>This file location will contain subfolders such as "DAC", "SPOA", "SIRF", etc. Be sure to put your PDF's in the appropriate folder location.</b></p> <p><b>FILES MUST BE NAMED ACCORDING TO THE GIVEN NAMING CONVENTION STANDARDS. THIS CRITERIA MUST BE MET WITHIN THE GIVEN DEADLINE.</b></p>		