



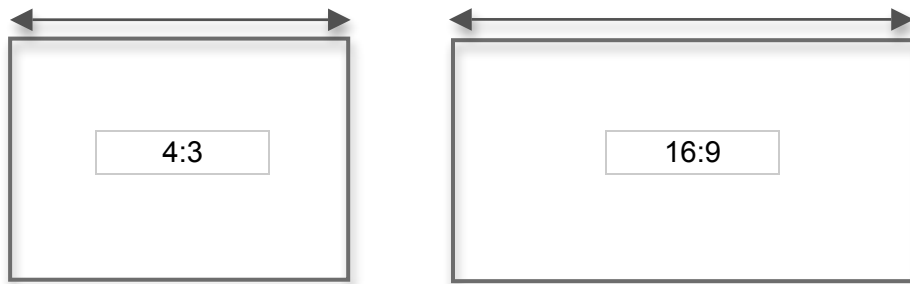
# DIGITAL ASSET COLLECTION

## Game Design

The information that is collected in this document is to enable Vancouver Film School (VFS) to archive your project, showcase your work, and submit it to festivals, contests, and awards. Please be advised that, with the exception of your contact information, information provided to us in this document may be made public for the purposes of promoting your work.

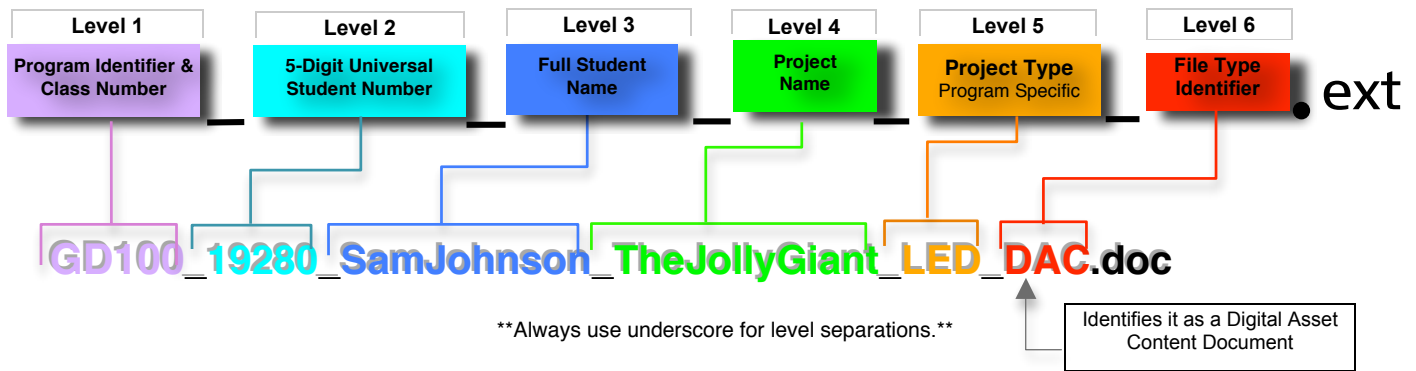
### GENERAL INSTRUCTIONS:

1. This document must be submitted digitally. Please DO NOT PRINT; leave this form in its original format. Enter your information and save this document in accordance with the naming convention outlined on the next page under the 'Naming Convention' section.
2. Please package all assets together (project files and all related documentation) into one folder. Compress the folder as a ZIP file. For detailed instructions on how to create ZIP files, please refer to [http://www.myvfs.com/docs/how\\_to\\_zip.pdf](http://www.myvfs.com/docs/how_to_zip.pdf)
3. The project package must include the following:
  - a. A minimum of four (4) renders of your game at the highest screen capture resolution or render possible:



- b. Minimum one (1) game play trailer of at least 30 seconds in length.
  - c. A selection of supporting material such as concept sketches, prototype mockups, case studies, pictures of your creative process, work journals, project briefs, planning documents, or project plans. These documents must be submitted digitally.
  - d. Digital copies of all releases. Hand in paper copies of all applicable releases to your program administrator or designated staff members (Program Manager, Mentors, Instructors, or Teaching Assistants).
  - e. A complete game play package with all files necessary to install and run the game and a "readme" file with a full description of the game, the minimum system requirements, and installation instructions.
  - f. Optional: Please include an updated high-resolution digital photo of every team member for promotional purposes (minimum 300 dpi). If photos are not provided, VFS student ID photos will be used instead.
4. Once you have compressed your project package as a ZIP file -- including project files, documentation and releases -- upload it to the server location provided by your Program Manager.
  5. Email notification of completion to [gd\\_dac@vfs.com](mailto:gd_dac@vfs.com)

## NAMING CONVENTION:



1. No spaces or commas are permitted. Separate each level with an underscore and capitalize to separate words within the level (CamelCase). For example: If your name is **Sam Johnson**, it should appear as "SamJohnson", or if your project name is '**The Jolly Giant**', it should appear as "TheJollyGiant" (see example above).
2. **Universal Student Number:** All files must include a VFS Universal Student Number (USN) as part of the naming convention of all files submitted. Please refer to your student ID card or web location for your USN – see below.
3. **Team Projects:** If a project is created by a team, please use information of the student who is responsible for the DAC document and related documentation.

## PROJECT TYPE (LEVEL 5)

Flash = FLA

Machinima = MAC

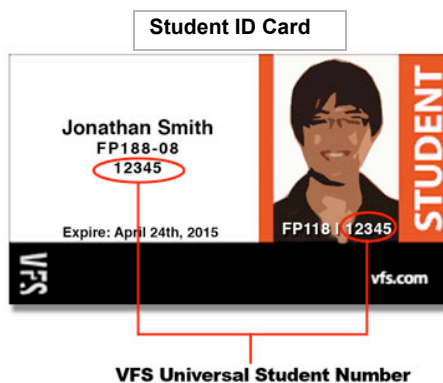
Final = FIN

Level Design = LED

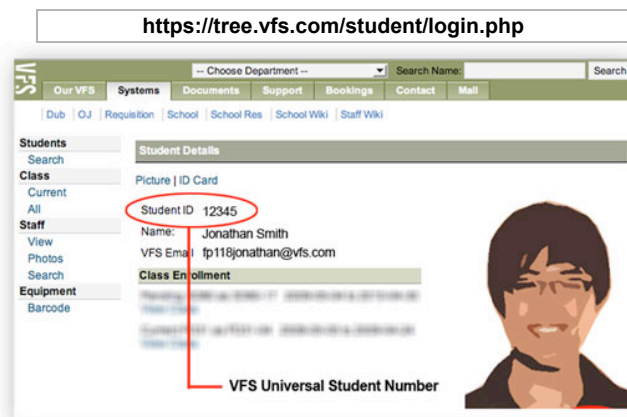
## PROJECT FILE TYPE (LEVEL 6)

**Documentation:** Enter type of documents in level 6 of the naming convention. For example: if document is a project brief the full name of file should be: GD99\_38479\_JonnyVanderhoof\_TheJollyGiant\_LED\_ProjectBrief.doc

Your VFS Universal Student Number can be found here:



or



## STUDENT INFORMATION

**Class Number:**

**PROJECT TITLE:**

**PROJECT WEBSITE (OPTIONAL):**

☐ No

☐ Yes: Please provide URL:

### TEAM LIST

<b>Title</b> Example: Level Designer	<b>First Name</b> Full legal first name	<b>Last Name</b> Full legal last name	<b>VFS Universal Student Number (USN)</b>

**PROJECT TYPE:**

☐ Flash

☐ Machinima

☐ Final

☐ Level Design

**Other:**

### INTENDED AGE GROUP

☐ All

☐ Ages 0 - 5

☐ Ages 6 - 9

☐ Ages 10 - 12

☐ Ages 13 -17

☐ Ages 18 - 25

☐ Ages 26 - 35

☐ Ages 36 - 55

☐ Ages 56 +

☐ Other:

## CONTENT:

<input type="checkbox"/> <b>Alcohol Reference</b> Reference to and/or images of alcoholic beverages	<input type="checkbox"/> <b>Language</b> Mild to moderate use of profanity	<input type="checkbox"/> <b>Strong Language</b> Explicit and/or frequent use of profanity
<input type="checkbox"/> <b>Animated Blood</b> Discolored and/or unrealistic depictions of blood	<input type="checkbox"/> <b>Lyrics</b> Mild references to profanity, sexuality, violence, alcohol or drug use in music	<input type="checkbox"/> <b>Strong Lyrics</b> Explicit and/or frequent references to profanity, sex, violence, alcohol or drug use in music
<input type="checkbox"/> <b>Blood</b> Depictions of blood	<input type="checkbox"/> <b>Mature Humour</b> Depictions or dialogue involving "adult" humour, including sexual references	<input type="checkbox"/> <b>Strong Sexual Content</b> Explicit and/or frequent depictions of sexual behavior, possibly including nudity
<input type="checkbox"/> <b>Blood and Gore</b> Depictions of blood or the mutilation of body parts	<input type="checkbox"/> <b>Nudity</b> Graphic or prolonged depictions of nudity	<input type="checkbox"/> <b>Suggestive Themes</b> Mild provocative references or materials
<input type="checkbox"/> <b>Cartoon</b> Violent actions involving cartoon-like situations and characters. May include violence where a character is unharmed after the action has been inflicted	<input type="checkbox"/> <b>Partial Nudity</b> Brief and/or mild depictions of nudity	<input type="checkbox"/> <b>Tobacco Reference</b> Reference to and/or images of tobacco products
<input type="checkbox"/> <b>Comic Mischief</b> Depictions or dialogue involving slapstick or suggestive humor	<input type="checkbox"/> <b>Real Gambling</b> Character(s) can gamble, including betting or wagering real cash or currency	<input type="checkbox"/> <b>Use of Drugs</b> The consumption or use of illegal drugs
<input type="checkbox"/> <b>Crude Humour</b> Depictions or dialogue involving vulgar antics, including "bathroom" humor	<input type="checkbox"/> <b>Sexual Content</b> Non-explicit depictions of sexual behavior, possibly including partial nudity	<input type="checkbox"/> <b>Use of Alcohol</b> The consumption or use of alcohol
<input type="checkbox"/> <b>Drug Reference</b> Reference to and/or images of illegal drugs	<input type="checkbox"/> <b>Sexual Themes</b> References to sex or sexuality	<input type="checkbox"/> <b>Use of Tobacco</b> The consumption of tobacco products
<input type="checkbox"/> <b>Fantasy Violence</b> Violent actions of a fantasy nature, involving human or non-human characters in situations easily distinguishable from real life	<input type="checkbox"/> <b>Sexual Violence</b> Depictions of rape or other violent sexual acts	<input type="checkbox"/> <b>Violence</b> Scenes involving aggressive conflict. May contain bloodless dismemberment
<input type="checkbox"/> <b>Intense Violence</b> Graphic and realistic-looking depictions of physical conflict. May involve extreme and/or realistic blood, gore, weapons and depictions of human injury and death	<input type="checkbox"/> <b>Simulated Gambling</b> Character(s) gamble without betting or wagering real cash or currency	<input type="checkbox"/> <b>Violence References</b> References to violent acts

## TECHNICAL SPECIFICATION

### SOFTWARE USED

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Adobe Premiere Pro            | <input type="checkbox"/> Adobe After Effects    | <input type="checkbox"/> Audacity                   |
| <input type="checkbox"/> Adobe Dreamweaver             | <input type="checkbox"/> Adobe Soundbooth       | <input type="checkbox"/> Adobe Flash Professional   |
| <input type="checkbox"/> Autodesk Maya                 | <input type="checkbox"/> Adobe Illustrator      | <input type="checkbox"/> Adobe Photoshop            |
| <input type="checkbox"/> Autodesk 3DS Max              | <input type="checkbox"/> <b>Box 2D</b>          | <input type="checkbox"/> Camtasia                   |
| <input type="checkbox"/> Cryengine                     | <input type="checkbox"/> CrazyBump              | <input type="checkbox"/> Frapps                     |
| <input type="checkbox"/> Google Sketchup               | <input type="checkbox"/> Microsoft Office Visio | <input type="checkbox"/> Microsoft Visual Studio    |
| <input type="checkbox"/> Motion Analysis               | <input type="checkbox"/> NeverWinter Nights     | <input type="checkbox"/> Pro Motion                 |
| <input type="checkbox"/> Protools                      | <input type="checkbox"/> Source Engine          | <input type="checkbox"/> SEPY ActionScript Editor   |
| <input type="checkbox"/> Terragen                      | <input type="checkbox"/> Unity                  | <input type="checkbox"/> Unreal Tournament 3 Engine |
| <input type="checkbox"/> Unreal Tournament 2004 Engine | <input type="checkbox"/> Unreal Development Kit | <input type="checkbox"/> XBCD                       |
| <input type="checkbox"/> WOTgreal                      | <input type="checkbox"/> ZBrush                 |   |

**Other:** (Please list other key software/plugin-ins that played a key role in the project results. Ie: Angry Ant, Away 3D, WCK, Tweener etc..)

## SOUND SOURCE

<b>5 Alarm Music</b>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> – Optional: please provide track number(s):
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Other (please specify):

## INSTALL / SETUP INSTRUCTIONS

Include detailed instructions on installation or setup for your project, including any required external elements. This should match or be cut and paste from the required 'Read Me' document.

...enter instructions here ....

## SYSTEM REQUIREMENTS / RECOMMENDATIONS

...enter instructions here ....

## SYNOPSIS / PROJECT DESCRIPTION (50 words max, complete sentences, no point form)

*Example: This project is a trailer for a game that takes place in the Amazon forest. Targeted at educating children, the user plays through the perspective of a bear or his possum sidekick who must struggle against Man to survive their ordeal.*

Enter Synopsis / Project Description here.....

## VISIONARY PROCESS

**Where did your inspiration come from?**

....enter your answer here...

**What problems or struggles did you come across during the creation of this project and how did you solve them?**

...enter your answer here...

**What do you want your audience to know about the making of this project?**

...enter your answer here...

## APPENDIX

### GAME TRAILER FORMAT REQUIREMENTS

#### Standard Definition

Compression:	QuickTime Motion JPEG-A
Frame Rate:	24p OR 29.97
Quality:	Best
Audio:	Stereo (LTRT)
Dimensions:	
4:3 / 4:3 Letterboxed:	720 x 480
16:9 / 16:9 Letterboxed:	853 x 480

### MANDATORY SLATING REQUIREMENTS

#### VFS

All video work supplied must have a five-second introduction slating of "Vancouver Film School Presents" and a five-second VFS copyright slate at the end of your film. These slates cannot be altered in any way and must be downloaded from: <https://drive.google.com/file/d/1PSskV3pmqayjLew1nDcVRyOke-HORGsi/view?usp=sharing>

#### 5Alarm Music

Due to special licensing agreements with 5Alarm Music additional slate any project that utilized 5Alarm Music Clips must be added as part of the end credits and appear for minimum 3 seconds on screen. 5Alarm Music end credit slate cannot be altered in any way and must be downloaded from: [https://drive.google.com/file/d/1O4KBtVnxx-o7irmzCxMX7IUUpM\\_vizcL/view?usp=sharing](https://drive.google.com/file/d/1O4KBtVnxx-o7irmzCxMX7IUUpM_vizcL/view?usp=sharing)

#### CUSTOM TITLING

It is permissible for the introduction slate of the supplied work to be replaced with custom titling, provided the VFS brand guidelines are completely adhered to. The VFS brand guidelines are available at: [http://www.myvfs.com/docs/vfs\\_branding\\_guidelines.pdf](http://www.myvfs.com/docs/vfs_branding_guidelines.pdf)

Students are not permitted to make use of the VFS logo in their custom titles. Students are permitted to place their own "Vancouver Film School Presents" titling in a clear, readable font, no smaller than 16 points on Standard Definition and no smaller than 24 points on High Definition.

#### CREDITING

All crediting found within a student's work is expected to meet a minimum level of professionalism with the full understanding that the work is expected to be on par with current industry expectations. As such:

1. All credits must be exclusive to the individuals or companies who were actively involved in the production of the project (ie. those individuals listed as contributors on this form).
2. Thanking valuable non-contributors to the project such as mentors, teachers, and advisors is permitted, but these thank you messages must be listed in a manner that properly reflects their roles within the project. In no way should these individuals or companies be listed in a manner to suggest that they worked on the project directly.
3. Under no circumstances may any personal information be included in the credit and thank-you areas of your work. This includes contact information, such as phone numbers, addresses, URLs, or email addresses, and similar information on any personal contacts such as family and friends.
4. Under no circumstances may any third party logos be included in the credits including those companies actively involved in the production of the project. These companies may be listed as contributors as per the normal crediting roles.

## GUIDELINES AND DESCRIPTION OF STUDENT PRODUCTION LEGAL DOCUMENTS

The legal process is an important and often overlooked aspect of film and video production. Almost every aspect of the production process presents legal issues, including the rights and entitlements of stakeholders and contributors, issues relating to ownership and exploitation of the film/video and various underlying rights, and management of legal and business risks and liabilities. Failure to effectively deal with those issues can jeopardize the success of the production.

As part of the student film/video production process, student producers are required to have standard form agreements signed by all project stakeholders and contributors. The following is an overview of the documents.

**1. List of Contributors/Performers:** The following table is for listing the names of any group or individual that contributed to the creation of the film/video/project. This includes other students who may have provided assets or talent. Please note that this table must be completed, but is intended only as a compilation of names and an outline of duties. All relevant releases and forms are still required.

**2. Performer Release Form:** This agreement is signed by each performer. It confirms the performer's consent to participate in the film/video/project for no compensation.

**3. License to Use Musical Work for Student Film Project:** This agreement is signed by the owner of a pre-existing musical work that is used in the soundtrack of a film/video/project. It confirms the owner's consent to the use of the musical work in the film/video/project, and specifies the required credit. This is not required for VFS globally licensed material such as the 5 Alarm Music library. There is one agreement for use when the Musical Work is being requested from a company, and another form if an individual is the owner of the music.

**4. License to Use Video Work for Student Sound Track Project:** This agreement is signed by the owner of a pre-existing video work that is used for a student soundtrack project. It confirms the owner's consent to the use of the video work in the project, and specifies the required credit.

**5. Parent/Guardian Authorization Agreement:** This agreement is signed by the parent or guardian of a performer or contributor that is a minor (under 18 years of age in British Columbia). It confirms the parent/guardian's consent to the applicable agreement (performer or contributor) signed by the minor. It is required because under B.C. law, certain contracts signed by a minor may not be enforceable.

**6. Location Release:** This agreement is signed by a property owner or their authorized representative to confirm consent to the use of a specific film/video/project location.

**VFS reserves the right to use and distribute any student work produced. Students may use any production in which they have a credit for self-promotion, festivals, concept presentations, and any non-profit application the production may have. VFS encourages students to show their work and we actively seek opportunities such as festivals and other forms of distribution to promote our graduates.**

**No fictitious student production companies are allowed to appear in any credits or titles on film/video/projects, or in film festival packages.**

Please only indicate the people or companies who contributed creative content, not faculty or mentors who participated in an advisory role. Please list their class number or company name.

- VFS Internal Student or Staff Contributors** *(VFS students or staff who have directly contributed to the project)*

01/02/10



**EXTERNAL CONTRIBUTORS** *(Outside individuals, groups, or companies that have directly contributed to the project)*

[illegible]

## INTELLECTUAL PROPERTY

Have you obtained ALL of the relevant releases for this project?

☐ YES

☐ NO *(Please specify missing releases and explain why it was not obtained.)*

**\*\* IMPORTANT NOTE:** You will not be penalized for not obtaining all releases. However, missing releases will leave you and your project exposed to potential legal complications. Therefore, it is extremely important to give as much information as possible for missing releases. This is to protect you and your project. \*\*

-- enter reason here --

Example: I was unable to obtain permission to use the (Stealth Man) character to create the (Stealth Boy) character, because (Marv-C Comics) would not return my phone calls.