

## NZCS Awards media submission form

**Use this form if you are submitting physical media, otherwise complete your submission form online as you upload your files.**

1. Download and complete this form on your computer using Acrobat Reader.
2. Rename your media file to begin with your entry/invoice number.
3. Label your HDD or USB with the entry/invoice numbers(s).
4. Provide a self-addressed prepaid courier envelope for the return of your physical media.
5. Print out the completed form and send with your media package and return envelope to:

Department of Post  
19 Newton Road  
Auckland 1010

**Note:** If you have an encrypted DCP file you will need to provide a separate publicity clip and a key. Please email [support@departmentofpost.com](mailto:support@departmentofpost.com) to arrange DCP keys.

For more information see the online media submission guide.

**Registration invoice no**

**Your name**

**Entry title**

**Category entered**

**Release month and year**

**First release channel**

**Original aspect ratio**

**Main camera and lenses used**

**TC in for 60 sec publicity clip**

 

**Description of clip sequence**

**Media type**

**Notes for judges**

Include a description of any parts of the work that are not your own, CGI components, and any notes for judges.

*By submitting this form you agree to abide by the terms of the NZCS Awards and declare that you are the author of the photographic work submitted.*