



Oklahomafilm.org and This Week in Film & Music
A guide to listing your events with the Oklahoma Film and Music Office

The Oklahoma Film & Music Office (OF&MO) is charged with the important duty of promoting film and music events in the state of Oklahoma. Parties interested in having their events included on the website should follow the instructions below. Items submitted for the website will be considered for OF&MO's weekly e-newsletter, *This Week in Film & Music*.

All submissions should be sent to Erica.Laub@TravelOK.com. As much lead-time as possible is appreciated, and at least one week lead time is required in order to be considered for *This Week in Film & Music*.

Note: *The Oklahoma Film and Music Office works hard to promote as many events as possible each week, however, there are multiple factors that must be considered when choosing what we post on our website or send to our contacts. We reserve the right to decide which events are featured on each platform, and ask that you not become discouraged if your event is not featured the first time you notify us. We appreciate your understanding.*

Music Events

Music events include, but are not limited to the following: **concerts, performances, auditions, showcases, workshops, panels, competitions, etc.** We focus on performances by Oklahomans, but we also include regionally or nationally touring events that are held at Oklahoma-owned venues or where an Oklahoma musician is an opening act. The OF&MO will post the event on the site providing the following conditions are met:

1. All pertinent information has been provided, via email, in a clear and concise manner. This includes the following information:
 - Title of Event
 - Type of event (see above)
 - Date (or dates if event is ongoing, such as a festival or a call for performers)
 - Time (Please include time tickets go on sale, time doors open, time show begins)
 - Location (name of venue *and* street address)

- Event Description (stated briefly and clearly 50 words or less—this should include genre of music, name of town where band was formed and information about what audience can expect from the show.)
- Cost (Ticket price, cover charge, etc.)
- Age to enter (all ages, 18+, 21+, etc.)
- Website, email address or phone number to contact for more information.

Feel free to submit promotional materials about the musicians or the event. This could include a recent article, a review or a bio. This helps OF&MO staff and interns learn more about local musicians, thus helping us promote your event effectively.

Film Events

Film events include, but are not limited to the following: **screenings, workshops, crew calls, cast calls and auditions, film, video and screenwriting competitions, lectures, calls for submission, etc.** The OF&MO will post the event on the site providing the following conditions are met:

1. All pertinent information has been provided, via email, in a clear and concise manner. This includes the following information:
 - Title of Event
 - Type of event (see above)
 - Date (or dates if event is ongoing, such as a crew call or a festival call for entry)
 - Time
 - Location (name of venue *and* street address)
 - Event Description (stated briefly and clearly 50 words or less—for films this should include as much of the following information as possible, where applicable: director, year, principal cast, run time, rating, country, format, etc.)
 - Cost (Ticket price, entry fee, submission fee, etc.)
 - Website, email address or phone number to contact for more information
2. We do not cover live theatre performances, plays, live musical theatre, or auditions for these types of programs. We also do not cover pageants or beauty contests. These fall outside the scope of the function our office performs.

Film Festivals

Festivals are a slightly different brand of film event and warrant a few extra notes. OF&MO works with film festivals in Oklahoma with promotion of the festival as a whole. The idea that the festival is made up of more events than just one screening is important to us. OF&MO will not blast information about individual screenings, filmmakers or events in conjunction with a festival but rather the festival in its entirety. The OF&MO will promote the following:

- **Call for Entries:** As long as all the information has been provided, OF&MO will promote the open and close of the call for entries.
- **Call for Volunteers:** OF&MO will post a call for volunteers upon request.
- **Festival Events:** OF&MO will consider the festival for an email blast to all members of the email list at a date arrived at by festival director and OF&MO. This email blast should be a concise listing of festival events (screenings, workshops, panels, lectures, networking opportunities, parties, etc.) It can include brief (one-line) descriptions of films and events. This document should include information regarding ticket or badge purchase price and other pertinent info. The document should contain a live website and email link back to the festival for complete listings. OF&MO reserves the right to edit this document before sending.

Festivals require long-term promotional planning. It is a good idea to work with the office to develop a strategic promotional plan with established dates for releases and blasts.

Other Website Postings

OF&MO also posts newsroom articles, casting and crew calls, internship and job opportunities, and links to film and music industry resources.

Inclusion in OF&MO's weekly e-newsletter, *This Week in Film & Music (TWIFM)*

The decision to include events in *TWIFM* is at the discretion of the OF&MO staff, but is not arbitrary. *TWIFM* is comprised of events that represent a wide swath of events, both in terms of genre and geography. OF&MO includes events based on these criteria, and also based upon previous inclusion on *TWIFM*. The newsletter is often drafted up to a week in advance, so supplying information to the office as early as possible will increase the likelihood of making the list.

The Oklahoma Film & Music Office reserves the right to deny requests for listings in any of the categories previously discussed for reasons of content or description. Event and event details must be appropriate for the OF&MO website. As a state agency, OF&MO is required to exercise discretion when promoting events to only include those events that are not considered risqué or controversial. **Inappropriate language, overtly sexual themes and/or language or overtones that could be considered degrading or pejorative to any segment of the population will not be promoted on the OF&MO website or in the weekly e-newsletter.** Our intent is not to censor, but as a state agency, we must exercise caution where items of questionable content are concerned. If you have any questions about this policy, or how we arrive at these decisions, please contact the office.

OF&MO also reserves the right to edit for space, content, or clarity concerns. When providing information, err on the side of brevity to ensure that we don't cut the one thing you wanted us to include!

A note about formatting: Many organizations provide information in an existing format that covers a broad range of topics sent to a larger mailing list. OF&MO does not recognize this as a request for a listing. You must send your request to us containing the specifics spelled out earlier in this document. Please send your e-mail to Erica.Laub@TravelOK.com with the subject line reading **“Website Posting Request.”** Due to the volume of requests we receive, it will help ensure your event’s inclusion if the details are delivered in a clear and concise manner. Please take a moment to ensure that all information provided is correct, complete and as clear as possible.

If you have any questions about submitting items, please contact the office. Our mission, goal and passion is to promote film and music events in the state of Oklahoma. We are here to work with you any way we can, and look forward to helping you promote your events!

Questions?

Contact:

Erica Laub

Administrative Assistant

Oklahoma Film & Music Office

Erica.Laub@TravelOK.com

(405) 230-8440

(800) 766-3456