

In the event your film's selected to screen at the Houston Cinema Arts Festival, it will need to go through a clearance process with one of our Tongal producers to make sure it has all the proper releases (music, talent, location, etc.) to be screened. Below is a questionnaire designed to help you to determine which releases you really need for your short film. Please download the zip file as well so you have all the documents you need, or click on the links below. If you have any questions, please reach out to us at info@tongal.com.

1. **Does your film feature music?** If so, you will need to provide a [Music Cue Sheet](#) that lists each music track in your film. Here's a helpful [blog](#) on how to fill one out! If **your music is original**, you will also need to provide a [Music Release](#) for each original track, signed by the artist. If **your music was purchased**, you will need to provide a proof of purchase and license for each musical track featured in your film. License information can usually be found on your proof of purchase or in the license section of your music provider's website. Pay special attention to the license details and make sure that you are covered for the type (Broadcast, theatrical, etc.) and length (1 year, in perpetuity, etc.) of usage.
2. **Does your film feature external footage?** If your film uses footage from a 3rd party (friend, stock library, etc.) you will need to get a photo release form or license for that footage. A photo release form will work for most instances, and if you purchased the footage from a stock library, pay special attention to the license details. You will want to have universal rights to the footage make sure that you are covered for the type (Broadcast, theatrical, etc.) and length (1 year, in perpetuity, etc.) of usage. **Obviously, footage from the NASA archives is already cleared and does not require documentation.**
3. **Was your video filmed in a physical location(s)?** If so, you will need to provide a [Location Release](#) for each individual location featured in the film. This does not apply to separate rooms or areas within the same property, but every individual property must feature a separate location release. For locations that appear in the NASA footage itself, no need to get these signed. Who would be the location manager to space, anyway?
4. **Does your film have people or actors in it?** If so, you will need a signed [Talent Release](#) for every person that is seen in the video. This also includes voice actors too. If the person is from NASA footage, you will not need a release for them.

5. **Does your film have pictures or photographs in it?** For still images that appear in your film (i.e. family photos, documentary images not from the NASA archives), you will need a [Picture Release](#) for the picture itself and then a [Talent Release](#) from the subject of the picture. If these images are from NASA, you may disregard.

6. **Does your film feature logos or brand images?** If so, please blur or obscure any unauthorized use of brands or logos so they are not discernible to the viewer. Use of the NASA logo is ok as long as it's used in a positive context.