

OSC SUBMISSION TO-DO LIST

To complete your OSC submission, you will need to do the following:

- ✓ Complete an Official Screen Credits form (OSC) at <http://submissions.oscars.org>. (The form must be generated online and is not downloadable.) To confirm the film's Awards eligibility, you will be asked specific information about the picture's Los Angeles County release.
- ✓ Print, sign and scan a copy of your finalized OSC form.
- ✓ Use the provided Dropbox link to send a scanned PDF of your OSC form to the Submissions office.
- ✓ Use the provided Dropbox link to send a scanned copy of the film's **opening or main-on-end credits**. Typically these include production and releasing companies and principal cast and crew, such as director and producer.
- ✓ Use the provided Dropbox link to send a scanned copy of the film's **end credits**. Typically these include the complete cast and the remaining crew. (It is important that we receive all credits for the film. Ideally the OSC form and the opening and end credits should be sent at the same time. If you have issues locating or scanning your credits, please let us know prior to submitting.)
- ✓ If you were unable to enter final booking and screening times on your OSC form (e.g., you entered TBD for the Los Angeles County release date), contact the Submissions office with this information no later **than December 15, 2017**.

Please be aware that to be considered for a Music Award (Original Score and Original Song), the composer must register at submissions.oscars.org and complete a separate online submission. **All Music submissions, including those for documentary features, require both a Music submission by the composer AND a corresponding OSC, completed by the producer or distributor.**