

## How to submit media files for the 2017 SSMT awards

### **AUDIO FILES:** Please send in mp3 format.

- 1) BY EMAIL: (for small files <5Mb), send as an attachment to: [entries@sandfordawards.org.uk](mailto:entries@sandfordawards.org.uk)
- 2) ONLINE TRANSFER: (for larger files) Send the file via **WeTransfer** ([www.wetransfer.com](http://www.wetransfer.com)) to [entries@sandfordawards.org.uk](mailto:entries@sandfordawards.org.uk)
- 3) POST: Send a labelled USB stick with the mp3 file(s) to the SSMT office address below.

### **VIDEO FILES:** Please send us a low bit-rate copy for now. (We find 1-2 Mb/s for H264/mp4 files is usually fine). If your programme is shortlisted, we'll ask for a high quality HD copy later.

- 1) VIDEO SHARING SITE: (Vimeo / YouTube etc) If your entry is already online - simply send us a web-link (and password if required) that we can share with our judges.  
**PLEASE NOTE: If your programme is on a rights protected site such as BBC iPlayer or All4 – we'll need you to send us a digital file, as these sites typically remove programmes after 30 days and our judges won't be able to access them in the period required.**
- 2) ONLINE TRANSFER: For files up to a maximum of 1Gb in size – send them to [entries@sandfordawards.org.uk](mailto:entries@sandfordawards.org.uk) via [www.wetransfer.com](http://www.wetransfer.com)
- 3) POST: If your file is over 1Gb in size, send it on a labelled USB stick to the office address below.

If you have any queries, please contact Colette Cunningham, Awards Administrator, The Sandford St Martin Trust, Room 202, Church House, Great Smith Street, London, SW1P 3AZ

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