

# Surrey Border Movie Makers

Members' Handbook 2025-26

## Contents

1 About the Club .....	2
1.1 What does the Club do?.....	2
1.2 What are the benefits of becoming a Member of Surrey Border Movie Makers? .....	2
1.3 What is the Membership period and how much does it cost? .....	4
2 The Club and You .....	4
2.1 What does Surrey Border Movie Makers require from its Members? .....	4
2.2 What happens if I leave the Club? .....	4
3 Showing Films at The Club.....	5
3.1 How does the Club view films? .....	5
3.2 How do I get my film shown? .....	5
3.3 What does it mean if my film is archived? .....	5
3.4 Who owns the copyright to my film? .....	5
3.5 What about material in my films for which I have not obtained permission? .....	6
3.6 To which technical format should my film comply? .....	6
4 What happens to the information I supply? .....	7
4.1 Personal Details .....	7
4.2 Electronic Upload of Videos .....	7

Welcome to Surrey Border Movie Makers.

This handbook should provide you with useful information about the Club and its activities. We look forward to you contributing towards helping grow the Club and creating an even greater diversity of talents.

Thank you for being a Member!

Clickable links in blue and underlined.

(V7g) January 2025

# 1 About the Club

## 1.1 What does the Club do?

We are an eclectic group of enthusiasts, who meet monthly, either face to face, or occasionally via Zoom.

- We enjoy making and watching our own videos, as well as viewing the works of others. Our meeting room in St Joan's Centre in Farnham contains an excellent projection and sound system, ensuring that videos can be showcased to their full potential, and the large venue also makes it ideal for chatting together and sharing ideas.
- We can offer help and support to Members wanting to further their abilities, as we have access to high quality video making equipment, as well as a diverse range of talent within the Club.
- Our Members have won awards and recognition for their work from other video Clubs, as well as achieving success in UK regional IAC (The Film and Video Institute) competitions. We have also received awards at BIAFF (British International Amateur Film Festival), which is the largest film festival for non-professional film and video makers in the UK.
- SBMM regularly communicate with other Clubs around the country via zoom, and have hosted, judged, and directly participated in many external video competitions. We are an easy going, relaxed, and friendly Club with a wide range of abilities.

## 1.2 What are the benefits of becoming a Member of Surrey Border Movie Makers?

Being a member of Surrey Border Movie Makers carries with it a wide range of benefits.

- We regularly run [Competitions and Challenges](#), where only Club Members work can be entered and shown.
- Our biggest event is the [Annual Members Film Competition](#), usually held in December, where there are nine awards on offer! This is usually judged by outside respected film makers, and provides the opportunity to hear their independent reviews of the films.

If that has whet your appetite, check out the details of the [awards, together with the rules and requirements](#) for entry!

- We organise [Group Projects for Members](#), when teams are [challenged](#) to make a film in a specified period of time. Members can also participate in our [Club Group Films](#) that don't have any time restrictions.

- Members can easily [submit their own film](#) for consideration to be shown on our laser projection video system and see their work in cinema style wide screen, whilst listening in top quality audio. At the same time, they can elect to receive feedback on their work – we are always encouraging and constructive!
- We have a comprehensive website, which acts as a repository for Members work and Club events. It also includes a resource section containing [features on Ai](#) as well as our own [SBMM Brain](#) which contains information on a range of useful topics, such as these [handy links also featuring many Ai utilities](#) to help with making films. Whilst access to the website is public, being a Member affords the option to have your work showcased in [your own section](#).
- We frequently have expert outside speakers attend our meetings, either in person or via Zoom, and have arranged trips to outside venues, such as a photographic studio where we were shown the different effects created by varying the lighting setup and working cinema stages, with actors and sets in place, and a photographic studio ...”
- Of course, it's not all about films, we do also have [Social Events](#) for Members only such as the Summer Social and the [Christmas Lunch](#).

There's lots to do!

But if that's not enough, there is much more!

- Becoming a Member means that we will contact you via email with regular updates about Club activities and provide you with a PDF copy of our monthly publication, [Border Post](#).
- The Club also has an extensive range of video making equipment that can be used by Members when making films. This links to a [small selection](#). We also have lights, sound, and camera equipment. Plus individual Members have a wide range of their own equipment that they are often willing to share or help out with other Members projects.
- We have a very active [Public Relations Officer](#) who successfully promotes our Club events and activities in places such as local newspapers, on Facebook, and on the website.
- If you would like to have any of your videos displayed on our Club website, YouTube account, or even shown at external events, you can notify us of your wishes whenever you [submit your film](#) to us using our online electronic transfer system. The ownership and copyright of your films will be retained by the film maker, and not be transferred in any way.

## 1.3 What is the Membership period and how much does it cost?

Membership is renewed annually and covers the period from 1st March to the end of February.

Current costs (2025) are:

- £60 Family Membership (more than one person at a single address)
- £42 Single person Membership
- £12 Country Membership (+ £5 on the door)
- £15 Student Membership (in full time education and without a regular income)
- £5 per visit for Non-members

## 2 The Club and You

### 2.1 What does Surrey Border Movie Makers require from its Members?

We are a very relaxed Club, so we have very few stipulations on its Members, as explained below:

- Members will need to provide a valid email address together with relevant telephone number, postal address, and contact in the event of an emergency, in order that the Club can provide regular updates and communicate with its Members. ([See also Section 4.1 Personal details](#))
- Club events, meetings and social occasions are often photographed by various Members. Membership of Surrey Border Movie Makers automatically grants the Club your permission to use [any photographs](#) that may have been taken at Club activities or events for these purposes.
- Club equipment is available to use by Members, and all Members are required to respect Club property and premises, and not misuse or mistreat any Club equipment.

### 2.2 What happens if I leave the Club?

If you leave the Club, your details held on our file will be deleted. Any videos that you have agreed that we can display on our website (or elsewhere) will remain in place unless you have specifically asked for them to be removed.

- Any equipment belonging to the Club must be returned.

## 3 Showing Films at The Club

### 3.1 How does the Club view films?

- When at the St Joans Centre, we project films from a Windows laptop via a laser projector onto the permanently installed large screen. Stereo sound from the same source is supplied by high quality amplifier and speakers.

### 3.2 How do I get my film shown?

- All films for showing at the Club must be submitted via our [online electronic transfer system](#) from the dedicated page on the Club website. [This web page](#) includes information about additional material required together with your permission about whether the film is for a one-off event, or can be held in the Club archives.
- If you would like to have any of your videos displayed on our Club website, YouTube account, or even shown at external events, you can notify the Club of your wishes when you submit your film to us.

### 3.3 What does it mean if my film is archived?

- If you give permission for your film to be archived, you are giving permission for SBMM to screen the film at any future event (either within the Club or at presentations to other groups) and to put it (or a link to it) on the Club website.
- If you do not give this permission, the film will be shown at the event for which it was uploaded only, after which the Club deletes all copies held by the Club.
- If you later update your film and wish to replace the version the Club has in the archives, this can be done by uploading the latest version via the appropriate page on our website.

### 3.4 Who owns the copyright to my film?

- Regardless of whether your video is published on our website or elsewhere, the ownership and copyright of your films will be retained by the film maker, and not be transferred in any way.
- You retain copyright for any films you make if made by yourself or by a group of Members not formally organised by the Club.
- In the case of “Club films” – that is films made under the banner of the Club, authorised by the committee, is considered to be a ‘jointly owned copyright work’ held jointly by SBMM and the video and / or audio creator(s).
- If you are using material from Club archives (with permission), copyright is jointly held by the original copyright holders and you.

### 3.5 What about material in my films for which I have not obtained permission?

- The club does not condone the use of content for which permission has not been obtained.
- It is your responsibility to ensure you have the right to use all material in your film.

### 3.6 To which technical format should my film comply?

- The submitted video should be PAL (UK Standard) at a resolution of 1920 by 1080 pixels (HD). This is sometimes referred to as 1080p or simply 16:9
- The video should be 50 frames per second, but 25 frames per second is acceptable (although not ideal). They can also be referred to as 50p or 25p. Both of these match our VMix presentation software on the Club laptop and the Club projector.
- Other frame rates, such as 24p (cinema standard) or 30p/60p (US standard) are not recommended. These frame rates will not show your film to its best, and should be avoided.
- Note: Many smart phones and drones default to 30p or 60p frame rates. We suggest checking the settings and ensure that 50p (or 25p) are used.
- BIT Rates: To avoid making video sizes too big (or small), for 25p videos use 10Mbits average and for 50p videos use 15Mbits/sec average when rendering your output.
- 4k videos can be used, but our projection system will down-scale it to HD.
- [Here](#) for more detailed Technical Specifications

## 4 What happens to the information I supply?

### 4.1 Personal Details

- Data Protection Act 2018: The SBMM committee maintains a computerized list of each member's details for the sole purpose of conducting the Club's business.
- Members personal details are kept securely and access is only available to the Club Committee.
- Your email address (and general location) may be shared between Members, for example, for the purpose of collaborating on a project. However, it is entirely up to the individual Member to decide if they wish to share their telephone or full postal address details with others
- The committee will not share your information outside the Club without your consent.

### 4.2 Electronic Upload of Videos

When you submit your film to the Club via the online electronic transfer system, you will be asked for further details. This may include some or all of the following:

- Your name – so we know the main film-maker. This can be a person (usually a director) or a group of two or more people
- Permission (or not) to archive – see 3.3 above
- Three still images from the film (or related to the film). These may be used for any of the following:
  - On the Club website to illustrate the film and/or as a thumbnail to a link for the film on a streaming platform such as YouTube or Vimeo
  - In Border Post
  - As publicity material sent to external publications, such as local newspapers and IAC publications.

These still should be jpg or png format and 1920×1080 pixels, or they might not reproduce correctly.

- Your email address - used to validate who is submitting films.
- A synopsis or description – may be used on our website, Border Post and external publications
- A link to an online copy of the film – with your appropriate permission we will link to this from the Club website, most usually from the web page associated with the event at which it was shown. We encourage you to do this, rather than ask the Club to host as you retain complete control of the online version. If you do not provide this link, but agree the film can be archived, the Club may host the film on the SBMM YouTube page.

Submitting via the website gives the Club permission to store the relevant data as required.