SONG FOR LINCOLNSHIRE 2017 – FOLK SONG CONTEST.

TERMS AND CONDITIONS 2017

1. This award is open to UK residents only (including UK residents in the Channel Islands and the Isle of Man). Overseas entries will not be considered. The award is not open to employees, or the close relatives of employees, of the BBC, their agencies or anyone else connected with the creation or administration of this award.

2. Entries will be judged on their melody, lyrics, performance and Lincolnshire connections. The judge’s decision is final.

3. Entrants should refer to Appendix 1: Guidelines for submitting a valid Entry for full details on how to submit a valid entry to the award.

4. The deadline for receipt of entries is Friday 15th September 2017. Complete entries must be submitted by post to: Song for Lincolnshire, BBC Radio Lincolnshire, Newport, Lincoln, LN1 3XY or by email to songforlincolnshire@bbc.co.uk. This facility cannot accept any mail from carriers other than Royal Mail. Any late entries will not be accepted. In the event of a prolonged postal strike, the period for submission will be extended as appropriate. Entries delivered in person to BBC Radio Lincolnshire will also be accepted.

5. There are no restrictions on instrumentation, which may include voices, acoustic and/or electronic instruments. However the use of computer-generated sounds and backing tapes on your initial entry and on Finals Night is NOT permitted.

6. Entries must be no longer than 4 minutes in length. Longer entries may not be accepted.

7. Entrants are able to enter up to TWO songs to Song for Lincolnshire. If an Entrant should submit more than two entries, only the first two entries registered will be judged and any subsequent entries will be disregarded.

8. Entrants are not permitted to submit an entry that has previously been published on any commercial recording.

9. Entrants must warrant that their entries are original, entirely their own work and do not infringe copyright or other third party rights. The BBC reserves the right to contact Entrants to verify this. Entries must not contain defamatory, obscene, violent or any other material that would deem the entry unsuitable for broadcast by the BBC. All songs must be new, and should not have been published before. Any song found to have been previously published shall be discounted.

10. The performer(s) on each entry DO NOT have to be the composer, but must be the same performer as the one which will perform on finals night on Thursday 10th November 2016 if selected. The choice of performer is at the composer’s discretion.

11. Entries will not be returned. Entrants should keep a copy for their own records.
12. After the closing date, entries will be registered and verified by a member of BBC production team to ensure that they comply with the terms and conditions of this award. Any invalid entries will be removed from the judging process at this point (see Appendix 1).

13. Entries will undergo the following judging process:
   - Stage 1
     - A judging panel of at least 3 judges, made up of BBC staff and external contributors will listen to all entries, and will shortlist a maximum of 12 entries to go through to the finals night on Thursday 2nd November. The number of entries that are successful is at the judge’s discretion. The judges will judge songs on the 6 criteria listed in item 14. If the judging panel require any clarification in relation to an entry, the Entrant will be contacted at this stage.
   - Stage 2
     - A judging panel of at least 3 independent judges, will be present on finals night, and will judge each entry that has been shortlisted on their live performance, song, lyrics, melody and Lincolnshire connections. The judges decision is final.

14. The judges will assess each valid entry in relation to the following criteria:
   - Compositional idea
   - Originality
   - Creativity
   - Lyrics
   - Melody
   - Lincolnshire Connections.

15. The BBC's decision in the selection of winning and highly commended awardees is final. No correspondence will be entered into. Unsuccessful or disqualified applicants will not be contacted.

16. Entrants selected to perform on finals night on Thursday 2nd November will be notified by email, telephone or post by the end of October 2016. If, after reasonable attempts to contact a winner, the communication has not been acknowledged, the BBC reserves the right to offer their place to a highly commended Entrant. The details of selected Entrants will be available on the BBC Radio Lincolnshire website once a decision is made.

17. Selected entries will be performed on finals night in Lincoln on Thursday 2nd November and will be broadcast live on BBC Radio Lincolnshire (subject to technical and operational circumstances).

18. The BBC retains the right to use all of the recordings sent, and any live performances recorded as part of the award, in any of its programmes for an unlimited amount of time.
19. The winning song on finals night will receive a trophy or certificate, and will have their name on the main trophy on display at BBC Radio Lincolnshire.

20. Winning Entrants will be expected to take part in post-award publicity, if required.

21. The prize is as stated and cannot be deferred or transferred. There will be no cash alternatives.

22. Entrants supplying recordings and any subsequent live performances recorded by the BBC, grant the BBC the rights to use such entries in all media for the purposes of the award including without limitation transmission on radio and streaming on the internet and making copies or new recordings, if required. In connection with BBC's planned usage of the entries, Entrants must ensure that: a) works submitted are original b) any other musicians performing have agreed to the recording’s use for all purposes of the award. Please note professional musicians' performances on entries broadcast / streamed on the internet will be dealt with in accordance with the BBC's agreements with the Musicians' Union or under such other arrangements as normally apply.

23. The BBC will only ever use an Entrant's personal details for the purposes of administering this award and will keep them only for as long as is necessary to fulfil these purposes, and in accordance with the Data Protection Act 1998, will not publish them or provide them to anyone without permission. The names of Entrants, including winners and highly commended, will be made public. Please see the BBC Privacy Policy: bbc.co.uk/privacy

24. Entrants must comply with all of the terms and conditions of this award in order to be eligible for the prize. The BBC does not accept responsibility for ineligible, incomplete or fraudulent entries.

25. The BBC reserves the right to cancel this award at any stage.

26. Entrants are reminded that their participation in BBC competitions and awards (including being shortlisted or winning) cannot be used in commercial advertising or promotions, to attract external funding, to lobby or campaign, or to attract donations.

27. The BBC does not accept responsibility for any technical failure, malfunction or any other problem with any server, internet access system, programme software, the postal service or otherwise which may result in any entry being lost, late or not properly registered or recorded. Proof of sending is not proof of receipt.

28. Entrants will be deemed to have accepted the terms and conditions and to agree to be bound by them by submitting an entry to this award. Entries that deviate from the terms and conditions of this award will be disqualified.

29. The promoter of this award is the British Broadcasting Corporation and these terms and conditions are governed by the laws of England and Wales.
30. This award accords with BBC’s Code of Conduct for Competitions and Voting, details of which can be found in the BBC Competitions Policy: bbc.co.uk/competitioncode
APPENDIX 1: GUIDELINES FOR SUBMITTING A VALID ENTRY

We’ve put together some helpful guidelines on how to submit a valid entry to the award. Please note that any Entrant who does not comply with the terms and conditions of the award (including these guidelines) will be disqualified. If you have any questions about these guidelines or any other terms and conditions, please don’t hesitate to contact the Song for Lincolnshire team by emailing songforlincolnshire@bbc.co.uk

Each valid entry must include all of the following.

If entering by post, you should submit everything together in one envelope or parcel. If entering by email, you must submit everything in a single email. Any problems, please contact the team.

If an entrant is entering more than once, each entry must be in a separate envelope or email.

1. **A completed entry form:** Entry forms are available to download and print from bbc.co.uk/radiolincolnshire.
2. **You can also collect entry forms from BBC Radio Lincolnshire’s reception.**
   On the form you must state:
   - Contact details
   - Name of the composer and performer(s)
   - Instrumentation used.

3. **A recording of your entry,** observing that:
   - The recording must not be longer than 4 minutes in duration.
   - The recording quality will not be taken into account when shortlisting, however you must ensure it is of a good enough quality for the judges to be able to clearly hear the whole entry.
   - If entering via CD, please ensure the disc is clearly labelled with the entrant’s name and song title. If entering via email, the file should be either a WAV or MP3, and should be titled with the entrant’s name and song title.

4. **A lyric sheet.**
   - This must be an typed document, which accurately corresponds to the lyrics in the song supplied as part of the entry.
   - Inaccurate lyric sheets may lead to an entry being disqualified.
   - Entrants must ensure their lyric sheet is clearly labelled with their name and their song title.