

EXCERPT TIP SHEET

Make sure to familiarize yourself with the excerpt requirement in each of the categories to which you are submitting. If you are submitting a documentary that aired without commercial breaks, you'll have one excerpt. If your category requires an explanatory video only, you'll have one excerpt. But for most categories, you choose excerpts from a season or a series and will be required to adhere to a minimum and maximum of excerpts. The excerpt requirement for each category is listed in the category definition in the [rulebook](#).

When you get to the UPLOAD MEDIA page of your entry, you will be required to fill out the excerpt log.

First, make sure you are only submitting one video file. You must edit all your excerpts into one single file separated by a second of black.

Excerpts

Please log the exact clips included in the submission. Each clip should include a descriptor rather than just a title like "Excerpt #1"
The submission video must have a minimum of 2 excerpt(s) but no more than 5 excerpts. The total excerpt length may not exceed 20:00.

Excerpt Title/Description	Air Date	Excerpt Length
1 Enter Title/Description	Enter air date	Enter Timecode MM:SS

ADD EXCERPT

1 excerpts being submitted Total length entered 00:00

What is the point of the excerpt log?

- It's used by Sports Emmy Administration to confirm the eligibility of the excerpts submitted, and provided to judges as a helpful guide as they view the entry video and score the submission.
- The majority of Sports Emmy categories require multiple excerpts to be included on the entry video, and the excerpt log is there to list the excerpts in order and provide context.

When filling out your excerpt log, provide a brief description of each excerpt, list each excerpt's original air date, and enter the length of each excerpt. A completed excerpt log should look something like this,

Excerpts

Please log the exact clips included in the submission. Each clip should include a descriptor rather than just a title like "Excerpt #1"
The submission video must have a minimum of 2 excerpt(s) but no more than 5 excerpts. The total excerpt length may not exceed 20:00.

Excerpt Title/Description	Air Date	Excerpt Length	
1 Celtics vs. Nuggets - Buzzer Beater	03/12/2022	08:00	REMOVE
2 Knicks vs. Nets - Huge Comeback	04/12/2022	05:45	REMOVE
3 Mavs vs. Rockets - Flagrant Foul	05/12/2022	04:48	REMOVE

ADD EXCERPT

3 excerpts being submitted

Total length entered 18:33

Do provide a brief description of each excerpt. Do not simply put "Excerpt #1", "Excerpt #2" etc. in the Excerpt Title/Description space.

If you are entering an entire DOCUMENTARY or FEATURE into the Long Documentary, Short Documentary, Long Feature or Short Feature categories, you should not list multiple excerpts. You can simply put the name of your documentary or feature in the first line under Excerpt Title/Description, then enter the original Air Date, and then list the running time of your documentary or feature as it appears on your entry video.

What happens if there are commercials in my submission?

- Commercials are prohibited and must be removed
- Editing out the commercial is called a commercial delete and does not constitute internal editing
- An excerpt that begins with programming before a deleted commercial break and ends with programming after the deleted commercial break is considered one excerpt
- Dip to black between edits and **indicate commercial delete on the excerpt log**

And just a few more things to keep in mind when completing your entry video and excerpt log,

- Excerpts are "as aired" footage.
- No sizzle reels or trailers.
- Each clip should be separated by a second of black and the submission should be edited into a single video file. Remove any commercials and indicate a Commercial Delete.
- DO NOT PUT INTERNAL SLATES between excerpts as that is grounds for disqualification.
- Make sure once you upload the video, that you manually "assign" it to your submission. You should see the name of the video file in the video file window.