

FilmOffaly - SCREENWRITING LAB – BRIEFING

INTRODUCTION & BACKGROUND

FilmOffaly is Offaly's Film Commission managed by Offaly County Council's Arts Office. It was established in 2008 as a mechanism to attract film production into Offaly and to encourage opportunities for indigenous filmmaking, employment and education within the county.

FilmOffaly would like to engage an individual/company to deliver a screenwriting course (Working title: "Screenwriting Lab") to a minimum of 10 students.

WHAT WE ARE LOOKING FOR

We are looking for a tutor(s) to devise and run a hands-on course on screenwriting over 5 weeks, at the rate of one evening session a week.

The course should take students through a comprehensive overview of the processes involved in developing their own short film scripts – from initial concept through to completion and pre-production.

The course can be a mixture of in-person and online learning. The course is expected to be held in late 2025 or early 2026, using a local venue (TBC) for the in-person elements of the course.

WHO ARE WE TARGETING? WHY?

We would like to identify and empower emerging screenwriters living and/or working in Offaly. This programme should be designed to give an insight into all aspects of screenwriting giving students the knowledge, experience and confidence to graduate with a finished script that is production-ready should they wish to develop it any further.

Students will be encouraged to submit their final script to our annual Short Film Award (usually run from January to March each year) should they wish to do so.

We are currently in receipt of funding from the EU to encourage filmmaking in the county and encourage opportunities afforded by the screen industry. The key aim is to contribute to the



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local economy and help rejuvenate communities affected by the transition from peat to renewable sources of energy.

This course is aimed at those who would describe themselves as beginners or intermediates to this subject. However, we also welcome applications from experienced writers working in different media who are interested in transitioning into screenwriting. It is not necessary for prospective students to already have a fully-fledged idea in mind, but they might find it more useful if they come with an initial concept to develop.

Criteria around Diversity, Equality and Inclusion will also be considered when short-listing writers for places. Ideally students for this course will be living and/or working in County Offaly. We would like some of this intake to come from the communities and families directly impacted by the peat closures and would actively welcome intake from this cohort.

THE SUCCESSFUL TUTOR(S)

Successful Tutor(s) will act as the project leader, and they will have responsibility for the planning, overall delivery and budget of the course. They will be working on their own initiative in consultation with FilmOffaly.

The Tutor(s) shall arrange, maintain and be solely responsible for the provision of adequate insurance cover. They must also comply with the Safety, Health & Welfare at Work Act 2005 and all relevant and associated legislation, together with GDPR compliance.

Tutor(s) will also need to be tax compliant.

THE PROPOSAL

Applicant(s) are invited to submit a detailed proposal for the structure and curriculum of this course.

By the end of this course students will graduate with a short film script of 10-15 mins in length and 1 outline/pitch for the film as a whole. In addition, they should be able to demonstrate an understanding of (but not limited to) the following:

- The demands and processes of writing in this medium
- Script elements, character development, pacing and structure
- Screenplay structure and formatting



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- Synopses, treatments, pitch decks and other supporting materials
- Outlets and opportunities in order to take scripts from completion to production.

The method of delivery for the above is up to the tutor(s) and can contain elements such as practical workshoping and one-to-one development.

It is understood that students will need to undertake homework in the form of regular writing and viewing exercises, and a plan for this would also need to be included in the proposal.

BUDGET

The budget for this course is €4,000.00.

This should be inclusive of all costs, fees, delivery, transport, expenses, and VAT. The only exception being venue hire for the classroom elements of the course, which will be arranged and paid for by FilmOffaly.

We will also require a planned budget detailing a breakdown of these costs as part of your proposal.

ASSESSMENT AND CRITERIA

This is a competitive process, and your proposal will be assessed using the following criteria;

- Proven track record of film industry knowledge and experience, specifically (but not limited to) the field of screenwriting. (Extensive experience is required) **300 marks**
- Proven track record of teaching other film courses - **200 marks**
- Compelling and informative course plans and an innovative approach to the brief, both on a standalone basis, and with reference to other competing applicants - **200 marks**
- Feasibility of the proposal with particular emphasis on submitted budget - **300 marks**

CONTRACT CONDITIONS

- The successful applicant will be required to enter into a formal contract with Offaly County Council before any work commences.



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- Evidence of appropriate insurances will be required prior to project commencement, insurances must indemnify FilmOffaly/Offaly County Council and cover all course activities.
- Evidence of up-to-date tax compliance (tax clearance cert) will be required before commencement.
- All work activities must be carried out in accordance with Health and Safety Guidelines and Acts. The successful applicant will be responsible for providing a Health and Safety assessment /statement, risk assessments and Health and Safety compliance for the project
- The successful applicant will be required to provide regular updates to Offaly County Council
- Offaly County Council/FilmOffaly will not be liable for any other expenses incurred by the applicant
- Please note: Offaly County Council is subject to the Freedom of Information Act, 1997. If you provide information in the Proposal which you consider to be of a commercially sensitive nature, please clearly indicate this.
- The successful applicant will be required to ensure that any work that brings them in contact with children meets their obligations under the Children First Act 2015. They will also be required to adhere to Offaly County Council Child Protection Policy and Offaly County Council Arts Service Child Safety Statement.

SUBMISSION & PROPOSAL

Please submit the following by **Thursday 11th September at 5.00 PM**

- A cover letter
- Resume of company or individual responsible for project.
- Detailed proposal and schedule for the course
- A detailed budget
- References/ quotes from previous clients and/or mentees
- Links to recent work (if relevant)

Please email your application to Darren Lee (Film Resource Officer) dlee@offalycoco.ie - Note send as **one pdf document and keep email below 5mb** in size as our firewall rejects large



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emails. If email is going to be oversized, please contact us in advance for a link for secure upload.

All requests for clarification or further information in respect of this commission should be submitted by email to Darren at dlee@offalycoco.ie



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