WRITERSLAB 2019 | CREATING EPISODIC CONTENT FOR TV AND ONLINE PLATFORMS
Frequently Asked Questions (FAQ)

1. Do I need to pay any fees for Writerslab?

WritersLab is a fully-funded programme and there will not be any fees charged. However, due to limited places available in the programme (only a maximum of 12 participants is allowed), selected participants will be required to pay a refundable deposit of S$200 upon acceptance into the programme to ensure they are fully committed to the programme.

The deposit will be fully refunded to the participants within 30 days after the completion of the final pitch session scheduled at end of Sep 2019. In order to receive the full refund, all participants must fulfil both requirements as follows:

i. Submission of final drafts of the full pilot episode scripts and series bibles which have been graded (at least a pass grade) by the International Expert; and
ii. Minimum attendance rate of 90% for all tutorials, lectures, consultations and pitch session

In the event that any of the above has not been met, the refundable deposit will be forfeited.

2. When do I need to pay the refundable deposit of S$200?

Payment must be made via cash or cheque to LASALLE's Finance counter located at the McNally Campus, Block E, Level 2, no later than 31 May 2019.

3. Why are some participants eligible for a monthly allowance of S$800?

There will be a monthly allowance of S$800 for participants who are media freelancers* or full-time employees who are not receiving a salary during their participation in WritersLab. The intent is to offset the participant's opportunity to participate in and fully commit to WritersLab.

Here are the required documents to submit if you would like to apply for the monthly allowance:

A) FOR MEDIA FREELANCERS*

Upon acceptance into the Programme:

- You will need to submit the following:

  i. Signed copy of the Declaration Form acknowledging status as a Media Freelancer, and commitment to the Programme duration

  ii. Latest copy of your CPF Statement with contribution history

  iii. Letter of Employment with designation or contract/invoice/receipts for media projects undertaken in the last six months

**Media freelancers, defined as persons who:*
(a)Does not have a contract of service with an employer; AND (b)Operates his/her own media content service business or trade without hiring any employees; AND (c)Negotiates their terms and benefits with clients, and it is clearly stated in the contract that it is their service as an individual that is contracted as a media freelancer; AND (d)They can either operate as individuals; OR have an Accounting and Corporate Regulatory Authority of Singapore (ACRA) - registered entity that does not hire any employees.

B) FULL-TIME EMPLOYEES ON NO-PAY LEAVE

Upon acceptance into the Programme:

- You will need to submit the following:

  i. Approved No-Pay Leave Application for the prescribed period, with Company stamp and/or Company letter indicating that the employee is on no-pay leave for the prescribed period

  ii. Monthly pay slip for the prescribed period (indicating deduction of salary for no-pay leave period on the dates of the Programme)

  iii. Latest copy of the monthly pay slip prior to the commencement of the Programme

All participants are expected to have a minimum attendance rate of 90%. In the event that the participant does not meet the 90% attendance rate, the monthly allowance will be pro-rated accordingly based on the actual attendance.

4. What will happen if I am unable to submit the required deliverables i.e. the pilot episode script and/or the series bible at the end of the programme?

For participants who are unable to submit or meet the minimum pass grade for any of the required deliverables, your deposit of $200 will be forfeited (refer to Point 1).

You will also not be able to receive any Certificate of Participation at the end of the Programme.

5. Am I allowed to miss any sessions?

All participants are required to achieve a minimum attendance rate of 90% for all sessions, including tutorials, lectures, one-on-one consultations and pitch sessions.

In the event that you need to take leave due to medical, personal or work reasons, please email and submit a copy of your MC, certification or any official documents as required (eg. company's letter stating purpose of leave) to writerslab@lasalle.edu.sg within 3 days of your absence. All absence cases will be reviewed on a case-by-case basis.

6. Who will own the Intellectual Property (IP) rights of the scripts developed under WritersLab?

The IP of the scripts developed under WritersLab will reside with the respective creators. However, as WritersLab is a programme funded and organised by LASALLE and IMDA, the organisers will hold a royalty-free licence to use the content, if needed, for non-commercial purposes eg. As promotional tools by government bodies to reach out to and benefit more Singaporeans. Participants will be informed if their IP is used for such purposes.

7. Are there any content or genre restrictions on the scripts?

There are no content or genre restrictions on the scripts. However, all content would need to comply with IMDA's content guidelines found here:
https://www.imda.gov.sg/regulations-licensing-and-consultations/codes-of-practice-and-guidelines.

As a guide, the content could be relationships or thrills based, and should appeal to a local and regional audience aged 18-35 years old.

8. Can I develop scripts intended for other platforms?

Applicants are encouraged to develop content based on the scope of the project which is to create episodic content which are suitable for TV or online platforms.

9. What is the purpose of the pitch session?

The purpose of the pitch session is to allow the participants to pitch their story ideas to the appointed Platform Partner who will select up to 3 scripts for pilot episode production. The creators of the selected projects will get the chance to work alongside the Platform Partner during the production of the pilot episode.

10. How long will the pitch session be?

The entire pitch session should not take more than three hours. Each participant will be assigned a specific time-slot so you need not stay throughout the session.

Each presentation should last between 3-5 minutes and each panelist (panel will consist of one representative each from LASALLE and IMDA and at least 2-3 representatives from the Platform Partner) will be provided with a scoring rubric for assessment. The scoring rubric may take into consideration the grading/score of the final pilot script and series bible as assessed by the International Expert, amongst other relevant criterion like commercial viability, originality of script etc.

11. When will I be notified if my script has been shortlisted for production by the Platform Partner?

If your script has been shortlisted for pilot episode production, we will notify you via email within two weeks after the pitch session to follow up on the necessary administrative procedures.