

Application Guideline for J-Screen events

1. Objective:

To feature prospective Japanese filmmakers and their highly-anticipated films in Los Angeles and link them with the local industry ecosystem in alignment with awards season

2. Project Overview / Scope of Work:

The project consists of two in-person events detailed below. Both events are a tie-in with the already-existing Beyond JAPAN Filmmaker Program and will be organized through a third-party contractor under the direction of The Japan External Trade Organization Los Angeles (hereinafter "JETRO Los Angeles").

<Events Overview>

a. **Screening Event of Japan's Submission for the 2026 Oscars**

A featured screening of a Japanese film selected as Japan's submission for Best International Feature Film at the 98th Oscars, followed by an online Q&A session with the director.

- Date: Tuesday, November 18, 2025
- Venue: Academy Museum of Motion Pictures (6067 Wilshire Blvd, Los Angeles, CA 90036)
- Time: TBD
- Guests to be invited: Approximately 280 (mainly Academy members, HFPA members, guild members, awards pundits, and other industry leaders in Hollywood)

b. **Industry Panel and Networking Event, featuring Japan-related Hollywood films/TV series**

Panel discussions featuring actors and other representatives from widely acclaimed Japan-related Hollywood TV/film productions, followed by industry networking.

- Date: Wednesday, November 19, 2024
- Venue: Candela La Brea (831 S La Brea Ave, Los Angeles, CA 90036)
- Time: TBD

- Guests to be invited: Approximately 500

<Scope of Work>

c. Scope of Work

Note: The details are to be determined after discussion between JETRO Los Angeles and the contractor.

- i. Planning*– Build out effective event schedules and strategies including PR strategy that is aligned with the objective of the events detailed above and Beyond JAPAN Filmmaker program, working closely with JETRO and other related parties.

- ii. Preparation and Execution –*

- Coordinate with the venue, caterers, and AV vendors to execute the events.

Note: JETRO will contract separately with the venue to pay for the venue on basic venue/equipment and catering services.

- Secure and communicate with panel guests, moderators, translators and other necessary vendor and staff needed for the events, as well as communicating with VIPs and arranging stay and transport for the events, including paying hotel accommodation fees (3-4 nights/person) and roundtrip airfare for approximately 3 to 6 panel guests/VIPs.

- Provide on-site staffing needed for the events, including check-in and seating.

- iii. PR –*

- Invite and secure a full house of attendees for each event, by reaching out to Academy members, HFPA members, guild members, awards pundits, tastemakers, industry press and other appropriate industry experts.

- Manage all communication with invitees, including working with AMPAS to send invite to Academy Members

d. Budget

Maximum Price: \$165,000

3. Conditions for the Contractor engaged in the project

- a. Not under the circumstances of being denied participation due to unethical and/or unlawful activities by either JETRO or Ministry of Economy, Trade and Industry (METI)
- b. Has an established organizational structure and capabilities to manage and complete the project properly. Has an appropriate network, and knowledge necessary for the implementation of the project.
- c. Can adhere to JETRO's requests, as well as report to, communicate with, and consult with JETRO in an adequate manner.
- d. Has knowledge and systems/tools for handling confidential and/or personal information accordingly.
- e. Can comply with applicable laws and regulations, especially the Foreign Corrupt Practices Act and state unfair competition laws.

4. Term of contract

The term of the contract is from the contract start date through January 31, 2026.

5. Payment

In compensation for the services to be provided by Contractor to JETRO, JETRO shall pay a total amount to Contractor in Two payments. The first half payment will be made by JETRO to Contractor upon execution of this agreement and will be half the amount of the maximum possible value of the contract. The second half of the payment will be made by JETRO to Contractor upon the execution of this agreement and will be the actual value minus the first amount JETRO paid to Contractor. Contractor must submit final report to JETRO.

The deadline of submission is discussed.

6. Preparation of Application

Non-oral, telephone, or facsimile will be accepted. All costs of preparation shall be borne by the Applicants.

The proposal document or presentation submitted by the applicant should include the following:

- Project details, including cost for the events
- Implementation structure, including assigned personnel(s)

<For reference>

About JETRO

JETRO is a government organization that works to promote mutual trade and investment between Japan and the rest of the world. Originally established in 1958 to promote Japanese exports abroad, JETRO's core focus in the 21st century has shifted toward promoting foreign direct investment into Japan and helping Japanese startups and scaleups maximize their global potential.