

LEGAL DEPOSIT / DELIVERY LIST PR & ARCHIVE MATERIAL, **SHORT FILMS & DOCUMENTARIES MINOR COPRODUCTION**

The producer must provide the following materials at least 1 month before the international premiere.

CHECK	MATERIALS FOR BILLEDARKIVET / THE STILLS ARCHIVE	UPLOAD
	6 stills Stills from the movie. Min. 3500 pixels on the shortest side in tiff format.	UDP / FTP server: udp.dfi.dk Port: 990 Username: udp_pligtaflevering Code: 4v3ng3rs Transfer via FTP must be done with implicit FTP over TLS. Mail to: billedarkiv@dfi.dk OBS! Materials can be send to: DFI Landemærket 26 1119 København K. Att.: Billedarkiv
	Portrait of the director Min. 3500 pixels in tiff format. Max. 3 years old.	
	Portrait of the producer Min. 3500 pixels in tiff format. Max. 3 years old	
	Director's comments on the film In Danish and English max. 500-700 characters in Word.	
	Synopsis In Danish and English max. 500-700 characters in Word.	
	Director's biography and filmography In Danish and English in Word.	
	Producer's biography and filmography In Danish and English in Word.	
	Dialogue list with time codes In Danish and English in Word.	
	Final draft In Danish and English in Word.	
	Press book – if produced In Danish and English in PDF.	
	Music cue sheet In Word or Excel.	
	Credits (front and end credits) Final credits with billing block in Word incl. running time and international sales agent.	
	ISAN The film's ISAN number.	
	Poster Ready to be published, size 70 x 100 cm.	
	4 posters Final version and 4 teasers of each manufactured motive – if produced.	
	Link to the film. With subtitles in Danish or English.	
CHECK	MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE	UPLOAD
	Digital master QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. Without subtitles. REMEMBER to add DFI sign at the beginning and end of the film. 24fps or 25fps. As a minimum, audio format must contain stereo tracks. In case of multiple audio tracks, stereo tracks must come first.	UDP / FTP server: udp.dfi.dk Port: 990 Username: udp_pligtaflevering

	DCP unencrypted With Danish subtitles if other languages than Danish are spoken. 24fps or 25fps. REMEMBER to add DFI sign at the beginning and end of the film.	Code: 4v3ng3rs
	Finalmix All ready-made soundtracks which are not found on the ProRes master. Including M+E sound. To be delivered as *.wav files - 24bit 48kHz.	Transfer via FTP must be done with implicit FTP over TLS.
	PAC-files Subtitles in Danish if other languages than Danish are spoken. Please submit other PAC-files than Danish if produced.	
	PAC-file fulltext – if the film is shown in a cinema Subtitles in Danish for the hearing impaired.	Mail to: pligtaflevering@dfi.dk
	Trailers in Danish and English – if produced QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps.	OBS! Hard discs can be send to:
	EPK (Electronic Press Kit) – if produced QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps.	DFI / Filmarkivet Naverland 13 2600 Glostrup Att.: Pligtaflevering
	Digital master with Danish subtitles - if produced QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. With Danish subtitles if other languages than Danish are spoken. 24fps or 25fps. As a minimum, audio format must contain stereo tracks. In case of multiple audio tracks, stereo tracks must come first.	

Funding will be paid when the deliveries are received and approved by Billedarkivet (The Stills Archive) and Filmarkivet (The Film Archive).

NOTES TO THE DELIVERY LIST:

Stills used for press release about the funding of the film.

TIFF format international standard format of the highest quality.

Press text used for promotion.

Dialogue lists used for festival purposes for subtitles in other languages and to ensure that the dialogue of the film is preserved.

Music cue sheet used for financial settlement when the film is shown and important in connection with management of rights.

Credit list with billing block to ensure accuracy of the film's metadata and to be used for the fact sheet on dfi.dk.

Billing Block is a list of the order in which credits are presented.

ISAN number so that the film can be uniquely identified and rights cleared.

Printed poster to be used when the film is screened at Cinemateket and to ensure documentation of the film.

Synopsis and other information about the film in Word to be used by DFI for internal databases and fact sheet.

DFI signs must be shown for 5 seconds incl. 1 second's fade up and 1 second's fade down.

Digital Master is for preservation and will together with PAC files cover the need for distribution and other formats (DCP, VOD, Blu-Ray etc.)

Finalmix to ensure that the soundtracks are preserved and to ensure alternative versions of the film in other languages.

PAC files are subtitles with time codes which are synonymous to the time codes on the digital master and the dialogue lists.

DCP is for public screening including screening at Cinemateket. A DCP is also part of the preservation package.