

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

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

**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. If the film has received production support after 1/7 2016, a version with DK subtitles (full text) must also be provided, if the movie is shown in a cinema.