

LEGAL DEPOSIT / DELIVERY LIST PR AND ARCHIVE MATERIALS, **SHORT AND DOCUMENTARY FILMS**, COMMISSIONER SCHEME

Upload via UDP-server:

1. Go to the address: <https://udp.dfi.dk/workflow/logonAnonymous.do?form=Pligtafleveren>
2. Fill in the fields and press upload files
3. You can now select and install the File Catalyst client running in the back (the same benefits of speed and download resume and it does not require java) or you can create a "regular" http upload, though with limited file size options
4. Select the file/files you want to upload
5. Then the material should be on its way
6. Finally, you will receive an e-mail according to your info in point two with a reference number
7. Any issues please contact Billedarkiv@dfi.dk or Pligtafleivering@dfi.dk

COMMITMENT: **DELIVERY 1**

FOR USE IN CONNECTION WITH THE DFI'S MEDIA WORK, NOTIFICATION OF SUBSIDY AWARD ETC.
Still Representative still from the film. If this is not available, the director's portrait may be used. Min. 3500 pixels on one side in tiff format.
Portrait of the director Min. 3500 pixels on one side in tiff format. Max. 3 years old.
Portrait of the producer Min. 3500 pixels on one side in tiff format. Max. 3 years old.
Press text In Danish and English, max. 500-700 characters in Word.
Director's comments on the film In Danish and English, max. 500-700 characters in Word.

The first instalment will be paid once Delivery 1 has been received and approved by Billedarkivet (The Stills Archive).

ROUGH CUT: **DELIVERY 2**

FOR USE IN CONNECTION WITH FESTIVALS, CATALOGUES, THE JOURNAL 'FILM', FACT SHEET AND THE PRESS ROOM AT DFI.DK
6 stills Stills from the film.* Min. 3500 pixels on one side in tiff format.
Synopsis of the film In Danish and English, min. 500 and max. 700 characters in Word.*
Crew list In Word.
Director's CV In Danish and English in Word.
Producer's CV In Danish and English in Word.

The second instalment will be paid once Delivery 2 has been received and approved by Billedarkivet (The Stills Archive).

***SERIES AND/OR EPISODES: SUPPLEMENTARY DELIVERY 2**

- **Main still:** For each episode – min. 3500 pixels on one side in tiff format.
- **Title and brief synopsis:** For each episode, Danish/English, max. 3 lines in Word.

FINISHED FILM: DELIVERY 3

Dialogue lists with time codes In Danish and English in Word.
Music cue sheet In Word or Excel.
Credit list Final credits with billing block in Word incl. running time.
ISAN Information about the film's ISAN number.
Poster Print ready in output format 70 x 100 cm.
Printed poster Four copies of final version. Four copies of teasers for each motive produced.
Link to the film The film in original version with subtitles in Danish if other languages than Danish are spoken.
MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE - MANDATORY
Digital master QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. Without subtitles and with Danish signs. 24 fps or 25 fps. REMEMBER to add DFI logo at the beginning and end of the film. As a minimum, audio format must contain stereo tracks. In case of multiple audio tracks, stereo tracks must come first. NB: Regarding series, deliver one ProRes file per episode.
DCP unencrypted With Danish subtitles if other languages than Danish are spoken. As well as a version with DK subtitles (full text for the hearing impaired) if the movie is distributed to cinemas. 24fps or 25fps. REMEMBER to add DFI logo at the beginning and end of the film. NB: Regarding series, deliver one DCP per episode.
Final mix All ready-made soundtracks that are not found on the ProRes master. Including M+E sound. To be delivered as * .wav files – 24 bit 48 kHz.
PAC file, Danish Subtitles in Danish if other languages than Danish are spoken. Please submit other PAC-files than Danish if produced.
PAC file, Danish / full text – if the film is distributed to cinemas Subtitles in Danish for the hearing impaired.

MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE – IF PRODUCED
<p>Trailers in Danish and English QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24 fps or 25 fps.</p>
<p>EPK (Electronic Press Kit) QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24 fps or 25 fps.</p>
<p>Digital master with Danish subtitles QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps. As a minimum, audio format must contain stereo tracks. In case of multiple audio tracks, stereo tracks must come first.</p>

The third instalment will be paid once Delivery 3 has been received and approved by Billedarkivet (The Stills Archive) and Filmarkivet (The Film Archive).

NOTES TO THE DELIVERY LIST:

Stills – will be used for press release about the funding of the film.

TIFF format – international standard format of the highest quality.

Press text – used for promotion of the film.

Dialogue lists – used for festival purposes for subtitles in other languages and to ensure that the dialogue of the film is preserved, as files can be unstable.

Music list – used for financial settlement when the film is used, and important in connection with management of rights by KODA/NCB, e.g. in connection with later broadcasting on TV.

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

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

ISAN number – ensures that the film can always be uniquely identified, and that rights can be clarified.

Printed poster – to be used when the film is screened at Cinemateket, to secure documentation of the film and that the film is preserved in accordance with the Legal Deposit Act.

Word – The DFI uses the text or parts of it in internal databases and fact sheets.

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

Digital Master – used for preservation. Together with PAC files, this master will also be able to cover many needs for distribution and other formats.

Final mix – In order to ensure that the soundtracks are preserved and to facilitate possible alternative versions of the film in other languages, we ask that the final soundtracks be submitted for preservation.

PAC files – subtitles with time codes that match the time codes on the digital master and the dialogue lists.

DCP – for public screening including screening at Cinemateket. A DCP is also a part of the preservation material. If the film has received production support after 1/7 2016, a version with DK subtitles (full text for the hearing impaired) must also be provided if the movie is distributed to cinemas.