

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.

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

MATERIALS FOR BILLEDARKIVET /THE STILLS ARCHIVE
<p>6 stills Stills from the movie. Min. 3500 pixels on the shortest side in tiff format.</p>
<p>Portrait of the director Min. 3500 pixels in tiff format. Max. 3 years old.</p>
<p>Portrait of the producer Min. 3500 pixels in tiff format. Max. 3 years old</p>
<p>Director's comments on the film In Danish and English max. 500–700 characters in Word.</p>
<p>Synopsis In Danish and English max. 500–700 characters in Word.</p>
<p>Director's biography and filmography In Danish and English in Word.</p>
<p>Producer's biography and filmography In Danish and English in Word.</p>
<p>Dialogue list with time codes In Danish and English in Word.</p>
<p>Press book – if produced In Danish and English in PDF.</p>
<p>Music cue sheet In Word or Excel.</p>
<p>Credits (front and end credits) Final credits with billing block in Word incl. running time and international sales agent.</p>
<p>ISAN The film's ISAN number.</p>
<p>Poster Ready to be published, size 70 x 100 cm.</p>
<p>4 posters Four copies of final version. For copies of teasers for each motive produced – if produced.</p>
<p>Link to the film. With subtitles in Danish or English.</p>

SERIES AND/OR EPISODES:

- **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.

MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE - MANDATORY
<p>Digital master QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. Without subtitles. 24fps or 25fps. 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.</p>
<p>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.</p>
<p>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.</p>
<p>PAC files Subtitles in Danish if other languages than Danish are spoken. Please submit other PAC files than Danish if produced.</p>
<p>PAC file full text – if the film is distributed to cinemas Subtitles in Danish for the hearing impaired.</p>
MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE – IF PRODUCED
<p>Trailers in Danish and English QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps.</p>
<p>EPK (Electronic Press Kit) QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps.</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>

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.

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 for the hearing impaired) must also be provided, if the movie is distributed to cinemas.