

## 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 FileCatalyst client running in the back or you can create a "regular" http upload, though with limited file size options
4. Select the file/files you want to upload. Subsequently you will receive an e-mail according to your info in point two with a reference number

Any issues please contact [Billedarkiv@dfi.dk](mailto:Billedarkiv@dfi.dk) or [Pligtaflevering@dfi.dk](mailto:Pligtaflevering@dfi.dk)

### COMMITMENT: **DELIVERY 1**

MATERIALS FOR BILLEDARKIVET /THE STILLS ARCHIVE
<b>Still</b> 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.
<b>Portrait of the director</b> Min. 3500 pixels on one side in tiff format. Max. 3 years old.
<b>Director's CV</b> In Danish and English in Word.
<b>Portrait of the producer</b> Min. 3500 pixels on one side in tiff format. Max. 3 years old.
<b>Producer's CV</b> In Danish and English in Word.
<b>Press text</b> In Danish and English, 500-700 characters in Word.
<b>Director's comments on the film</b> In Danish and English, 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**

MATERIALS FOR BILLEDARKIVET /THE STILLS ARCHIVE
<b>6 stills</b> Stills from the film.* Min. 3500 pixels on one side in tiff format.
<b>Synopsis of the film</b> In Danish and English, 500-700 characters 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**

<b>Dialogue lists with time codes</b> In Danish and English in Word.
<b>Music cue sheet</b> In Word or Excel.
<b>Credit list</b> Final credits with billing block in Word incl. running time.
<b>ISAN</b> Information about the film's ISAN number.
<b>Poster</b> As sent to print.
<b>Printed poster</b> Four copies of final version. Four copies of teasers for each motive produced.
<b>Link to the film</b> The film in original version with subtitles in Danish if other languages than Danish are spoken.
<b>MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE - MANDATORY</b>
<b>Digital master</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. Without subtitles and with Danish signs. 24fps or 25fps. <b>REMEMBER to add DFI logo at the beginning and end of the film.</b> As a minimum, audio format must contain stereo tracks. In case of multiple audio tracks, stereo tracks must come first. <b>NB: Regarding series, deliver one ProRes file per episode.</b>
<b>DCP unencrypted</b> 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. <b>REMEMBER to add DFI logo at the beginning and end of the film.</b> <b>NB: Regarding series, deliver one DCP per episode.</b>
<b>Final mix</b> 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.
<b>PAC file, Danish</b> Subtitles in Danish if other languages than Danish are spoken. Please submit PAC-files in other languages - <b>If produced.</b>
<b>PAC file, Danish / full text – if the film is distributed to cinemas</b> Subtitles in Danish for the hearing impaired.
<b>MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE – IF PRODUCED</b>
<b>Trailers DK and UK</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24fps or 25fps.

**EPK (Electronic Press Kit)**

QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080.  
24fps or 25fps.

**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.

**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:**

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

**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.

**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.

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

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

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

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

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

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

**Press text** – used for promotion of the film.

**Printed poster** – to be used when the film is screened at Cinemateket and to secure documentation and preservation of the film.

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

**TIFF format** – international standard format of the highest quality.

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