

LEGAL DEPOSIT / DELIVERY LIST PR & ARCHIVE MATERIAL, **FEATURE FILMS 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=Pligtafleveringen>
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 or Pligtaflevering@dfi.dk

MATERIALS FOR BILLEDARKIVET / THE STILLS ARCHIVE
6 stills Stills from the movie. Min. 3500 pixels on the shortest side in tiff format.
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 500–700 characters in Word.
International title and expected date of premiere
Synopsis In Danish and English 500–700 characters in Word.
Director's CV In Danish and English in Word.
Producer's CV In Danish and English in Word.
Dialogue list with time codes In Danish and English in Word.
Final draft / Shooting script 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 As sent to print.
Printed poster Final version and 4 teasers of each manufactured motive – If produced.
Link to the film The film in original version with subtitles in Danish or English.

MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE - MANDATORY
<p>Digital master QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. Without subtitles. 24fps or 25fps. Audio format with stereo and 5.1 (stereo track first).</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.</p>
<p>Final mix All ready-made soundtracks which are not found on the ProRes master. Including M+E sound. To be delivered as wav files – 24 bit 48 kHz.</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 DK and UK 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. Audio format with stereo and 5.1 (stereo track 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:

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 sheets on dfi.dk.

DCP – for public screening of the film, 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.

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.

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.

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

TIFF format – international standard format of the highest quality.

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