

## 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=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](mailto:Billedarkiv@dfi.dk) or [Pligtaflevering@dfi.dk](mailto:Pligtaflevering@dfi.dk)

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

<b>MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE - MANDATORY</b>
<b>Digital master</b> QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. Without subtitles. 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 which are not found on the ProRes master. Including M+E sound. To be delivered as wav files – 24 bit 48 kHz.
<b>PAC files</b> Subtitles in Danish if other languages than Danish are spoken. Please submit other PAC files than Danish - <b>If produced.</b>
<b>PAC file 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) 1920x1080. 24fps or 25fps.
<b>EPK (Electronic Press Kit)</b> QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps.
<b>Digital master with Danish subtitles</b> 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.

**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** is a list of the order in which credits are presented.

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

**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.

**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.

**Finalmix** to ensure that the soundtracks are preserved and to ensure alternative versions of the film in other languages.

**ISAN** number so that the film can be uniquely identified and rights cleared.

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

**PAC** files are subtitles with time codes which are synonymous to the time codes on the digital master and the dialogue lists.

**Press text** used for promotion.

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

**Stills** 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.