

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=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

DELIVERY 1

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

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

DELIVERY 2

| MATERIALS FOR BILLEDARKIVET /THE STILLS ARCHIVE |
|---|
| 6-8 stills Stills from the film.* Min. 3500 pixels on one side in tiff format. |
| Synopsis of the film In Danish and English, 500-700 characters in Word.* |
| Dialogue lists with time codes In Danish and English in Word. |
| Credit list Final credits with billing block in Word incl. running time. |
| Music cue sheet In Word or Excel. |
| ISAN Information about the film's ISAN number. |

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| <p>Poster As sent to print.</p> |
| <p>Printed poster Four copies of final version. Four copies of teasers for each motive produced.</p> |
| <p>MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE - MANDATORY</p> |
| <p>Digital master QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. Without subtitles and with Danish signs and credits. 24fps or 25fps. REMEMBER to add DFI logo full screen 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 and with Danish signs and credits. 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 full screen at the beginning and end of the film. NB: Regarding series, deliver one DCP per episode.</p> |
| <p>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.</p> |
| <p>PAC file, Danish Subtitles in Danish if other languages than Danish are spoken.</p> |
| <p>PAC file, Danish / full text – if the film is distributed to cinemas Subtitles in Danish for the hearing impaired.</p> |
| <p>MATERIALS FOR FILMARKIVET / THE FILM ARCHIVE – IF PRODUCED</p> |
| <p>Trailers DK and UK QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24fps or 25fps.</p> |
| <p>EPK (Electronic Press Kit) QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 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> |
| <p>PAC-files in other languages</p> |

***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.

The third instalment will be paid once Delivery 2 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.