

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

MATERIALS FOR BILLEDARKIVET /THE STILLS ARCHIVE
<b>6-8 stills</b> Stills from the movie. Min. 3500 pixels on the shortest side in tiff format.
<b>Portrait of the director</b> Min. 3500 pixels in tiff format. Max. 3 years old.
<b>Portrait of the producer</b> Min. 3500 pixels in tiff format. Max. 3 years old
<b>Director's comments on the film</b> In Danish and English 500–700 characters in Word.
<b>International title and expected date of premiere</b>
<b>Synopsis</b> In Danish and English 500–700 characters in Word.
<b>Director's CV</b> In Danish and English in Word.
<b>Producer's CV</b> In Danish and English in Word.
<b>Dialogue list with time codes</b> In Danish and English in Word.
<b>Final draft / Shooting script</b> In Danish and English in Word.
<b>Press book – If produced</b> In Danish and English in PDF.
<b>Music cue sheet</b> In Word or Excel.
<b>Credits (front and end credits)</b> Final credits with billing block in Word incl. running time and international sales agent.
<b>ISAN</b> The film's ISAN number.
<b>Poster</b> As sent to print.
<b>Printed poster</b> Final version and 4 teasers of each manufactured motive – <b>If produced.</b>

<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. Audio format with stereo and 5.1 (stereo track first).
<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>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.
<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. Audio format with stereo and 5.1 (stereo track first).
<b>Other PAC files than Danish</b>

#### **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.