

# LEGAL DEPOSIT / DELIVERY LIST PR & ARCHIVE MATERIAL, **FEATURE FILMS MINOR COPRODUCTION**

## General requirements:

The delivery will only be received and approved if ALL materials in the delivery are uploaded at the same time and according to the legal deposit lists and the technical specifications.

A delivery which is not complete delivery will be rejected and deleted and therefore it will have to be resubmitted as one delivery.

Rejected materials delay the payment of the instalments, and the payment will not take place until the delivery is correct and approved.

## Upload via UDP server:

1. Go to the address: <https://udp.dfi.dk/workflow/logonAnonymous.do?form=Pligtafleveringen>
2. Use a wired, not a wireless connection
3. Fill in the fields and press upload files
4. 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
5. 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 [Pligtaflevering@dfi.dk](mailto:Pligtaflevering@dfi.dk)

<b>BILLEDARKIVET / THE STILLS ARCHIVE</b>
<b>Main still</b> Representative still. Min. 3500 pixels on one side in tiff format, min. 300 PPI. Photographer credit in file name.
<b>6-8 stills</b> Min. 3500 pixels on one side in tiff format, min. 300 PPI. Photographer credit in file name.
<b>Portrait of the director</b> Min. 3500 pixels on one side in tiff format, min. 300 PPI. Max. 3 years old. Photographer credit in file name.
<b>International title and expected date of premiere</b>
<b>Synopsis</b> Danish and English 500-700 characters in Word.
<b>Director's CV</b> Danish and English in Word.
<b>Dialogue list with time codes – If produced</b> Danish or 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 and international sales agent.
<b>ISAN number</b>
<b>Poster</b> As sent to print.

<p><b>Printed poster</b> 4 copies of final version. 4 copies of teasers for each motive produced – <b>If produced.</b></p>
<p><b>FILMARKIVET / THE FILM ARCHIVE - MANDATORY</b></p>
<p><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).</p>
<p><b>DCP unencrypted</b> With Danish subtitles if other languages than Danish are spoken. As well as a version with Danish subtitles (full text for the hearing impaired) if the movie is distributed to cinemas. 24fps or 25fps.</p>
<p><b>Final mix</b> All ready-made soundtracks not found on the ProRes master. Including M+E sound. To be delivered as wav files – 24 bit 48 kHz.</p>
<p><b>PAC files DK</b> Subtitles in Danish if other languages than Danish are spoken.</p>
<p><b>PAC file DK full text – if the film is distributed to cinemas</b> Subtitles in Danish for the hearing impaired.</p>
<p><b>FILMARKIVET / THE FILM ARCHIVE - IF PRODUCED</b></p>
<p><b>Trailer DK and UK</b> QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps.</p>
<p><b>EPK (Electronic Press Kit)</b> QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps.</p>
<p><b>Digital master with DK subtitles</b> QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. 24fps or 25fps. Audio format with stereo and 5.1 (stereo track first).</p>
<p><b>Other PAC files than Danish</b></p>

**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 for the use of 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.

**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.

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

**TIFF format** – international standard format.

