

## **LEGAL DEPOSIT / DELIVERY LIST**

### **FEATURE FILMS MAJORITY CO-PRODUCTION**

### **COMMISSIONER SCHEME / MARKET SCHEME**

#### **General requirements:**

The deliveries will only be received and approved if ALL materials in delivery 1 and delivery 2 respectively are uploaded at the same time and according to the legal deposit lists and the technical specifications.

A delivery which is not complete 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 Media Shuttle:**

1. Go to the address: <https://dfi-pligtafleivering.mediashuttle.com>
2. Use a wired, not a wireless connection
3. In the pop-up window, agree to open the Signiant App
4. Download the Signiant App and install if you don't already have it
5. Say OK that you have installed
6. Use "Add Files" to add files and folders
7. Write your e-mail address in the "From" field, click "More" and tick off "Add a message"
8. IMPORTANT: In "Optional message" write the film title, your name, e-mail, phone number and other important messages
9. Send files by clicking "Submit"

Any issues please contact [Pligtafleivering@dfi.dk](mailto:Pligtafleivering@dfi.dk)

#### **DELIVERY 1**

<b>BILLEDARKIVET / THE STILL ARCHIVE</b>
<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>Director's CV</b> Danish in Word.
<b>Synopsis of the film</b> Danish and English 500-700 characters in Word.
<b>Crew list</b> In Word.
<b>International title</b>
<b>Date of premiere</b>

**The second instalment will be paid once Delivery 1 has been received and approved.**

## **DELIVERY 2**

<b>BILLEDARKIVET / THE STILLS ARCHIVE</b>
<b>Main still</b> Representative still. Min. 3500 pixels on one side in tiff format, min. 300 PPI. Main still and 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>Director's comments on the film</b> Danish 500-700 characters in Word.
<b>Credit list</b> Final credits with billing block in Word incl. running time of the film.
<b>Dialogue lists with time codes</b> Danish and English in Word.
<b>Music cue sheet</b> Word or Excel.
<b>ISAN number</b>
<b>Final draft/Shooting script</b> Danish in Word.
<b>Poster</b> As sent to print.
<b>Printed poster</b> 4 copies of final version, undamaged. 4 copies of teasers for each motive produced – <b>If produced</b>
<b>FILMARKIVET / THE FILM ARCHIVE - MANDATORY</b>
<b>Digital master</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. Without subtitles and with Danish signs and credits. 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 and with Danish signs and credits. As well as a version with Danish subtitles (full text for the hearing impaired) if the movie is distributed to cinemas. Containing all relevant language versions. If both 2D and 3D, then both formats. 24fps or 25fps.
<b>DCDM</b> (Digital Cinema Distribution Master) To be delivered on a disk in a folder structure of max 50,000 files with an index file.
<b>Finalmix</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.
<b>PAC file DK</b> Subtitles in Danish if other languages than Danish are spoken.
<b>PAC file DK/full text – if the film is distributed to cinemas</b> Subtitles in Danish for the hearing impaired.

<b>Audio description</b> Ready-made soundtrack DK audio description for the visually impaired. To be delivered as wav files.
<b>FILMARKIVET / THE FILM ARCHIVE - IF PRODUCED</b>
<b>Trailers XX, DK and UK</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24fps or 25fps.
<b>EPK (Electronic Press Kit)</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 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>PAC files in other languages</b>

**The third instalment will be paid once Delivery 2 has been received and approved.**

#### **NOTES TO THE DELIVERY LIST:**

**Audio description** is part of the preservation material if the film has obtained production funding after 1/5-2024.

**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 on dfi.dk.

**Crew list** may include:

Production company  
Director  
Screenplay  
Producers  
Co-production companies / Country  
Director of Photography  
Production design  
Editor  
Sound design  
Composer  
Costume design  
VFX supervisor  
Main Cast  
World sales

**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 the need 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** – (International Standard Audiovisual Number) ensures that the film always can be uniquely identified, and that rights can be clarified.

See: <https://producentrettigheder.dk/isan>

**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.