

LEGAL DEPOSIT / DELIVERY LIST PR AND ARCHIVE MATERIALS, **SHORT AND DOCUMENTARY FILMS**, COMMISSIONER 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 that is not complete will be rejected and deleted and therefore they'll 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

DELIVERY 1

BILLEDARKIVET / THE STILLS ARCHIVE
Main still * Representative still. Min. 3500 pixels on one side in tiff format, min. 300 PPI. Photographer credit in file name.
Portrait of the director Min. 3500 pixels on one side in tiff format, min. 300 PPI. Max. 3 years old. Photographer credit in file name.
Director's CV Danish in Word.
Portrait of the producer Min. 3500 pixels on one side in tiff format, min. 300 PPI. Max. 3 years old. Photographer credit in file name.
Producer's CV Danish in Word.
Crew list In Word.
Director's comments on the film Danish 500-700 characters in Word.

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

DELIVERY 2

BILLEDARKIVET / THE STILL ARCHIVE
6-8 stills * Min. 3500 pixels on one side in tiff format, min. 300 PPI. Photographer credit in file name.
Synopsis of the film * Danish and English 500-700 characters in Word.
Dialogue lists with time codes Danish and English in Word.
Credit list Final credits with billing block in Word incl. running time and international sales agent.
Music cue sheet In Word or Excel.
ISAN number One number per episode.
Poster As sent to print – If produced.
Printed poster 4 copies of final version – If produced. 4 copies of teasers for each motive produced – If produced.
FILMARKIVET / THE FILM ARCHIVE - MANDATORY
Digital master QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. Without subtitles and with Danish signs and credits. 24fps or 25fps. 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.
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. NB: Regarding series, deliver one DCP per episode.
Final mix All ready-made sound tracks not found on the ProRes master. Including M+E sound. To be delivered as wav files – 24 bit 48 kHz.
PAC file DK Subtitles in Danish if other languages than Danish are spoken.
PAC file DK/full text – if the film is distributed to cinemas Subtitles in Danish for the hearing impaired.
FILMARKIVET / THE FILM ARCHIVE – IF PRODUCED
Trailers DK and UK QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24fps or 25fps.
EPK (Electronic Press Kit) QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24fps or 25fps.
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.
PAC-files in other languages

***SERIES AND/OR EPISODES: SUPPLEMENTARY DELIVERY 2**

- **Main still and stills:** For each episode.
- **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.

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 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.

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 – 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.