

# LEGAL DEPOSIT / DELIVERY LIST PR AND ARCHIVE MATERIALS, **SHORT AND DOCUMENTARY FILMS**, COMMISSIONER SCHEME

## COMMITMENT: DELIVERY 1

CHECK	FOR USE IN CONNECTION WITH THE DFI'S MEDIA WORK, NOTIFICATION OF SUBSIDY AWARD ETC.	UPLOAD
	<b>Still</b> Representative still from the film. If this is not available, the director's portrait may be used. Min. 3500 pixels on one side in tiff format.	<b>UDP / FTP server:</b> udp.dfi.dk <b>Port:</b> 990 <b>User name:</b> udp_pligtafleivering <b>Access code:</b> 4v3ng3rs  Transfer via FTP must be done with implicit FTP over TLS.  <b>Mail to:</b> <a href="mailto:billedarkiv@dfi.dk">billedarkiv@dfi.dk</a>
	<b>Portrait of the director</b> Min. 3500 pixels on one side in tiff format. Max. 3 years old.	
	<b>Portrait of the producer</b> Min. 3500 pixels on one side in tiff format. Max. 3 years old.	
	<b>Press text</b> In Danish and English, max. 500-700 characters in Word.	
	<b>Director's comments on the film</b> In Danish and English, max. 500-700 characters in Word.	

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

## ROUGH CUT: DELIVERY 2

CHECK	FOR USE IN CONNECTION WITH FESTIVALS, CATALOGUES, THE JOURNAL 'FILM', FACT SHEET AND THE PRESS ROOM AT DFI.DK	UPLOAD
	<b>6 stills</b> Stills from the film.* Min. 3500 pixels on one side in tiff format.	<b>UDP / FTP server:</b> udp.dfi.dk <b>Port:</b> 990 <b>User name:</b> udp_pligtafleivering <b>Access code:</b> 4v3ng3rs  Transfer via FTP must be done with implicit FTP over TLS.  <b>Mail to:</b> <a href="mailto:billedarkiv@dfi.dk">billedarkiv@dfi.dk</a>
	<b>Synopsis of the film</b> In Danish and English, min. 500 and max. 700 characters in Word.*	
	<b>Crew list</b> In Word.	
	<b>Director's CV</b> In Danish and English in Word.	
	<b>Producer's CV</b> In Danish and English in Word.	

The second instalment will be paid once Delivery 2 has been received and approved by Billedarkivet (The Stills Archive).

### \*SERIALS AND/OR EPISODES: SUPPLEMENTARY DELIVERY 2

- **Main still:** For **each** serial episode – min. 3500 pixels on one side in tiff format.
- **Brief synopsis:** For **each** serial episode, Danish/English, max. 3 lines in Word.

**FINISHED FILM: DELIVERY 3**

CHECK	FOR PRESERVATION, LEGAL DEPOSIT AND CHECK OF FACT SHEET, AND FOR FESTIVALS AND KODA/NCB	UPLOAD
	<p><b>Digital master</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. Without subtitles and with Danish signs. <b>REMEMBER to add DFI logo at the beginning and end of the film.</b> 24 fps or 25 fps. As a minimum, audio format must contain stereo tracks. In case of multiple audio tracks, stereo tracks must come first.</p>	<p><b>UDP / FTP server:</b> udp.dfi.dk <b>Port:</b> 990 <b>User name:</b> udp_pligtafleivering <b>Access code:</b> 4v3ng3rs</p>
	<p><b>DCP unencrypted</b> With Danish subtitles if other languages than Danish are spoken. As well as a version with DK subtitles (full text) if the movie is shown in a cinema. 24fps or 25fps. <b>REMEMBER! DFI logo.</b></p>	<p>Transfer via FTP must be done with implicit FTP over TLS.</p>
	<p><b>Final mix</b> 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><b>Mail to:</b> <a href="mailto:pligtafleivering@dfi.dk">pligtafleivering@dfi.dk</a></p>
	<p><b>PAC file, Danish</b> Subtitles in Danish if other languages than Danish are spoken. Please submit other PAC-files than Danish if produced.</p>	<p><b>NB!</b> Hard disks to be sent to:</p>
	<p><b>PAC file, Danish / full text – if the film is shown in a cinema</b> Subtitles in Danish for the hearing impaired.</p>	<p><b>DFI / Filmarkivet</b> Naverland 13 2600 Glostrup Attn.:</p>
	<p><b>Trailers in Danish and English – if produced</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24 fps or 25 fps.</p>	<p>Pligtafleivering (Legal deposit)</p>
	<p><b>EPK (Electronic Press Kit) – if produced</b> QuickTime, Apple ProRes 4444/422(HQ) 1920 x 1080. 24 fps or 25 fps.</p>	
	<p><b>Digital master with Danish subtitles – if produced.</b> QuickTime, Apple ProRes 4444/422(HQ) 1920x1080. With Danish subtitles if other languages than Danish are spoken. 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><b>Dialogue lists with time codes</b> In Danish and English in Word.</p>	<p><b>UDP / FTP server:</b> udp.dfi.dk</p>
	<p><b>Music list</b> In Word or Excel.</p>	<p><b>Port:</b> 990</p>
	<p><b>Credit list</b> Final credits with billing block in Word incl. running time.</p>	<p><b>User name:</b> udp_pligtafleivering</p>
	<p><b>ISAN</b> Information about the film's ISAN number.</p>	<p><b>Access code:</b> 4v3ng3rs</p>
	<p><b>Poster</b> Print ready in output format 70 x 100 cm.</p>	<p>Transfer via FTP must be done with implicit FTP over TLS.</p>
	<p><b>Printed poster</b> Four copies of final version. And four copies of teasers for each motive produced – <b>if available.</b></p>	

	<p><b>Link to the film</b> The film in original version with subtitles in Danish if other languages than Danish are spoken.</p>	<p><b>Mail to:</b> <a href="mailto:billedarkiv@dfi.dk">billedarkiv@dfi.dk</a></p> <p><b>DFI</b> Landemærket 26 1119 Copenhagen K Attn.: Billedarkiv (The Stills)</p>
--	---	--

**The third instalment will be paid once Delivery 3 has been received and approved by Billedarkivet (The Stills Archive) and Filmarkivet (The Film Archive).**

## NOTES TO THE DELIVERY LIST:

**Stills** – will be used for press release about the funding of the film.

**TIFF format** – international standard format of the highest quality.

**Press text** – used for promotion of the film.

**Dialogue lists** – used for festival purposes for subtitles in other languages and to ensure that the dialogue of the film is preserved, as files can be unstable.

**Music list** – used for financial settlement when the film is used, and important in connection with management of rights by KODA/NCB, e.g. in connection with later broadcasting on TV.

**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.

**Billing Block** – a list of the order in which credits are presented.

**ISAN number** – ensures that the film can always be uniquely identified, and that rights can be clarified.

**Printed poster** – to be used when the film is screened at the Cinematheque, to secure documentation of the film and that the film is preserved in accordance with the Legal Deposit Act.

**Word** – The DFI uses the text or parts of it in internal databases and fact sheets.

**DFI signs** must be shown for 5 seconds incl. 1 second's fade up and 1 second's fade down.

**Digital Master** – used for preservation. Together with PAC files, this master will also be able to cover many needs for distribution and other formats (DCP, VOD, Blu-ray etc.).

**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.

**PAC files** – subtitles with time codes that match the time codes on the digital master and the dialogue lists.

**DCP** – for public screening including screening at the Cinematheque. 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) must also be provided if the movie is shown in a cinema.