

Dear Jean,

Thought you might want to pass the following along to your class. These are things being asked for by distributors and festivals now which I wish I'd started compiling during production and post-production.

Cheers,

Alison

DISTRIBUTOR REQUIREMENTS

I. CONTRACTS/RELEASES

- Signed License Agreement (mandatory)
 - Film Information Form (mandatory)
 - Script or Dialogue List (mandatory if the film has dialogue)
 - Music Cue Sheet: This is mandatory if there is any music in the film.
 - Copy of Copyright Registration
 - Actor Releases: Total # of Necessary Releases (___)
 - Music Contracts: Total # of Necessary Contracts (___)
 - Miscellaneous Contracts: (if applicable) Total#: (___)
 - Print Access: (if film print available) Initial here to grant distributor access to the print and/or authorization to strike a print.
 - List of Previous & Pending Sales: This is mandatory if the film has been previously sold.
 - Film Festival Appearances & Awards (past, present and future)
 - Stills (prints, slides, or digital images) and any other available press material, posters, artwork, set photos, etc...
 - Description of the Film (long and medium synopsis, etc...)
 - Approved Filmmaker biography (including what are your professional interests and goals)
- II. MASTER VIDEO SPECIFICATIONS (mandatory) Please contact distributor if you have questions or concerns about meeting any of the following requirements:

-Format: Broadcast-quality Betacam SP NTSC and DigiBeta NTSC, full screen version required. You may provide a letterboxed version if distributor waives the full screen requirement. Please also provide a PAL version, if available.

-Subtitles: You must provide both a subtitled and non-subtitled version if film is not an English-dialogue film.

-Video: 60 seconds of bars and tone followed by 30 seconds of black. Picture start at even time code hour.

-Non-drop frame time code preferred.

-Audio:

Channel 1, Stereo Mix

Channel 2, Stereo Mix

Channel 3, Dialogue

Channel 4, Music and Effects

-Labeling:

Label Master tape and case with the following information:

Program Title, Director

Date, Running Time

Audio

Ch. 1 _____

Ch. 2 _____

Ch. 3 _____

Ch. 4 _____

VIDEO FRAMING:

☐ FULL ☐ PAN & SCAN

☐ Letterboxed 2.35 ☐ Letterboxed 1.85 ☐ Letterboxed 16X9

FESTIVAL REQUIREMENTS (from Short Shorts Film Festival)

TECHNICAL DATA

I. Original data (refers only to how film was shot)

A. Original Format (on which film was shot)

Please check one:

___16mm

___35 mm

___super 35mm

___Digital Beta (Check format: ☐ PAL/ ☐ NTSC/ ☐ SECAM)

___Beta-cam_ (Check format: ☐ PAL/ ☐ NTSC/ ☐ SECAM)

___Digital Video (Check format: ___PAL/___NTSC/___SECAM)

(Check one: ___High Definition / ___Standard Definition)

☐ Other _____

B. Original Aspect ratio (on which film was shot)

Please check one:

☐ 1:1.33
☐ 1:1.37
☐ 1:1.66
☐ 1:1.78
☐ 1:1.85
☐ 1:2.35
☐ Other: _____

C. Original Color

Please check one:

☐ Color
☐ Black & White
☐ Color AND Black & White

D. Original Sound

Please check one:

☐ Dolby (circle type: SR/D SR A Other _____)
☐ DTS
☐ SDDS
☐ Mono
☐ Stereo (☐ LR or ☐ LT/RT)
☐ Silent
☐ Other _____

II. Transfer data (refers to the beta sp or digibeta master you are loaning to the Festival)

Please be reminded:

- We accept NTSC tapes only.
- We do not accept squeezed images.

A. Transfer Format

Please check one:

☐ NTSC Digital Beta
☐ NTSC Beta-cam

B. Transfer Aspect ratio (remember, NO SQUEEZED FRAMES are accepted)

Please check one:

- ☐ 1:1.33
- ☐ 1:1.37
- ☐ 1:1.66
- ☐ 1:1.78
- ☐ 1:1.85
- ☐ 1:2.35
- ☐ Other: _____

C. Transfer Color

Please check one:

- ☐ Color
- ☐ Black & White
- ☐ Color AND Black & White

D. Transfer Sound

Please check one:

- ☐ Dolby (circle type: SR/D SR A Other _____)
- ☐ DTS
- ☐ SDDS
- ☐ Mono
- ☐ Stereo (☐ LR or ☐ LT/RT)
- ☐ Silent
- ☐ Other _____

PRESS KIT REQUIREMENTS

A) IMAGES

1. One (1) Still Photo of the Director (with Director's face clearly visible)
2. At least one (1) Production Still All images should be delivered as high resolution jpeg files via email or on diskette, and must meet the following criteria: 1028 pixel high x 1488 wide (8.7cm x 12.6 cm) or larger with a minimum DPI (dots per inch) of 300. If you do not have jpeg images that meet these criteria, you must provide a photographic print instead.

B) Filmmaker's biography, in English (100 words maximum)

C) Cast & Crew List

D) Synopsis, in English (75 word maximum).

E) Production notes, in English (please include information on the length of the shoot, length of production from pre to post, budget, financing method, special techniques used for this film (e.g. THX, IMAX, desk-top filmmaking)

F) PR points, in English, e.g. 1) Any "famous" Cast or Crew members such as composers, D.O.P., Stylists, Make-up artists working on the project? 2)Any media-exposure in the past?

G) Your current projects

H) Complete list of festivals in which the film has screened and the festival year.

I) All awards you have received for this film (Please list the name of the award, the name of the festival or organization which offered the award, and the year you received the award.)

J) Awards you have received for any other projects (Please include the information requested above and the title of the award winning film.)