



## THE ARTS COUNCIL'S DELIVERY REQUIREMENTS FOR FILM

---

As part of its support for film culture in Ireland, the Arts Council funds the Irish Film Archive at the Irish Film Institute to acquire and preserve Ireland's film heritage and provide access to it. In order to ensure that films made with Arts Council support are preserved and made available to the public into the future, the Arts Council requires recipients of film awards to make copies of their films available for deposit at the Irish Film Archive. The cost of providing the archive copies, as outlined below, is reflected in the amount of the Arts Council film award offered to you.

Details of the Arts Council's delivery requirements for film are as follows:

The artist shall, no later than 30 days after the date on which the final payment is due, deliver the following material to the **Head of Film, the Arts Council, 70 Merrion Square, Dublin 2:**

1. **Archive** copies of the film delivered by the artist/company to the Arts Council for deposit at the Irish Film Archive
  - a) One Digital Cinema Master Package (DCDM) OR one 35 mm showprint for preservation purposes. Where a DCDM or 35 mm showprint is not available we will accept one unencrypted Digital Cinema Package (DCP). (Please see appendix for technical specifications.)

*Plus*

- b) One unencrypted Digital Cinema Package (DCP) for access purposes (please note: if you are providing a DCP under requirement (a) above, a second DCP for access purposes is not required).

### **Supporting materials**

Please deliver supporting materials on CD-Rom or USB carriers (NTFS formatted) in the format and specifications as defined below. Please see Appendix for further details regarding the supporting material requirements.

#### **Mandatory supporting materials**

- Biographies
- Synopsis
- Full credits
- Stills

The Arts Council's delivery requirements for Film Awards 2020

**Optional supporting materials**

- Scripts
- Press Release
- Image – Production Documentation
- Poster
- Hardcopy Posters
- A cover note therewith that such delivery is made pursuant to an agreement with the Arts Council

2. **Viewing** copies

- Two DVDs for Arts Council viewing purposes

All moving image materials and DVD copies should have subtitles where applicable.

The Arts Council may retain the archive copies in perpetuity for preservation purposes. The Arts Council shall not be obliged to make available an archive copy to the artist (or to any third party) except for the access archive unencrypted Digital Cinema Package (DCP), which will be made available according to the Irish Film Archive's regular access procedures.

## Appendix

### **AV MATERIALS**

The IFI has endeavoured to minimise the range of formats it accepts in order to obtain best value for its depositors' investment, and to minimise costs and maximise options for migration and future upgrade possibilities.

The IFI's preference is to store digital materials uncompressed, as recommended by the Digital Cinema Initiatives (DCI) and the International Federation of Film Archives (FIAP). This is because compression may compromise quality, make files more vulnerable to degradation and loss, and limit options for re-use. However, some born-digital materials may be acquired in a compressed format such as the AS-11 specification for broadcast material and, where original uncompressed material isn't available, Digital Cinema Packages (DCP) for cinema. In these cases these compressed materials may best be preserved as they are.

Please note these instructions are subject to change. Most recent instructions can be downloaded here: <http://www.ifi.ie/archive>

#### **DCDM Technical Specifications:**

For DCDM technical specification please follow most recent instruction published by the DCI. <http://www.dcmovies.com/specification/index.html>

#### **DCP Technical Specifications:**

For DCP technical specification please follow most recent instruction published by the DCI. <http://www.dcmovies.com/specification/index.html>

Encrypted DCPs will NOT be accepted.

If there are subtitled versions of the film they must be included in the delivered DCP.

Supplemental DCPs will not be accepted.

#### **Carriers**

AV digital material should be supplied on either LTO tapes or portable hard-drives /flash drives. Portable hard-drives should be NTFS or EXT2/ EXT3 formatted with USB or Firewire connectivity. LTO delivery should be on LTO5 or LTO6 data tape using LTFS file system 2.0 or above. Carriers will not be returned.

#### **Analogue Cinema Specifications:**

35mm showprint on polyester stock and in pristine condition (i.e. never been projected, free from abrasions, dirt and other imperfections, and leader uncut at head and tail). If a showprint is unavailable, we will accept a combined-optical 35mm release print in pristine condition.

## **SUPPORTING MATERIALS**

For purposes of digital preservation, it is essential that filenames do not include special characters, including spaces. If the title of a film/programme/episode is more than one word, it is also acceptable to use an acronym for all filenames, e.g. THITG\_Biographies.

Please deliver supporting materials on CD-Rom or USB carriers (NTFS formatted) in the format and specifications as defined below.

Delivery via Dropbox or WeTransfer to [lledwidge@irishfilm.ie](mailto:lledwidge@irishfilm.ie) is also accepted.

## **Mandatory supporting materials**

### **Biographies**

Definition: Biographical information for key cast/crew members and production company. Please include information such as name, career history, nationality and education. Please **DO NOT** include CVs or personal information such as home addresses, telephone numbers and email addresses.

Word count: up to 1000 words per person/institution

Quantity: 1 file in total

Format: MS Word document

Filename: Title \_Biographies

### **Synopsis**

Definition: A logline and brief synopsis, and optionally, a long synopsis. Language used should be clear, accurate, non-technical and impartial; analysis and criticism should be avoided, as should idiosyncrasies in the prose style.

Word count: Log line – up to 30 words; Brief synopsis – up to 125 words; Long synopsis – up to 300 words

Quantity: 1 file per film or episode

Format: MS Word Document

Filename: Title\_Synopsis (or EpisodeTitle\_Synopsis)

### **Credits**

Definition: The full credits as shown on screen. Avoid using tabular formatting, spaces and tables to format the information. Please do not include instructional information e.g. 'change card'. The following is an example of how a credit should be formatted.

*Director: Lenny Abrahamson*

*Producer: Ed Guiney*

Quantity: 1 file per film or episode

Format: MS Word Doc

Filename: Title\_Credits (or EpisodeTitle\_Credits)

### **Stills \***

Define: Stills taken from the film or television programme

Quantity: Minimum of 5, maximum of 10 in total

Format: High resolution uncompressed TIFF

DPI: 300 minimum

Filename: Title\_Still\_001

Please do not include image captions in file names

**Captions**

Definition: Captions for each image deposited. Where applicable, captions should describe the scene depicted; give the name(s) of the character(s) and actor(s)/individuals depicted, and the location.

Quantity: 1 file in total

Format: MS Word document

Filename: Title\_Captions

**Optional supporting materials**

**Scripts**

Definition: The final script.

Quantity: 1 file in total  
Format: PDF or MS Word Document

Filename: Title\_Script

**Press Release**

Definition: Information created for the marketing of the production.

Quantity: 1 file in total

Format: PDF or MS Word Document

File name: Title\_PressRelease

**Images: Production Documentation \***

Definition: Photographs documenting the production of the Film or TV programme.

Quantity: Maximum 5 in total

Format: High resolution uncompressed TIFF

DPI: 300 minimum

Filename: Title\_Image\_001

**Digital Poster**

Definition: Poster used to advertise the production

Quantity: 1 file in total

Format: PDF or JPEG

DPI: 300 minimum

Filename: Title\_Poster

**Hardcopy Posters \***

Definition: Poster used to advertise the production

Quantity: 3 posters in total

*\*We ask that you produce and deliver images to allow us to archive to the highest possible quality. If you cannot produce images to the specifications outlined above, please contact [lledwidge@irishfilm.ie](mailto:lledwidge@irishfilm.ie). We recommend that you avoid increasing the resolution of an image in post-production, as this introduces artifacting and results in a low quality image.*