# DELIVERY INSTRUCTIONS

## Arts Council Submission Packages

## January 2025

**These instructions are updated regularly. Please make sure you are reading the most recent instructions which can be downloaded here: https://ifi.ie/archive-contract-deliveries**

# INTRODUCTION

In accordance with the Arts Council funding agreement, you are required to submit a complete package that includes the audio-visual files, technical files, and all supporting materials.

Please be aware that the Irish Film Archive only accepts full packages. Incomplete submissions will be rejected.

If different parties are submitting your AV files and supporting materials, please ensure they are submitted within three days of each other to complete your package.

We urge you to review this document thoroughly to ensure your submission is complete and complies with all requirements.

# DELIVERY METHODS

There are two ways to deliver your package: physically on a hard drive or digitally via our online portal. Whenever possible, we encourage using the online portal, as this method allows for quicker processing and approval.

## Physical Delivery

- ✓ Audio-visual material must be submitted on hard drives or flash drives.
- ✓ Hard drives should be NTFS-formatted, unencrypted, and have USB-3 connectivity.
- ✓ Supporting materials should be provided in a single folder without subfolders.
- ✗ DCPs on CRU drives will not be accepted.
- ✗ LTO tapes will not be accepted.
- ✗ Carriers will NOT be returned. All delivery costs, including those of the carrier, must be covered by the depositor.

*Address for Physical Delivery:*
*Digital Deliveries, IFI Irish Film Archive,*
*6 Eustace Street, Dublin 2.*

## Digital Delivery

In your delivery announcement email (see "BEFORE YOU DELIVER" below), indicate your intention to submit digitally and provide the email address of the uploader. This email will receive a link to our portal where the materials can be uploaded.

Supporting materials must be in a single folder with no subfolders.

⚠ If your materials exceed 1TB and cannot be delivered in smaller batches, physical delivery is required.

## BEFORE YOU DELIVER

- ✔ Your submission MUST include both the audio-visual content and the supporting materials.
- ✘ Incomplete submissions will NOT be processed. Please ensure all materials are prepared BEFORE contacting the archive for submission.

## Announcement Email

All deliveries must be announced to the Archive in advance by emailing digitaldeliveries@irishfilm.ie.

Please include the following information in your email:

1. The official title of the production.
2. The expected date and method of delivery (physical or digital).
3. The name of your funding body (Arts Council) and the year of funding.
4. A list of the materials you are submitting (see mandatory materials below).
5. The name of the production company and the main contact person's details.
6. *(Optional)* For series, include the number of episodes

> ⚠️ If your production is funded by more than one organisation (e.g., Arts Council and Screen Ireland you MUST submit separate packages for EACH funding body. For example, a project funded by both the Arts Council AND Screen Ireland will require TWO SEPERATE submissions. For requirements for other funding bodies, please see:

## AFTER YOU DELIVER

### Confirmation of Delivery

You will receive a confirmation email once your package has been received. Your submission will not be considered delivered until you receive this email.

### Quality Control

The Archive will take up to EIGHT weeks from the confirmation email to either approve or reject your submission. During this time, the materials will undergo quality control (QC) to verify they meet the technical specifications outlined below and comply with the content requirements in your funding agreement.

### Approval

Once your package is approved, you will be notified via email. The Archive will also inform the funding body with whom you have contracted, confirming that the materials have been delivered to the IFI Irish Film Archive for preservation.

### Rejection

Your submission may be rejected for one or more of the following reasons:
1. Missing mandatory materials.
2. Submission contains unauthorized additional materials.

3. Non-compliant audio-visual materials (refer to technical specs below).
4. Technical errors detected during QC.

If rejected, you will receive an email explaining the reason(s) for rejection. You will be asked to provide replacement materials, and the six-week QC process will restart upon receipt of the updated package.

## AV REQUIRMENTS

⚠️ For purposes of digital preservation, it is essential that all filenames do not include special characters. Please exclude fadas, accents, spaces and the following characters in all AV filenames:

" # % & ' * + / : ? @ \ < > |

## Unencrypted DCP (OV) (MANDATORY)

✔️ The IFI Irish Film Archive requires <u>ONE</u> unencrypted Original Version (OV) Digital Cinema Package (DCP) in all cases.
✖️ Encrypted DCPs will be <u>rejected</u>.
⚠️ Only OV DCP only will be preserved in the Archive. Surplus OV DCPs submitted will be deleted without notice.

### *DCP Technical Specifications*

✔️ We accept both Interop and SMPTE DCPs
⚠️ For DCP technical specification you MUST follow the most recent instructions published by the Digital Cinema Initiatives (DCI). http://www.dcimovies.com/specification/index.html
⚠️ For guidance on DCP file naming structures, you must follow the Digital Cinema Naming Convention (DCNC): https://www.isdcf.com/site/dcnc/

*Subtitles and Audio Description*

The following version files (VF) MUST accompany your film <u>for projects funded from April 2023 onwards.</u>

✔ English Language Hard of Hearing (HOH) subtitles should be provided as a closed caption version file (VF).

✔ AD (Audio Description) should be provided as a version file (VF) with an additional audio mxf.

⚠ The Archive does not recommend burned in subtitles for the DCP and instead recommends on/off subtitles. Burned in subtitles can cause issues with foreign distribution. If you must deliver a DCP with burned in subtitles, you will be asked to confirm your understanding that it may lead to issues with future foreign language distribution.

Please note that for dual or multilingual titles, burned in subtitles can be accepted.

## Unencrypted DCP (VF)

Please note: Version Files (VF) are NOT a requirement of delivery (with the exception of HOH and AD files for titles funded after April 2023 – <u>see above</u>)

However we will preserve VF that meet the specifications below, should you wish to submit them in addition to OV DCP:

▪ Should you choose to submit VFs please detail the type of VF you are submitting in your <u>delivery announcement email</u>.

▪ We will accept VFs either as supplementary DCPs submitted at the same time as delivery of the OV DCP or within a DCP with multiple Content Play Lists (CPL).

*Acceptable Version Files*

✔ Audio Description Track (VI) in the English Language or the Irish Language (mandatory for projects funded after April 2023)

- ✓ Open Caption (OCAP) subtitles in the English Language or the Irish Language
- ✓ Closed Caption (CCAP) subtitles in the English Language or the Irish Language
- ✓ Assisted Listening Track (HI) in the English Language or the Irish Language

*Version Files that will be rejected and deleted without notice*

- ✗ All subtitled files in any other language other than the English Language or the Irish Language
- ✗ All surplus or alternative audio mixes including 7.1 audio mix

## DCDM

MANDATORY ONLY IF YOU WILL HAVE THEATRICAL DISTRIBUTION:

The IFI Irish Film Archive requires one Digital Cinema Distribution Master (DCDM) in the case where Theatrical Distribution has been secured or planned at the time of delivery.

⚠️ The DCDM MUST be submitted in addition to the OV DCP.

*DCDM Technical Specifications*

- ✓ We accept both 2K and 4K DCDMs
- ✓ DCDMs should be to the standard as specified by the Digital Cinema Initiatives (DCI). Please follow the most recent instructions published by the DCI: http://www.dcimovies.com/specification/index.html
- ✗ Surplus audio mixes will not be accepted and will be deleted without notice.
- ⚠️ The Archive does not recommend burned in subtitles for the DCDM, and instead recommends a clean DCDM with subtitles in a separate folder. Burned in subtitles can cause issues with foreign distribution. If you must deliver a DCDM with burned in subtitles, you will be asked to confirm your understanding that it may lead to issues with future foreign language distribution.

✔ Please note that for dual/multi language titles, burned in subtitles can be accepted.

> ⚠️ *If you are unsure or have any questions about creating a DCI compliant DCDM, please feel free to contact us at digitaldeliveries@irishfilm.ie PRIOR to the creation and delivery of any DCDM to ensure that the correct specifications are met and to avoid rejection.*

# Supporting Material Requirements

Supporting material must be submitted in English or Irish.

⚠️ For purposes of digital preservation, it is essential that all filenames do not include special characters. Please exclude fadas, accents, spaces and the following characters in all AV filenames:

" # % & ' * + / : ? @ \ < > |

## MANDATORY SUPPORTING MATERIALS

### *Biographies*

- ✔ Biographical information for key cast/crew members and production companies. Please include information such as name, career history, nationality, or education.
- ✘ Please exclude CVs, personal contact information or financial information.

Word count: up to 1000 words per person/institution

Quantity: 1 file per production

Format: MS Word document

Filename example: Title_biographies.docx

### *Synopsis*

A logline and brief synopsis, and optionally a long synopsis.

Word count:  Log line – up to 30 words;

Brief synopsis – up to 125 words;

Long synopsis [optional] – up to 300 words.

Quantity: 1 file per episode/production

Format: MS Word document

Filename example: Title_synopsis.docx (or EpisodeTitle_synopsis.docx)

### *Credits*

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 episode/production

*Format:* MS Word document

*Filename example:* Title_credits.docx (or EpisodeTitle_credits.docx)

### *Stills*

Stills taken of the film or television programme.

*Quantity:* Minimum of 5.

✖ Do not send more than 10. Please not surplus images will result in your package being rejected

*Format:* Uncompressed TIFFs, at the highest resolution possible.

⚠ We will accept JPEGs if they are the original image format. Please do not convert JPEGs to TIFFs, as this results in a lower-quality image.

*DPI:* 300 minimum (unless nothing else is available)

*Filename example:* Title_still_001.tiff

✖ Please do not include image captions or rights information in filenames.

### Captions

Captions MUST be submitted for EACH image deposited. Describe the scene depicted; give the name(s) of the character(s) and actor(s)/individuals depicted, and the location.

*Quantity:* 1 file per production

*Format:* MS Word document

*Filename example:* Title_captions.docx


### Script

The final script.

*Quantity:* 1 file per episode/production

*Format:* PDF or MS Word document

*Filename example:* Title_script.pdf


## OPTIONAL SUPPORTING MATERIALS


### Press Release

Information created for the marketing of the production.

*Quantity:* 1 file per production

*Format:* PDF or MS Word document

*Filename example:* Title_PressRelease.pdf


### Behind-The-Scenes Images

Photographs documenting the production of the film or TV programme.

*Quantity:* Maximum 5 per production.

⚠️ Surplus images will be deleted without notice

*Format:* High resolution uncompressed TIFF format. (

We will accept JPEGs if they are the original image format. Please do not convert JPEGs to TIFFs, as this results in a lower-quality image)

*DPI:* 300 minimum

*Filename example:* Title_image_001.tiff

## Digital Poster

Poster used to advertise the production.

*Quantity:* 1 file per production

*Format:* PDF, TIFF, or JPG

*DPI:* 300 minimum

*Filename example:* Title_poster.pdf

## Hardcopy Posters

Poster(s) used to advertise the production.

*Quantity:* Maximum 3 posters per production