



Irish Film Institute

DELIVERY INSTRUCTIONS

Arts Council Submission Packages

October 2025

These instructions are updated regularly. Please make sure you are reading the most recent instructions for the Arts Council which can be downloaded [here](#).

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.

Please ensure that you return the **Submission Checklist Form** sent to you by the Digital Deliveries team indicating what material you will be submitting to the archive.

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Introduction and important information

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

Please be aware that the Irish Film Archive only accepts full packages. Incomplete submissions will be rejected. Please review this document in full for all technical specifications and details of all mandatory and optional material to include in your submission. You will be sent a **Submission Checklist Form** to complete and a **Media Shuttle Upload Link** so you can deposit your materials.

If the Digital Deliveries team have not received all your mandatory submission materials and your **Submission Checklist Form** within **10 working days** the incomplete package will be rejected, and you will be required to resubmit.

Once you have submitted all your material a confirmation email will be sent to you confirming receipt of your files.

Your files will undergo quality control to ensure it meets technical specifications outlined in this document in compliance with your funding agreement. Your submission will be processed as quickly as possible, but this can take up to **six weeks** during busy periods.

Once your package has been approved you will be notified with an approval form sent via email. The Archive will also contact the funding body/bodies confirming that the materials have been delivered to the IFI Irish Film Archive for preservation.

If your submission is rejected, you will receive an email along with a rejection form explaining the reasons for rejection, and what steps need to be taken to solve the issue. You will be asked to resubmit your material and the six-week QC process will start again.

You will be required to resubmit all your material within **10 working days**, or the incomplete package will be rejected again.

Submission materials can be rejected for one of the following reasons:

- Missing mandatory materials.
- Submission contains unauthorised additional materials.
- Non-compliant audio-visual material.
- Technical errors detected during the QC.

Delivery Methods

Before delivering any material to the IFI Irish Film Archive you must send an announcement email to digitaldeliveries@irishfilm.ie with the following information:

- The official title of the production.
- The expected date of delivery.
- The method of delivery (digital or physical – see below)
- The name of the production company and the main contact person's details.
- Production year and country.

- Format (documentary, drama, entertainment, animation, education)
- Genre (comedy, historical, horror etc)
- Intended audience
- Number of episodes (for series submissions).
- Duration of AV material.

Digital

After you have sent your announcement email and given your main contact person's details a link to our file sharing portal will be sent to you so you can upload your AV and supporting materials. All DCP and AS-11 packages must be sent to the IFI through our file sharing portal.

You will also be supplied with a delivery checklist document, which you should return along with your submission.

Physical

Only DCDM material will be accepted as a physical delivery. Submission requirements are as follows:

- Hard drives must be **NTFS-formatted**, unencrypted and have USB-3 connectivity. If it is not possible to submit an NTFS formatted drive, an **exFAT** is acceptable.
- DCPs submitted on CRU Drives, HD Drives or SD Drives **will not be accepted**.
- LTO tapes **will not be accepted**.
- Drives will **NOT** be returned in the post. All delivery costs must be covered by the depositor. Drives sent from production companies in Dublin may be collected from the IFI box office by the production company if requested.

Physical deliveries should be sent to the following address:

Digital Deliveries, IFI Irish Film Archive, 6 Eustace Street, Dublin 2.

Technical Specifications

Please ensure that all file names do not include special characters, fadas, accents, spaces, or symbols in filenames.

Digital Cinema Package (DCP)

- DCP technical specifications must follow the [most recent instructions published by the Digital Cinema Initiatives](#).
- Further information on how to create compliant DCPs can be found [here](#) and [here](#).
- The Archive does not recommend burned in subtitles for the DCP, but these can be accepted in the case of dual or multilingual titles. If you must submit a DCP with burned in subtitles you will be asked for written confirmation.

Mandatory

- **ONE** unencrypted Original Version (OV) Digital Cinema Package (DCP) is required for submission. Surplus OV DCPs submitted will be deleted.
- Unencrypted Version File (VF) for English Language Hard of Hearing subtitles.
- Unencrypted Version File (VF) for English Language Audio Description Track (VI) with an additional audio .mxf file.
- Encrypted DCPs will be rejected.
- We accept both Interop and SMPTE DCPs.

Optional

Additional Version Files (VF) not listed in the Mandatory section above are not a requirement for deliveries; however, we will preserve VF that meet the specifications below:

- VFs may be submitted as supplemental DCPs or within a single DCP with multiple Content Play Lists (CPL).
- Open Caption (OCAP) subtitles in the English or Irish language.
- Closed Caption (CCAP) subtitles in the English or Irish language.
- Assisted Listening Track (HI) in the English or Irish language.
- Audio Description Track (VI) in the Irish Language.

The following VFs will be rejected and deleted without notice:

- All subtitled files in a language other than the English or Irish language.
- All surplus or alternative audio mixes including 7.1 audio mix.

Digital Cinema Distribution Master (DCDM)

MANDATORY ONLY IF YOU WILL HAVE THEATRICAL DISTRIBUTION. SUBMITTED IN ADDITION TO THE OV DCP.

- DCDM technical specifications must follow the [most recent instructions published by the Digital Cinema Initiatives](#).
- The Archive does not recommend burned in subtitles for the DCDM, but these can be accepted in the case of dual or multilingual titles. If you must submit a DCDM with burned in subtitles you will be asked for written confirmation. We also recommend that you submit textless elements for any sequences with burned in dual/multilingual subtitles.

Mandatory

- One DCDM (either 2K or 4K) following DCI compliant aspect ratio/resolutions:
 - Flat (1.85)
 - Scope (2.39)
 - Full Container (1.90)
- Image Files should be mapped into the TIFF format as 16 bit, RAW, with XYZ colour space stored in TIFF RGB channels.
- 6 channel 5.1 audio tracks (Left, Right, Centre, Low Frequency Effects, Left Surround and Right Surround)
- Audio file format should comply with Broadcast Wave (.wav) format (PCM WAVE coding)

Optional

- XML Subtitles following the [SMPTE 428-7 Specifications](#).

Supporting Materials

Text documents: The following file formats are acceptable: .docx, .odt, .pdf, .epub, .txt.

Images: The following file formats are acceptable: .tif (preferred), .png, .jpg .pdf (for posters only)

Mandatory

- Biographical information for key cast/crew and production companies (up to 1000 words per person/institution).
- Synopsis:
 - Logline – up to 30 words
 - Brief synopsis – up to 125 words
- The full credits shown on screen.
- A minimum of **5** and a maximum of **10** still images with a minimum DPI of **300** (unless nothing else is available).

- Stills captions – text document accompanying the stills describing scene depicted, names of characters, actors or individuals depicted and the location.
- The final script (if available – exceptions can be made for documentary/unscripted).

Optional

Synopsis:

- Long synopsis (up to 300 words)
- Press release
- Behind the scenes stills – A maximum of **5** will be accepted, surplus images will be deleted without notice.
- Digital poster (**1** per production) with a minimum DPI of **300**.
- Hardcopy poster (maximum **3** per production).