



INFORMATION FOR NFSA DELIVERY MATERIALS ('DELIVERABLES') OF SCREEN AGENCY FUNDED PRODUCTIONS

Congratulations from the National Film & Sound Archive of Australia (NFSA) on securing screen agency funding for your production!

Upon completion of your production, you will notice in your Production Investment Agreement (PIA) or Production Grant Agreement (PGA) a contractual requirement to supply a copy of your master(s) and associated promotional materials to the NFSA.

You may now be asking yourself why this is important.

The NFSA collects, preserves and makes available screen and sound works relevant to Australia's culture and history. The National Collection includes more than 2.8 million items and covers more than 120 years of audiovisual production.

By supplying us with the production items listed in your PIA/PGA, you are ensuring your work will be safely protected and preserved within Australia's largest audiovisual collection. The title of your production and the items you supply to the NFSA will be added to the National Collection, stored in our climate controlled vaults and listed in our online catalogue, <http://www.nfsa.gov.au>. Your rights are fully protected and titles may only be viewed within NFSA premises. Copies cannot be provided without your written authorisation.

Please refer to the following pages for our schedule of required *NFSA Delivery Materials* ("deliverables") detailing the items we require to ensure the preservation of your work. We also ask that you complete the *Statement of Technical Details* (Attachment A) and include this information when you send in your materials.**

If you have any queries regarding your deliverables or where these should be sent, please refer to the *Relevant Address and Contacts* schedule on the following page.

Thank you for your support of the work of the NFSA. We look forward to receiving your production materials upon completion!

**** - The information in the following pages can also be found in your NFSA Deed, an executed copy of which must be received by NFSA staff and our Agreement Number added, prior to this process being finalized.**

Canberra headquarters

McCoy Circuit
Acton ACT 2601
GPO Box 2002
Canberra ACT 2601
Freecall: 1800 067 274
Phone: +61 2 6248 2000
Fax: +61 2 6248 2222

Sydney

Level 1, 45 Murray Street
Pyrmont NSW 2009
PO Box 397
Pyrmont NSW 2009
Phone: +61 2 8202 0100
Fax: +61 2 8202 0101

Melbourne

Level 4, 2 Kavanagh Street
Southbank VIC 3006
GPO Box 4317
Melbourne VIC 3001
Phone: +61 3 8638 1500
Fax: +61 3 8638 1501

RELEVANT ADDRESS & CONTACTS

Production/deliverable type	Delivery address	NFSA Contact details
Feature films and related Delivery Materials	<p>Street address: McCoy Circuit Acton ACT 2601</p> <p>Postal address: GPO Box 2002 Canberra ACT 2601</p>	<p>Phone: (02) 6248 2159</p> <p>Email: features@nfsa.gov.au</p>
Documentaries and all related Delivery Materials	<p>Street address: McCoy Circuit Acton ACT 2601</p> <p>Postal address: GPO Box 2002 Canberra ACT 2601</p>	<p>Phone: (02) 6248 2253</p> <p>Email: documentary@nfsa.gov.au</p>
Shorts, Web-only series and all related Delivery Materials	<p>Street address: Level 1 45 Murray Street Pyrmont NSW 2009</p> <p>Postal address: PO Box 397 Pyrmont NSW 2009</p>	<p>Phone: (02) 8202 0128</p> <p>Email: shorts@nfsa.gov.au</p>
Television programs (other than documentaries) and all related Delivery Materials	<p>Street address: Level 4 2 Kavanagh Street Southbank VIC 3006</p> <p>Postal address: GPO Box 4317 Melbourne VIC 3000</p>	<p>Phone: (03) 8638 1508</p> <p>Email: tv@nfsa.gov.au</p>

***For all parcels and delivery enquiries,
please quote your NFSA Delivery Deed agreement number.***

This number can be found on the front cover page of your fully executed NFSA Delivery Deed.

NFSA DELIVERY MATERIALS

Item No.	Requirements
1.1	PRODUCTIONS COMPLETED FOR BROADCAST &/OR NON-THEATRICAL RELEASE
1.1.1	<p>Digital file master: The completed Australian HD master version supplied in the highest resolution format – e.g. ProRes HQ 422 or better.</p> <ul style="list-style-type: none"> ➤ <i>Please also supply the International master version (where produced) if different to Australian version, as per specs above</i> ➤ <i>Master(s) supplied must be seamless and not contain program breaks</i>
1.1.2	<p>Soundtrack: The completed surround sound final mix (eg. 5.1) as WAV files (if also produced)</p>
1.2	PRODUCTIONS COMPLETED FOR THEATRICAL RELEASE
1.2.1	<p>DCP (Digital Cinema Package); supplied as a DCI compliant, unencrypted copy of the completed film (Australian version)</p> <ul style="list-style-type: none"> ➤ <i>If no DCP is produced, the highest resolution format as delivered for theatrical release is to be supplied</i>
1.2.2	<p>DSM (Digital Source Master); supplied as a mxf log, delivered on hard drive or LTO 6 [NTFS or gnuTAR formatted]</p>
1.2.3	<p>DCDM (Digital Cinema Distribution Master), delivered on hard drive or LTO 6 [NTFS or gnuTAR formatted]</p>
1.2.4	<p>Soundtrack: The digital Printmaster final mix (5.1 plus LTRT), delivered as uncompressed files (eg WAV). Both 24fps and 25fps versions to be supplied.</p> <ul style="list-style-type: none"> ➤ <i>All audio files should be time stamped and segmented according to the reel layout.</i> ➤ <i>LTRT tracks should not be encoded with Dolby SR.</i> ➤ <i>If a 5.1 mix was <u>not</u> created, please supply the next most complete final mix soundtrack.</i>
	<p><u>For ALL items listed above in 1.1 and 1.2</u></p> <ul style="list-style-type: none"> ✓ Please ensure the associated checksum(s) are provided ✓ Please do <u>not</u> supply in wrappers such as tar, axf, zip or similar. <i>If in doubt, please contact the NFSA.</i>
1.3	ASSOCIATED ITEMS FOR ALL PRODUCTIONS
1.3.1	<p>Extra materials: The completed digital file master(s) of any extra materials, e.g. EPK, ‘making of’ documentary, webisodes, featurettes or microdocs made for online purposes, as per standards outlined in 1.1.1 and with checksum(s)</p>
1.3.2	<p>Press Kit for both Australian and international release – to be supplied as a PDF</p>

1.3.3	Cast and crew credits , and biographies of key production personnel , if not already included within the above press kit – to be supplied as PDF(s)
1.3.4	Statement of Technical Details , complete with formats and file types, including details of production and post production path used for the project. ➤ <i>See pro forma document below (Attachment A).</i>
1.3.5	Scripts (a) Post production script(s). (b) Shooting script and marked-up continuity script (where available) ➤ <i>Scripts are to include timings relevant to the screening platform – to be supplied as PDF(s)</i>
1.3.6	Music cue sheets – to be supplied as PDF(s)
1.3.7	Still Images : A minimum of twenty (20) key still images to be supplied, in the highest resolution completed for the production, with at least one still image each of the director, producer, director of photography, and key cast members. ➤ <i>Stills must be captioned, or a separate caption list with accompanying thumbnails must be supplied.</i> ➤ <i>The name and contact details of the photographer should be included.</i>
1.3.8	Posters: (a) Digital master file(s) of the Australian (and international) versions when produced; (b) Five (5) printed copies of the Australian version (and international) versions when produced.
1.4	POST-RELEASE ITEMS FOR ALL PRODUCTIONS
1.4.1	DVD/Blu-Ray: Two copies of any commercially released DVD and/or Blu-ray (when produced).
1.4.2	Original Soundtrack (CD/Digital File Release): Two (2) copies of any commercially released compact disc (CD) featuring the soundtrack music from the production (when produced). ➤ <i>If commercially released but not on CD, please supply an unencrypted digital copy in the actual format of release; e.g. MP3, m4a, WAV</i>
1.4.3	Publicity/Marketing: Other items produced to promote the production may include subsequent promotional flyers, study guides, marked-up continuity and shooting scripts, handbills, important research and production notes
1.4.4	Artefacts : Subsequent to the completion of the production, the producer is required to offer, by negotiation, key associated artefacts created such as costumes, props, original artwork, storyboards and awards

ATTACHMENT A

STATEMENT OF TECHNICAL & PRODUCTION DETAILS

Please use open text boxes to provide information on how the production was undertaken and completed

Main Details:

Title:

Producer/s:

Copyright:

Technical Details:

Post Production Pathway:

Duration:

Shooting Format:

Finished Format:

Aspect Ratio:

Audio Recording Format:

Finished Audio Format/
Track Information :

Post Production Facility:

Production Details:

Country of Production:

Locations of Filming:

Language/s:

Subtitles? (Y/N)

Shooting Start Date:

Shooting Finish Date:

Distribution /Broadcaster:

Australia:

Overseas:

Release/To Air Date:

Australia:

Overseas: