

NZFC Investor Materials

1. Access letter for each laboratory or post-production facility giving the NZFC access to feature, trailer and promotional (clips/teasers) masters (including LTO tape referred to in para 3 below).
2. An inventory from the laboratory or post-production facility where all master materials are held.
3. Confirmation that all final digital intermediate data, final audio print masters, stems are stored for no less than 5 years on LTO tape held at a laboratory or post-production facility, and that an access letter is in place in respect of the LTO tape. You will need to advise the NZFC if you move your LTO tape archive to another location.
4. An insurance certificate and, if requested by us, the related policy terms as evidence that Errors and Omissions Insurance is in place and that it matches the term, coverage amounts, deductibles and other requirements set out in the Errors and Omissions Insurance Requirements (as defined in the interparty or production financing agreement for the film) and the insurance requirements in the NZFC Terms of Trade. The insurance certificate or policy terms must confirm that:
 - (a) “The New Zealand Film Commission and its officers, agents, directors, employees, successors and assignees” is recorded as a loss payee or additional insured on the policy; and
 - (b) confirm that the policy will not be changed without 30 days prior notice to us. We suggest directing your insurer to include the following wording on your insurance certificate: “This policy shall not be cancelled, terminated or modified during the period of coverage unless thirty (30) days prior written notice is given to the New Zealand Film Commission”.
5. Delivered to the NZFC on **hard drive** (with folders and files clearly labelled):
 - (a) 1 x HD Apple Pro Res 4.2.2 HQ of the feature film, to be delivered in the original aspect ratio 10 bit with 5.1 audio;
 - (b) 1 x HD Apple Pro Res 4.2.2 HQ of the feature film to be delivered in the original aspect ratio 10 bit with 5.1 audio and with burnt-in, full, English subtitles;
 - (c) quality control report as a txt file for your Feature Film Pro Res QuickTime file;
 - (d) 1 x H.264 HD QT original aspect of the feature film with stereo audio;
 - (e) key stills: at least 40 x high res TIFFs and 40 x low res JPEG files (captioned with titles and character names). Please advise us of your top 20 publicity stills from those supplied. If there are contracted requirements with actors for most favoured nations use of their image and credit, please provide these details;
 - (f) still image of director (head shot): 1 x high res TIFFs, 1 x low res JPEG file. Preferably colour;
 - (g) stills: at least 20 x TIFFs and 20 x low res JPEG files of Behind-the-scenes stills (captioned with crew names and scene or location if applicable);

NB: TIFFs files at 300dpi when sized at 10 x 8 inches. Individual file size 10- 20 mb. JPEGs at between 2-5mb per image.

- (h) key art: poster high res, layered poster art work, logos, title treatment, and all key promotion and online art work i.e. flyers, Facebook banners etc., contracted logos, title treatment including any fonts and design guideline notes that might be required;
 - (i) final shooting script or in lieu of a shooting script either a treatment or declaration that it's a documentary film;
 - (j) export script and if available the digital file with burnt in TCIP used in the creation of the export script;
 - (k) English subtitle file;
 - (l) press kit as a PDF and also as Word doc;
 - (m) electronic press kit which includes Pro Res & H264 QuickTime 25fps with ID board slate of stating each selected scene, B Roll and interviews;
 - (n) music cue sheet;
 - (o) closed caption files are required, and must be in sync with final delivered video masters;
 - (p) contact list for principal cast and crew;
 - (q) a copy of any legal opinion on chain of title documentation, and any additional chain of title documentation entered into since the earlier of either production commencing or financial close including all licences such as music licences, releases etc. and principal cast and crew contracts, including contracts with composers and stills photographers;
 - (r) billing block: final billing blocks (word doc) used for poster, video packaging, paid advertising, sales materials and trailers approved by all parties as well as any logos that the producer requires to be included;
 - (s) main titles and end credits (word doc): list of the main titles and end credits of the film, set out exactly as they appear on screen;
 - (t) statement of precise theatrical running time, original aspect ratio, producer, director, core cast members, company copyright, production company, and what the film was shot on;
 - (u) additional/alternate promotional clips and teasers, if available;
 - (v) signed Anti-Piracy Guidelines with completed screener log sheets attached (template at <https://www.nzfilm.co.nz/resources/anti-piracy-guidelines-producers>).
6. 1x Blu-ray copy of the Film (for NZFC viewing purposes).
 7. Hard copy posters x 3 of each version (as available).
 8. 1 x clone of the master DCP to be provided to the NZFC on its own hard drive, unencrypted or encrypted. If encrypted please advise the laboratory or post-production facility that can generate a KDM when required.