




NZFC Deliverables


Effective 3 February 2025

The following list are the items that need to be budgeted when applying for NZFC FFPI :

1. An inventory from the laboratory or post-production facility where all master materials are held.
2. 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.
3. Delivered to the NZFC on hard drive and/or digitally (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; with its quality control report;
 - (b) 1 x HD Apple Pro Res 4.2.2 HQ of the trailer to be delivered in the original aspect ratio 10 bit with 5.1 audio;
 - (c) 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;
 - (d) 1 x H.264 HD QT original aspect of the feature film and trailer with stereo audio;
 - (e) key stills: at least **10** x high-res TIFFs and **10** x low res JPEG files (captioned with titles and character names). Please advise us of your top **5** publicity stills from those supplied.
 - (f) still image of director (head shot): 1 x high res TIFFs, 1 x low res JPEG file. Preferably colour;
 - (g) stills: at least **10** x TIFFs and **10** x low res JPEG files of Behind-the-scenes stills with captions including – crew name, scene or location description;

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- (h) key art: poster high res, layered poster art work, contracted logos, title treatment including any fonts and design guideline notes that might be required.
 - 4. export script and the digital file with burnt in TCIP used in the creation of the export script;
 - 5. English subtitle file;
 - 6. Press kit as a PDF and also as Word doc;
 - 7. EPK Pro Res & H264 QuickTime of selected scenes, behind the scenes, outtake clips, B Roll and interviews with ID of discussed topic/subject/scene/character/cast/crew member;
 - 8. music cue sheet;
 - 9. 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;
 - 10. statement of precise theatrical running time, original aspect ratio, producer, director, core cast members, company copyright, production company, and camera information;

When available

- 11. Hard copy posters x 4 of each version
 - 12. Access to a 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.
 - 13. final shooting script or in lieu of a shooting script or final documentary treatment;
 - 14. key promotion and social media assets art work i.e. flyers, Facebook banners etc.
 - 15. 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.
 - 16. closed caption files are required, and must be in sync with final delivered video masters;
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