

Technical specifications for contractual deposit of auxiliary material

This document includes the technical specifications of the auxiliary material that is to be delivered to the Swedish Film Institute according to the *Declaration of deposit by contractual obligation*. For film elements, please see *Technical specifications for contractual deposit of digital film elements*.

The requirements differ depending on whether the main production company is Swedish or not.

Auxiliary material requested for films where the main production company is Swedish

<i>Material</i>	<i>Format</i>	<i>Note</i>
Shooting script	PDF	Final version
Dialogue list	PDF	Also in other languages than Swedish should they exist. Text document.
Music score list	PDF	
Opening and end credits	PDF	Final version. Text document.
Printed PR material (press kits, advertisements, etc.)	-	Two copies
Digital PR material (press kits, advertisements, etc.)	PDF	
Printed posters	-	Two copies of each motif and size
Poster originals	PDF	Full-size, printable PDF
Stills	TIFF (uncompressed)	All stills shall be delivered in the size and with the bit-depth which the photographer's equipment allows. The deposit shall include all stills (set/scene/making-of, press, portraits) received by the producer, including stills not used in press kits. The name of the photographer shall be credited to all stills.
DVD	-	Two copies; preferably of a commercial release.

Auxiliary material requested for films where the main production company is non-Swedish

<i>Material</i>	<i>Format</i>	<i>Note</i>
Swedish dialogue list	PDF	Text document.
Opening and end credits	PDF	Final version. Text document.
Printed PR material (press kits, advertisements, etc.) for the Swedish release	-	Two copies.
Digital PR material (press kits, advertisements, etc.) for the Swedish release	PDF	
Printed posters for the Swedish release	-	Two copies of each motif and size.
Poster originals for the Swedish release	PDF	Full-size, printable PDF
Stills for the Swedish release	TIFF (uncompressed)	All stills shall be delivered in the size and with the bit-depth which the photographer's equipment allows. The deposit shall include all stills (set/scene/making-of, press, portraits) received by the producer, including stills not used in press kits. The name of the photographer shall be credited to all stills.
DVD	-	Two copies with Swedish sub-titles; preferably of a commercial release.

Delivery

All material is to be delivered on a hard-drive or on a USB memory-stick. Hard-drives shall have an interface for either USB 3.0 or FireWire 800. The drive shall be labelled with the title of the film, and how the drive is formatted (Mac, NTFS (Windows) or Linux). An adapter shall be included, if the drive requires one.

No other material than what is required as deposit by contractual obligation shall be included on the drive. Material to other departments of the Swedish Film Institute (for pre-view, screening, international release etc) has to be delivered separately. However, the auxiliary material may be included on the same drive as the film elements, as well as material to multiple films. For instructions on delivery and notifications, see *Technical specifications for contractual deposit of digital film elements*.

The Swedish Film Institute is obliged to inspect and notify its approval/non-approval of the deposited elements within 30 working days after receiving the material.

The Swedish Film Institute does not return hard-drives and USB memory-sticks after the transferring of the data. If requested, these can be picked-up at the Swedish Film Institute's dispatch center within 30 days after the approval of the material.

Please deliver to the following address:

Svenska Filminstitutet
Att. Säkerhetsmaterial (dokumentation)
Borgvägen 3
115 53 STOCKHOLM

The dispatch center is open on weekdays 08.00h – 15.00h.