

## Checklist for the film distributor's activities

The film distributor is the party that owns the rights to the film, and has overall responsibility for ensuring that audio description and/or spoken subtitles are produced.

Below is an outline of the film distributor's activities required to enable cinema-goers to experience a film with audio description and/or spoken subtitles.

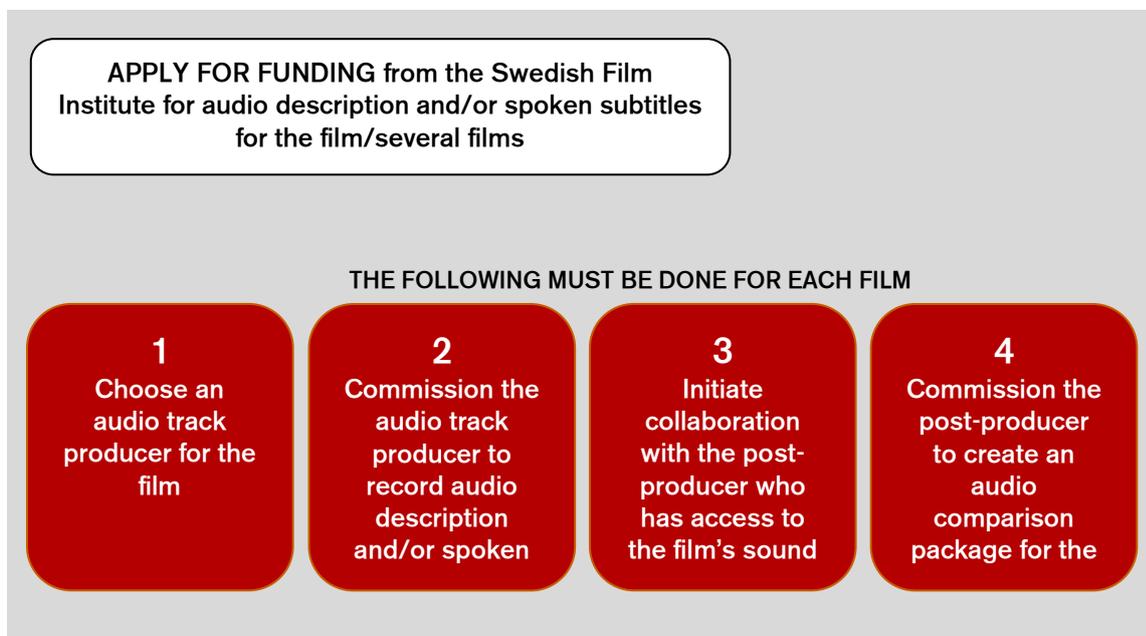


Figure 1. The film distributor's activities for Available Cinema.

Only films registered in Bioguiden can be given audio description and/or spoken subtitles using the technical solution for Available Cinema.

<b>Apply for funding from the Swedish Film Institute for audio description and/or spoken subtitles</b>	
The funding which film distributors can apply for to produce audio description and/or spoken subtitles for a film is called "Funding for increased accessibility".	
Funding applications must include price quotes from at least two audio track producers, so that the Swedish Film Institute has an idea of the costs involved.	
Guidelines for applying for funding for audio description and/or spoken subtitles can be found on the Swedish Film Institute's website ( <a href="http://www.filminstitutet.se">www.filminstitutet.se</a> ).	
<b>THE FOLLOWING STEPS MUST BE CARRIED OUT FOR EACH FILM</b>	
<b>1</b>	<b>Choose an audio track producer for the film</b>
	An audio track producer may be e.g. a company that produces sound for TV, audio books, film dubbing, audio description on TV, or another party that works with sound or is a qualified audio describer. The company/party should have access to a sound studio to ensure the audio description and/or spoken subtitles are of the highest quality possible.  The assignment for Available Cinema has used the following audio track producers: Syntolkning Nu, Iris Media, Tundell Salmson, Eurotroll, SDI Media, Ljudlager, REDBLUE Production, Tistron HB, Enable Media, SeeListen and MediaVision (Degerfors).
<b>2</b>	<b>Commission the audio track producer to record audio description and/or spoken subtitles</b>

	<p><b>The film distributor decides which audio tracks are to be produced: Audio description and/or spoken subtitles</b></p> <p>For a <u>Swedish film</u> only audio description needs to be produced.</p> <p>For a <u>foreign film</u>, both audio description and spoken subtitles or spoken subtitles alone may be produced.</p> <p>Allow up to 3 weeks for recording if both audio description and spoken subtitles are to be produced.</p> <p>It is important that the film distributor ensures that when the Swedish subtitles are purchased, they include the right to use the resulting script as a basis for recording for the spoken subtitles.</p>
	<p><b>Make sure the audio track producer receives a screener (viewing copy) and a subtitle script (script from the Swedish subtitling)</b></p> <p>The audio track producer needs a screener (viewing copy) of the film to be able to produce an audio description script and record the audio description. The screener should have the time code visible on screen, and should also contain the Swedish subtitles if the audio track producer is also recording spoken subtitles. The screener and a subtitle script are used when recording spoken subtitles.</p> <p>It is important that the screener is based on the final cinema package (DCP) to be screened at the cinema. The screener should be easy to transfer between the post-producer and audio track producer, and may for example be in MPEG1 format.</p>
	<p><b>Make sure the audio producer is familiar with the requirements and guidelines for producing audio description and/or spoken subtitles that have been drawn up for Available Cinema</b></p> <p>The audio track producer must produce audio track files (in WAV format) for audio description and spoken subtitles in a way suitable for people with visual impairment and reading and writing difficulties respectively, and in line with the requirements which ensure that the audio recognition technology for Available Cinema works. Requirements and guidelines for this have therefore been drawn up and are available to download from the Swedish Film Institute's Available Cinema page (<a href="http://www.filminstitutet.se/tillgangligbio">www.filminstitutet.se/tillgangligbio</a>).</p>
	<p><b>Make sure the audio track producer knows to which party/post-producer and in what way the audio tracks for audio description and spoken subtitles respectively are to be delivered</b></p> <p>The audio track files for audio description and/or spoken subtitles should eventually end up with the post-producer, who uses specific software to create the audio comparison packages of which audio description and/or spoken subtitles are a part.</p>
<b>3</b>	<p><b>Initiate collaboration with the post-producer who has access to the film's sound</b></p> <p>The post-producer who receives the audio track files for audio description and/or spoken subtitles which the audio track producer has produced, will use these along with the film's audio track(s) to create an audio comparison package for the film.</p> <p>This means that the post-producer must have access to the <u>movie's</u> audio track(s).</p>

4	<b>Commission the post-producer to create an audio comparison package for the film using the software</b>
	<p><b>Make sure the post-producer has login details for Bioguiden so they can download and install the software used to create the audio comparison package</b></p> <p>To create an audio comparison package for the film, the post-producer must use specific software. The software is available from the Bioguiden box office (<a href="http://boxoffice.bioguiden.se">boxoffice.bioguiden.se</a>) and login details are obtained via the Swedish Film Institute by submitting information about the post-producer who will be using the software. If the post-producer has previously accessed the software, it is probably already installed and ready to use.</p>
	<p><b>Make sure the post-producer creates audio comparison packages for the platforms the film will be screened in (e.g. cinema, Blu Ray, TV, DVD, VoD)</b></p> <p>Films screened on TV/DVD/VoD platforms use a different frame rate than when screened at the cinema (or on Blu Ray). This means that at least two audio comparison packages should be created, one for cinema (and Blu Ray) at 24 fps and one for TV/DVD/VoD at 25 fps. The audio comparison package for TV/DVD/VoD does not have to be created at the same time as the cinema package.</p> <p>Other versions may occur, but they are very rare.</p>