

**FILM/VIDEO MATERIALS**

- Master** - your film or video must be supplied to us on one of these formats (listed in order of preference):
  1. Quicktime file with **no additional compression** on Mac-formatted hard drive
  2. BetaCam SP
  3. DigiBeta
  4. DVCAM
  5. MiniDV
- Additional video content**, including trailers, "DVD extras" such as follow-up interviews, or other additional video materials for the website or DVD should be provided, if available, in one of the formats listed above.
- Subtitles** and/or **Closed-Captions** should be provided in a separate, timecoded file, e.g. .stl, .xml, .scc, etc.

**STILL PHOTOS**

All still photos should be print-quality resolution, minimum size of 2100 x 1500 px at 300 pixels-per-inch, in TIFF or JPEG format.

- Photos of or relating to the subject of the film** with no crew visible (minimum of five)
- Production Stills** (camera crew, sound engineers, etc. may be visible in photo)
- Photo of Director(s)**

**ARTWORK AND SUPPLEMENTAL MATERIALS**

- Any artwork related to DVD creation**, e.g. DVD cover and disc artwork, menu images, etc. in original, unflattened artwork files, including Photoshop, Illustrator, InDesign, After Effects.
- Any documents, artwork, or images used for film promotion or educational outreach**, e.g. press kits, study or discussion guides, flyers, posters, etc.
- Copies of or links to reviews of the film**. Pull quotes and excerpts are appreciated.

**DOCUMENTARY INFORMATION**

- Film Title** (including subtitle, if any)
- Total Running Time** (in minutes)
- Year(s) of Production, Year of Release**
- Language of Dialogue and Subtitles** (if applicable)
- List of Credits**
- Log Line** (1 sentence), **Short Synopsis** (2-3 sentences) & **Full-Length Film Description** (350 words or fewer)
- List of Screenings, Broadcasts & Awards with Dates**  
Name of Award (if any), Category (if any), Name of Event, Location, Year  
example: *Winner, Best Film, Human Rights Category, Mexico City International Film Festival, 2012*

**List of all other festivals Submitted & Results:**  
example: PDX Film Festival, Portland, Oregon, 2011

**Approximate Budget**

**Link to Film Website (if applicable)**

**Study/Discussion/Teacher's Guide materials (if applicable)**

## **FILMMAKER INFORMATION**

**Biography & Filmography** (include film title and release date, with appropriate links if applicable).

**Director Birthdate**

**Link to Filmmaker's Website(s)** (if applicable)

## **NOTE**

Please some take time to look at our website and see how our film pages are formatted. This will help you to understand how the information and materials you supply us will be presented, which can speed our process of getting your film into distribution.

## **QUESTIONS? CONTACT US**

Documentary Educational Resources  
101 Morse Street  
Watertown, MA 02472

**TEL:** (617) 926-0491

**TOLL-FREE** (800) 569-6621 toll-free (North America only)

[www.der.org](http://www.der.org)