

PSBT – PUBLIC DIPLOMACY DIVISION FILM FELLOWSHIPS 2012

DELIVERABLES AND SUBMISSION GUIDELINES

FOR SCRIPT APPROVAL

The Script to be submitted by the Filmmaker should include the following elements:

- a) Central arguments/ focus of the Film.
- b) Key learnings from the research that will feature/ be covered in the Film.
- c) Visual and aural narrative of the Film.
- d) Film treatment and style.

FOR ROUGH CUT APPROVAL

To enable us to expeditiously approve the Rough Cut, please submit the following:

- a) Rough Cut Submission Check List. (Enclosed)
- b) Five (05) DVDs of the Rough Cut.
 - All Non-English sections of the Film (wherever appropriate) should be subtitled in English. PSBT will not be able to accept/ approve Cuts that are not in English or subtitled in English. The Filmmaker is free to use any font of his/ her choice, but its size must be equivalent to the font Arial, size 40.
 - The Rough Cut should be as close as possible to the Filmmaker's final version of the Film.
 - The duration of the Rough Cut cannot exceed the duration of the Final Film by more than 25 per cent.
- c) A Draft Statement of Accounts based on the accounting heads in the sanctioned budget, including travel.
- d) Copy of commentary text and cue sheet.
- e) Bio note of the Filmmaker.
- f) Six passport size photographs of the Director in colour.
- g) A set of 20 good quality colour photographs (7x5 inches): fifteen from the sequences of the Film and five of the crew along with 600 dpi digital versions in JPEG format.
Please ensure that the quality of the photographs is suitable for poster size enlargement and they are not mere video grabs from the Film.
- h) Resumes of the principal crew.
- i) A final schedule for the completion of the Film.
- j) Likely expenditure to be incurred till completion of Film.

Please Note: The third instalment to be paid to the Filmmaker on approval of the Rough Cut will be paid only upon the final approval of the Rough Cut and the receipt of all the above mentioned deliverables. After the Rough Cut is approved, the Filmmaker shall first provide one DVD copy of the completed Film before submitting the Final Masters so that if there are any further suggestions from PSBT or the Public Diplomacy Division, they can be incorporated.

FINAL FILM SUBMISSION – (PLEASE CONFIRM THESE DELIVERABLES BEFORE MASTERING)

- a) Final Film Submission Check List. (Enclosed)

- b) **MASTERS - ENGLISH**
 - Two (2) Mixed HDCAM Broadcast Tapes each, with material in the following order:
 1. Film.
 2. Abridged version of the Film: 6-8 minutes, in wmv/ m4v format (for uploading on You Tube and other such platforms for publicity.)
 3. Film Promo: 2 minutes.

 - Two (2) Unmixed (International Track) HDCAM Broadcast Tapes each, with material in the following order:
 1. Film.
 2. Abridged version of the Film: 6-8 minutes, in wmv/ m4v format.
 3. Film Promo: 2 minutes.

Note: The Unmixed Master should have no subtitles. Channel 1 should have all music and effects and Channel 2 all commentary/ talking heads.

 - Two (2) Portable Hard Drives with uncompressed material in Quick Time/ AVI format, in the following order:
 1. Mixed Master of Film.
 2. Mixed abridged version of the Film: 6-8 minutes, in wmv/ m4v format.
 3. Film Promo: 2 minutes.
 4. Unmixed Master of Film – with no subtitles; Ch 1: M&E and Ch 2: Commentary/ Talking Heads.

Note: All cables and connectors with the Hard Drives should be enclosed with them.

 - Two (2) DVD Masters + Six (6) DVD Copies of the Film.

Note: The template for the DVD design will be provided by PSBT.

 - Two (2) DVD Masters + Six (6) DVD Copies of the Abridged Version of the Film + Promo.

MASTERS – LANGUAGE VERSIONS (The Film could be either be subtitled or dubbed or both in the respective language.)

- Two (2) Mixed HDCAM Broadcast Tapes each, with the Film in French.

- Two (2) Mixed HDCAM Broadcast Tapes each, with the Film in Arabic.

- Two (2) Mixed HDCAM Broadcast Tapes each, with the Film in Spanish.

- Two (2) Portable Hard Drives with the uncompressed Film in French, Arabic and Spanish respectively, in Quick Time/ AVI format.
 - c) A 20-30 word synopsis of the Film.
 - d) A 250-300 word synopsis of the Film.
 - e) Complete Credits of the Film in English.
 - f) Typed manuscript of the final script (with running time code) of the Film in English, including notification of any on screen text.
 - g) A final Statement of Accounts detailing the expenditure incurred during the Production of the Film, certified by a qualified Chartered Accountant.
- In exceptional cases, PSBT could require copies of vouchers, receipts, bills, etc.
- h) An A3 poster of the Film as an unlocked, soft copy.
 - i) A Censor Certificate for the Film – Refer to Clause No. 12 (xv).

Requirements for Certification (as of February 2010)

1. Application forms duly filled in by the Producer.
 2. DVD with running time code (TCR) and the word 'Censor Copy' should be displayed throughout the film (both the TCR and the word 'Censor Copy' should be at the bottom of the screen).
 3. Demand Draft favoring 'Pay and Account Officer Ministry of I & B New Delhi' from a nationalised bank.
 4. Full script neatly typed with proper page number. The details of the casting and the full text of the songs should also be given. If the album is a compilation of songs, the sequence of songs as given in the DVD should be similar to that of the script.
 5. One copy of synopsis of the film.
 6. Undertaking on Rs 100/- stamp paper duly attested by the notary public with Rs 5/- notary stamp.
 7. If performing animal is used in the film (Cow, Buffalo, Snake, Dog, Goat, Camel, Elephant, etc) an NOC from the Animal Welfare Board of India will be required. For details visit www.awbi.org
- j) An undertaking from the Filmmaker that s/he has obtained a written consent from each person who has rendered services or who has furnished material in connection with the Production or has authorised the use of his/ her name, likeness, recorded voice, photograph and biography in the Production and advertising, publicity and promotion thereof. **(Draft: Annexure III)**
 - k) In respect of all copyrighted music and any lyrics or libretto associated therewith included in the Production, the Filmmaker shall provide PSBT with the requisite permission, music cue sheets, listing each musical work with all necessary information

concerning the title, composer, publisher, performing rights society and duration of all music used in the Production. **(Draft: Annexure IV)**

NOTE: Kindly submit hard and soft copies (on CD in MS Word) both of the above mentioned documents.

OTHERS

OPENING CREDITS

- a) To be provided by PSBT.

CLOSING CREDITS

- a) The closing credits may include the following categories:

(All in the same size & font, preferably in the form of a scroll, not exceeding **30** secs)

Director

- Assistant/s

Research

Script

Narrator/ Anchor

Cameraperson

- Assistant/s+ Lighting Attendant

Sound Recordist

- Assistant/s

Editor (online/offline)

- Assistant/s

Video Graphics Designer

Special Effects

Animation

Music Composer

- Musicians

Production Manager

- Assistant/s

Subject Advisor/s etc

Acknowledgements

- b) Credits provided by PSBT will need to be incorporated in the credits.
- c) A montage with the closing credits for PSBT and the Public Diplomacy Division credits will be provided to the Filmmaker by PSBT.
- d) The credits of the Director and the rest of the Production team may only be at the end of the Film.
- e) The identity of the Production Company may also only be given at the end of the Film, along with the rest of the credits.

- f) There may be no credits for any commercial organisations, brands, companies, marketing teams or agencies, etc.
- g) No acknowledgements/ credits shall be given to any other company/ commercial organisation, which may have provided any kind of services to the Filmmaker, and/or to the rest of the team.
- h) PSBT may from time to time ask for the inclusion of additional credits in the event of support from or Co-Production with any other agencies. The Filmmakers will be informed in advance about these credits.
- i) Due credits may be given for the use of any other audio, visual or textual material including archival material.
- j) The total duration of all credits, preferably a scroll, should not exceed 30 seconds.
- k) The credit titles must be in English.

I. ABRIDGED VERSION OF FILM

- a) Total duration: 6-8 minutes.
- b) Format: wmv/ m4v format.

II. FILM PROMO

- a) Total duration: 2 minutes.
- b) Opening sequence and montage (as provided by PSBT)
- c) Title of the Film.
- d) With voice over / music, etc. of the Filmmaker's choice.

III. OTHER GUIDELINES

- a) The length of the Film starting with the PSBT montage shall be XX minutes, including all the credits.
- b) Sound should be mixed on both Ch 1 and Ch 2 for the Mixed Masters.
- c) The time code for the Film should start after the colour bars, black, clock and the montage.
- d) Please label the Tapes accurately.
- e) Aspect ratio will be 16:9.
- f) Labels on the Tapes must contain the following information:
 - Title of the Film
 - Filmmaker's Name
 - TC In and TC Out
 - Duration

TECHNICAL SPECIFICATIONS

VIDEO:

- The Film must be shot and post-produced on 1920x1080 pixels with 50 mbps in an aspect ratio of 16:9.
- The Film must conform to international standard safe area criteria: 65 per cent of active width and 90 per cent of active height.
- The material may be originated with either interlaced or progressive scan.
- The video must be well lit and reasonably but not artificially sharp.
- The video shall be free of excessive crushed blacks and highlight compression.
- Transient response shall be such that ringing, smear and echoes are not noticeable.
- Moiré and other patterning should not be visible.
- The video must be free of excessive noise, grain and digital compression artifacts.
- Hum, cross talk and other spurious signals should not be apparent in the video signal.
- Colour rendition, especially skin tones shall be natural unless artistic considerations require otherwise.
- Electronically generated moving graphics and effects (such as rollers, wipes, fades and dissolves) must be generated and added as interlaced to prevent unacceptable judder.
- The video must be free of excessive flare, reflections, lens dirt, markings and obstructions and lens aberrations.
- The video must be stable and continuous - i.e. no jumps, movements, shifts in level or position.
- Movement must appear reasonably smooth and continuous, and must not give rise to distortions or break-up to moving objects or cause large changes in resolution.
- Archival material must be taken from the best available source and any improvement or restoration work which can reasonably be expected must be done.
- If the Film contains some non-HD archival content, the Filmmaker should ensure it does not exceed 15 per cent of the duration of the Film.
- In certain circumstances, shooting on DV may be acceptable, though particular attention will need to be given to sound and lighting considerations. The Filmmaker should ensure it does not exceed 15 per cent of the duration of the Film.
- The use of material from non-broadcast and domestic video formats is not permissible except in exceptional circumstances, for which prior permission needs to be sought. In case it is used, all efforts must be made to ensure broadcast quality and that the video is not blurred or geometrically distorted.

AUDIO:

- Channel 1 should have all music and effects and Channel 2 all commentary/ talking heads.
- Sound must be recorded with appropriately placed microphones, giving minimum background noise and without peak distortion.
- The audio must be free of spurious signals such as clicks, noise, hum and any analogue distortion.
- The audio must be reasonably continuous and smoothly mixed and edited.
- Audio levels must be appropriate to the scene portrayed and dynamic range must not be excessive.
- The audio shall not show dynamic and frequency response artifacts as a result of the action of noise reduction or low bit rate systems.
- Whenever possible, maintain parity in audio levels between the various channels. Dialogue, music and effects must be properly mixed and without distortion.
- Audio shall be synchronous with the vision such that the audio should not lead the video, the vision more than one (1) field or lag more than one (1) frame.
- The Film must have Dolby Digital sound.

OTHERS

- The time code for the Film should start after the colour bars, black and clock, i.e. at the beginning of the PSBT montage.
- The length of the Film starting with the PSBT montage shall be XX minutes, including all the credits.
- The Filmmaker is free to use any font of his/ her choice for the subtitles, but its size must be equivalent to the font Arial, size 40.
- Sound should be mixed on both Ch 1 and Ch 2 for the Mixed Masters.
- The Unmixed Master should have no subtitles. Channel 1 should have all music and effects and Channel 2 all commentary/ talking heads.
- All Masters submitted to PSBT must be correctly labelled (Title of the Film; Filmmaker's Name; TC In and TC Out and Duration) and checked for malfunctioning and other errors.
- PSBT usually approves the final cut submitted on a DVD, after which final masters are submitted. The Filmmaker must ensure that the final film on the tapes is technically sound and the video, audio and subtitles, etc. are not distorted or downgraded in any manner.

DRAFT UNDERTAKING TO BE GIVEN BY THE FILMMAKER

To Whom It May Concern:

I, Mr/s _____ the Director of _____
hereby state that I/ we have obtained a written consent from each person who has rendered
services or who has furnished material in connection with the Production or has authorised the
use of his/ her name, likeness, recorded voice, photograph and biography in the Production and
advertising, publicity and promotion thereof.

Signature

Name

Address

Place and Date

DRAFT UNDERTAKING TO BE GIVEN BY THE FILMMAKER

To Whom It May Concern:

I, Mr/s _____ the Director of _____ hereby state that I/ we have not used any copyrighted music or lyric or libretto in the aforesaid Film and/ or that the music is original and composed by _____ exclusively for the Film.

Signature

Name

Address

Place and Date

NOTE: In case of stock music, etc. kindly provide a detailed cue sheet with respective permissions.

Sample Music Cue Sheet

Series/ Film Title:
Company Name:
Episode Title/ Number:
Address:
Estimated Airdate:
Phone:
Program Length:
Contact:
Programme Type:
Network Station:

Cue #	Cue Title	Use*	Timing	Composer(s) Affiliation / %	Pulisher(s) Affiliation / %

*Use Codes: MT = Main Title VI = Visual Instrumental BV = Background Vocal VV = Visual Vocal ET = End Title BI = Background Instrumental T = Theme

PSBT FILM FELLOWSHIPS 2012

CHECK LIST FOR ROUGH CUT SUBMISSION

(To be submitted by the Filmmaker along with the Rough Cut)

- Five (05) DVDs of the Rough Cut (All Non-English sections are subtitled in English). Duration of the Cut is _____ minutes.
- A Draft Statement of Accounts.
- Copy of commentary text and cue sheet.
- Bio note of Director – about 100 words.
- Six passport size coloured photographs of the Director.
- A set of 20 good quality colour photographs (7x5 inches): fifteen from the sequences of the Film and five of the crew along with 600 dpi digital versions in JPEG format.
- I am satisfied that the quality of the photographs is suitable for poster size enlargement and they are not video grabs from the Film.
- Resumes of the principal crew.
- Status Report
- A final schedule for the completion of the Film.
- Likely expenditure to be incurred till completion of Film.

Remarks, if any:

DATE :

SIGNATURE:

PSBT FILM FELLOWSHIPS 2012

CHECK LIST FOR FINAL FILM SUBMISSION

(To be submitted by the Filmmaker along with the Final Film)

MASTERS - ENGLISH

1. Two (2) Mixed HDCAM Broadcast Tapes each, with material in the following order:
 - Film.
 - Abridged version of the Film: 6-8 minutes, in wmv/ m4v format.
 - Film Promo: 2 minutes.
2. Two (2) Unmixed (International Track) HDCAM Broadcast Tapes each, with material in the following order:
 - Film.
 - Abridged version of the Film: 6-8 minutes, in wmv/ m4v format.
 - Film Promo: 2 minutes.
3. Two (2) Portable Hard Drives with uncompressed material in Quick Time/ AVI format, in the following order:
 - Mixed Master of Film.
 - Mixed abridged version of the Film: 6-8 minutes, in wmv/ m4v format.
 - Film Promo: 2 minutes.
 - Unmixed Master of Film – with no subtitles; Ch 1: M&E and Ch 2: Commentary/ Talking Heads.All cables and connectors with the Hard Drives are enclosed.
4. Two (2) DVD Masters + Six (6) DVD Copies of the Film.
5. Two (2) DVD Masters + Six (6) DVD Copies of the Abridged Version of the Film + Promo.

MASTERS – LANGUAGE VERSIONS

1. Two (2) Mixed HDCAM Broadcast Tapes each, with the Film in French.
2. Two (2) Mixed HDCAM Broadcast Tapes each, with the Film in Arabic.
3. Two (2) Mixed HDCAM Broadcast Tapes each, with the Film in Spanish.
4. Two (2) Portable Hard Drives with the uncompressed Film in French, Arabic and Spanish respectively, in Quick Time/ AVI format.

A 20-30 word synopsis of the Film.

A 250-300 word synopsis of the Film.

Complete credits of the Film in English.

Typed manuscript of the final Script (with running time code) of the Film in English, including notification of any on screen text.

- A final Statement of Accounts detailing the expenditure incurred during the Production of the Film, certified by a qualified Chartered Accountant.
- An A3 poster of the Film as an unlocked, soft copy.
- A Censor Certificate for the Film.

If not enclosed, status of Application:

- Undertaking on authorisation to use services, material, name, likeness, recorded voice, photograph and biography of associated persons in the Production.
- Requisite permissions, music cue sheets, listing of each musical work with all necessary information concerning the title, composer, publisher, performing rights society and duration of all music used in the Production.
- Soft copies (on CD) of the above mentioned documents.
- Submitted Tapes have been labelled accordingly: Title of the Film; Filmmaker's Name; TC In and TC Out and Duration.
- Technical Specifications

Aspect Ratio _____ Shooting Format _____

Remarks, if any:

DATE:

SIGNATURE: