

## Getting Started

### **I received a distribution proposal. Now what?**

If you decide you would like to distribute your film with CFMDC, look over the Deliverables Information Sheet attached to the proposal email and send your work to us using the instructions provided there. After we have finished processing your work you'll receive another email from us finalizing distribution with links to your film page on our website.

### **What if I want to work with, or am working with, another distributor?**

Our distribution agreement is non-exclusive which means that you are free to pursue other agreements for your work. However, we typically advise filmmakers that Canadian non-profit distributors often cover very similar ground, so we generally try to avoid doubling up. Let us know of any new or prior agreements so we don't repeat submissions or overstep other market or geographical restrictions.

### **How do I format and/or send my deliverables?**

Please consult the deliverables information sheet attached to your distribution proposal for all the details on how to get your work to us securely.

### **Is there a deadline for deliverables?**

No, all timelines are filmmaker-driven. The sooner we have your work the sooner we can bring it into our system and begin distribution.

### **Will my membership ever expire?**

No, memberships are lifetime. Agreements are automatically renewed.

### **What's the distribution timeline?**

After filmmakers submit a film, it takes about three weeks for us to watch the work and respond with a distribution proposal and deliverables information. After filmmakers send us deliverables, we send an invoice for the membership/new deposit fee and will have the film processed and filmmaker notified in three weeks. Timelines vary on file size and quantity.

## **Can I withdraw my work from the CFMDC collection in the future?**

Yes, you can withdraw your work at any point. Just let us know and we will send you a form.

## Submissions

### **CFMDC sent me a festival client list. How does this pertain to my film?**

The client list attached to your distribution proposal indicates festivals that are relevant for your film. We will attempt submission to as many of these festivals as possible, barring any restrictions such as runtime, date of production, or other festival guidelines.

### **What's your process for festival submissions?**

Generally we submit to festivals and programmers through specialized Vimeo compilations of Queer, Experimental, Animation, or Documentary films that are in their festival run. In a few cases, we might tailor these compilations for festivals looking for something more specific, or submit films one-by-one. It depends on the client.

### **What if I know a paying platform or festival and it's not on your client list?**

Feel free to send their information over to [bookings@cfmdc.org](mailto:bookings@cfmdc.org) and we will talk to them and add them to our client list if possible. We research new opportunities year-round.

### **What should I do if I receive a screener request or a programming request?**

If you would like us to pursue a screener request, you can absolutely pass them on to [bookings@cfmdc.org](mailto:bookings@cfmdc.org). For opportunities that pay screening fees, we are able to handle all administrative and deliverable requests on your behalf and negotiate fees and payment. If the festival does not pay screening fees, you will have to handle deliverables independently.

## Fees and Payment

### **To what extent do you negotiate screening rates?**

Our screening rates are based on [IMAA National standards](#). 70% goes to the filmmaker and 30% goes to CFMDC. To view our screening rates visit: [www.cfmdc.org/catalogue/fees](http://www.cfmdc.org/catalogue/fees).

We try our best to work within the budget of clients while ensuring that filmmakers are compensated appropriately. You can consent to CFMDC negotiating lower rates on page 6 of

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the Distribution Agreement. We never give larger than a 30% discount on rentals and sales without the filmmakers' consent. If you wish to limit the discount to a specific amount, please contact our Membership Coordinator at [lina@cfmdc.org](mailto:lina@cfmdc.org).

### **When and how are royalties paid?**

For filmmakers with a Canadian address, we process royalties twice a year, via E-transfer or direct deposit. For the activity period of April 1st to September 30th, royalties will be processed in December. For the activity period of October 1st to March 31st, royalties will be processed in June. If you would like us to pay you via direct deposit, please fill out our form [here](#).

For filmmakers residing outside of Canada, we process royalties annually in June via PayPal.

### **What if I've changed my bio, email, phone number, or home address?**

Filmmakers are responsible for keeping CFMDC up-to-date with any changes in personal information. If we have royalties on your file but can't make contact with you after trying for two years, all royalties will be reverted back to CFMDC. If your contact information changes, just send an email update to [lina@cfmdc.org](mailto:lina@cfmdc.org).

### **I still have a question that wasn't answered here. Who should I ask?**

For questions about festival submissions and bookings, please contact our Distribution Manager at [bookings@cfmdc.org](mailto:bookings@cfmdc.org). For all other questions please contact our Membership Coordinator at [lina@cfmdc.org](mailto:lina@cfmdc.org).