

Congratulations on your distribution proposal. If you would like to deposit your work with CFMDC, the first step is to send us your deliverables. Please read through this document thoroughly to ensure your film is received securely.

## Deliverables Checklist

### 1. Screening file (ProRes and film print/DCP, if applicable)

This is a QuickTime file exported with the Apple ProRes codec (ProRes 422 1080 or ProRes 422 HQ preferred). The screening file should be a high-resolution video file that does not exceed 25 GB for shorts or 38 GB for features. Any physical film prints must be on reels and in cans (CFMDC can provide archival reels and cans at a cost). 35mm films may be provided on cores. DCPs can also be sent to us if available.

### 2. Signed agreement (digital file only)

Signatures are required on pages 3 and 5 of the agreement. Multiple titles are processed with a single contract. We are unable to split royalty payments between multiple filmmakers, so please specify a single payee or company name.

### 3. Short clip or trailer (compressed for Vimeo 1080p)

For public preview. For most short films we recommend a 30-second duration for clips.

### 4. Film stills with image descriptions

Please send up to 3 hi-res stills with short image descriptions for accessibility purposes.

### 5. Captions or transcript, if available

English captions are required for non-English films. Festivals often ask for captions or subtitles for accessibility reasons so we highly recommend that you send them in. If you would like us to caption your film email [tech@cfmdc.org](mailto:tech@cfmdc.org) for our rates.

### 6. Filmmaker headshot, if available

## **Please send deliverables to the link provided:**

Filemail: <https://cfmdc.filemail.com/>

**OR**

Myairbridge: <https://cfmdc.myairbridge.com/en/#/>



## Mailing Address (for physical film prints only)

1411 Dufferin St Unit D  
Toronto, ON  
M6H 4C7

## Administration Fee

**CFMDC will email you an invoice once we've downloaded your deliverables.** Please do not send us money without an invoice. CFMDC uses Paypal to process membership fees, however a Paypal account is not required to pay the invoice. Debit and credit cards are accepted.

Your lifetime membership and first film deposit is **\$75** (\$25 membership fee + \$50 film deposit fee); **\$50 for students**. If you are a student, please send proof of enrollment along with your deliverables.

After your first film deposit, additional **film deposits are \$50** for 1-2 titles, \$75 for 3 titles, and \$100 for 4 titles (deposited together).

## Troubleshooting

If you are having any difficulty uploading or exporting your file, please send an email to [tech@cfmdc.org](mailto:tech@cfmdc.org).

For any non-technical questions, please send an email to [members@cfmdc.org](mailto:members@cfmdc.org).

We are looking forward to receiving your work!