**MEDIA TRUST FILMS**

**Final Deliverables Folder Layout**

**Note:**

* All deliverables must be clearly labelled with the name of the film.
* All deliverables should be contained in one main folder, which should be labelled as: *[Name of the Charity] - [Name of the Film]*  (e.g., Safe - Limbo or Mindfood - Bud).
* Your executive producer will check that all files are provided upon final delivery.
1. **Master**

Final Master MP4 (Optimized for Web)

Final Master ProRes 422

1. **Subtitled Master**

Final Master MP4 (Optimized for Web with Subtitles)

Final Master ProRes 422 (With Subtitles)

1. **Clean Masters**

Clean ProRes 422 (No Audio, No Text, No Graphics)

1. **Audio Splits**

Dialogue Split (.wav)

SFX Split (.wav)

Music Split (.wav)

1. **Disability Access Materials *(if applicable)***

ProRes 422 (With BSL)

ProRes 422 (With Audio Description)

1. **Other Paperwork**

Release Forms (Location and Contributor)

Music Cue Sheet

Music Composition Agreement

Archive Material Agreement

Final Volunteer Hours Sheet

Call Sheet

Diversity monitoring form for the film makers and crew