

DELIVERY GUIDELINES

The following sections detail the items that you must deliver to Mediabox in order to fulfill the requirements of the grant and to receive your final payment.

FILM/TELEVISION/MOBILE PHONE PRODUCTION

2 x Masters of the project in the highest possible quality, preferably in Digibeta, Mini DV or DV Cam etc - please refer to the Technical Specifications and please ensure you keep a Safety Master for yourself.

3 x DVD viewing copies

1 x Project As Completed Form

Please note that you will need to provide a breakdown of all the participants that have been involved in any element of the project – you should record monitoring information on all participants to include ethnicity, gender, disability, age and special focus of disadvantage (detailed in the Application Guidelines). Please ensure that you understand these requirements before starting your project.

1 x Final Report Form

1 x copy of each of the marketing materials (including press releases) that were produced throughout the project.

VERY IMPORTANT – We need copies of all clearance documents - contributor release forms, location release forms, music release forms etc. This is one of the most important aspects of your project. If you don't gain release forms from everyone involved we won't be able to distribute your project. (A Release Form should be completed by everyone involved in the project even if they're not in the final film).

RADIO

3 x CD or DVD masters of the Radio Programme

1 x Project As Completed Form

Please note that you will need to provide a breakdown of all the participants that have been involved in any element of the project – you should record monitoring information on all participants to include ethnicity, gender, disability, age and special focus of disadvantage (detailed in the Application Guidelines). Please ensure that you understand these requirements before starting your project.

1 x copy of each of the marketing materials (including press releases) that were produced throughout the project.

Copies of all clearance documents - contributor release forms, music release forms, music cue sheet, MCPS, PRS and PPL Licences etc. **(As a standard rule DO NOT use commercial music as we won't be able to distribute your project).**

INTERACTIVE

1 x Project As Completed Form

Please note that you will need to provide a breakdown of all the participants that have been involved in any element of the project – you should record monitoring information on all participants to include ethnicity, gender, disability, age and special focus of disadvantage (detailed in the Application Guidelines). Please ensure that you understand these requirements before starting your project.

1 x copy of each of the marketing materials (including press releases) that were produced throughout the project.

CD-Rom Projects

3 x full CD-Rom masters

Games

3 x full CD-Rom masters

Websites

The full URL to the home page

Evidence of purchase of website domain – this should show the length of service provision

Information on where the website is being hosted

FOR PRINT

1 x Project As Completed Form

Please note that you will need to provide a breakdown of all the participants that have been involved in any element of the project – you should record monitoring information on all participants to include ethnicity, gender, disability, age and special focus of disadvantage (detailed in the Application Guidelines). Please ensure that you understand these requirements before starting your project.

1 x copy of each of the marketing materials (including press releases) that were produced throughout the project.

3 x CD copies of the electronic versions of each item produced

3 x copies of each item produced/published (book, magazine, newspaper etc). If item was only produced electronically please provide 3 x printouts.

DELIVERY ADDRESS

Please deliver the masters and all other materials to:

Mediabox - c/o First Light Movies

Studio 28, Fazeley Studios

191 Fazeley Street

Birmingham

B5 5SE

T: 0121 224 7511