Press kit and festival delivery checklist

Futures in Film · futuresinfilm.com/learn/your-film/festivals/ · checked 13 Nov 2026

Before you submit

- [ ] Final cut locked, with credits and a title card
- [ ] Running time checked against each festival's limit (credits included)
- [ ] Music and archive cleared for festival use, in writing
- [ ] Releases signed by everyone on screen and every location owner
- [ ] Private screener link (Vimeo or the festival's platform), password on, download off
- [ ] English subtitles for any non-English dialogue
- [ ] SDH or closed captions file (.srt) ready for deaf and hard-of-hearing audiences

The written pack

- [ ] Title, running time, country, year, language, format and aspect ratio
- [ ] Logline: one sentence, 25 to 35 words
- [ ] Short synopsis (about 50 words) and long synopsis (about 250 words)
- [ ] Director's statement: why this film, why you, why now (about 150 words)
- [ ] Director's biography (about 80 words) and filmography
- [ ] Full cast and crew list with spellings checked
- [ ] Screenings and awards so far, with dates (premiere status!)
- [ ] Contact name, email and phone for the film

Images

- [ ] Three to six production stills, high resolution (at least 1920 px wide), JPG, no text
- [ ] Director's headshot, credited to the photographer
- [ ] Poster, portrait 2:3, plus a version without text
- [ ] Behind-the-scenes photos, with permission from the people in them

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Video and delivery

- [ ] Trailer or a clip (30 to 90 seconds)
- [ ] Screening copy as the festival asks: ProRes 422 HQ file and/or a DCP
- [ ] DCP made and tested by someone who can check it in a cinema
- [ ] Subtitle files for the DCP if needed (ask the festival which format)
- [ ] Backup copy (often a ProRes or H.264 file on a drive or link)
- [ ] Festival laurels added to the poster only after selection, with permission

When you are selected

- [ ] Read the acceptance email and sign anything due before the deadline
- [ ] Send the delivery copy before the date they give
- [ ] Ask about travel bursaries, accreditation, accommodation and access needs
- [ ] Post the news only when the festival says you can
- [ ] Invite your cast and crew; book your Q&A prep
- [ ] Keep a list of contacts you meet and follow up within a week

General information, not legal advice. Every festival sets its own rules: read them before you submit or pay.