**Archiving form Send to:** [tael@tlu.ee](mailto:tael@tlu.ee)

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| --- | --- | --- |
|  |  | **To be completed by student / producer of the project** |
| **1** | **BFM study programme, course** Film arts, Audiovisual media, Crossmedia, Documentary Film: x course project (BA, MA), Bachelor, Master; extracurricular project |  |
| **2** | **Director** |  |
| **3** | **Producer** |  |
| **4** | **Instructor(s)** |  |
| **5** | **The contact information of the person responsible for archiving** |  |
| **5a** | **Project number** |  |
| **6** | **Time of data entry** |  |
| **7** | **The original title** |  |
| 8 | The title in Estonian |  |
| 9 | The title in English |  |
| 10 | The title on another language |  |
| 11 | Preliminary title |  |
| 12 | Complementary data For example: based on a novel ... / subject title |  |
| 13 | The general type (**Film, video or file**) What technology has been used to make the original movie (masterfirm):  on filmstock – **film**;  digitally on videotape – **video**;  digitally on ramdisk / memorydisk - **fail** |  |
| **14** | **Actors** Differentiate:  Main cast: Name: Role  Cast (Supporting roles):  Episodes: |  |
| **15** | **Persons who are shown** **Only** in case of **documentaries**, mark in the brackets behind the person’s name the profession or field of activity of the person speaking  For example: Jack Brown (British artist) |  |
| **16** | **Persons who speak**  Follow the same instructions as above |  |
| **17** | **Persons spoken about**  Follow the same instructions as above |  |
|  | **Producer and production data** |  |
| 18 | Country |  |
| 19 | Production date (The year mentioned in the final credits) |  |
| 20 | Production company |  |
| 21 | Co-producer |  |
| 22 | Cooperation partners |  |
| 23 | Supported by |  |
| 24 | **Inside shooting locations** Only in the case **of feature films**, for example BFM NOVA pavilion (Tallinn) |  |
| 25 | **Outdoor shooting locations** Only in the case **of feature films**, for example: Pirita convent (Tallinn) |  |
|  | **Distribution & Copiright data** |  |
| 26 | Distributor |  |
| 27 | Premiere, place and time |  |
| 28 | Copyright owner(s) (a reference to the copyright document) |  |
| 29 | Indication in the final credits  (©BFM, xx Film) |  |
|  | **Details** |  |
| 30 | Running time */* duration of the project (mm:ss) |  |
| 31 | Color (Black and white / color) |  |
| 32 | Sound format  (Mono, Stereo, Dolby 5.1 surround) |  |
| 33 | Digital format  (Digibeta, DV, MINI DV, DVCAM, DVCPRO, HDCAM, DIGITAL 8 (8mm) |  |
| 34 | Type of project Short film, documentary, animation, TV program etc |  |
| 35 | Genre (Drama, comedy etc) |  |
|  | **Content information** |  |
| 36 | **Topic** |  |
| 37 | Brief introduction (in English and in Estonian) |  |
| 38 | **Synopsis** (in English and in Estonian)  **Synopsi**s is a short summary of the film, presenting the main content and purpose of the film. |  |
| 39 | Content Summary (in English and in English)  **The content summary** of the film describes the content of the movie as precisely and as compactly as possible. |  |
| 40 | **Keywords** The keywords are meant to describe the content, the issues, the phenomenon, the processes, locations, objects, events, states and people shown in the film as precisely as possible. |  |
| 41 | **Time of movie** (Time of the events in the movie – Century, the period, exact year) |  |
|  | **Languages** |  |
| 42 | Dialogue |  |
| 43 | Subtitles |  |
|  | **Additional information** |  |
| 44 | Information of interest, other comments  (Memories of filmmakers, interesting articles etc |  |
| 45 | Does the author give the permission for the film to be screened on the Estonian Film Database: **YES or NO**  **(if not, then add reason)** |  |