Archiving of the Projects – information and guidelines

Media Archive stores BFM student productions - diploma projects, course projects, exercises, also special extracurricular and BFM cooperation projects.

I.   **The interface used to enter the project data is the Estonian Film Database**. For every finished project the student must send the following documents to this email tael@tlu.ee :

- ARCHIVING FORM
- MUSIC CUE SHEET
- DIALOGUE SHEET
- BEGINNING AND END CREDITS

NB! Also read the Music Rights Memo. If the movie is planned to be screened outside of the school and / or to be sent to festivals, then add the Music Permission from the author.

For additional information, please contact:
Thea Tael
Phone: 508 6595
E-mail: tael@tlu.ee

II.   **The archiving of the files, photos and posters involves the following:**
Submit the final project (film, documentary, TV-projects etc.) as a Quicktime file to Natalja Larina (Room N512) and follow these guidelines:

1. Use the following settings:
    * DV PAL for standard definition projects filmed with MiniDV/DVCAM cameras
    * Apple ProRes HQ codec for HDV/DVCPRO HD projects
2. Language versions:
    * Master WITHOUT ANY SUBTITLES
    * Master with ENGLISH SUBTITLES
    * Master with ESTONIAN SUBTITLES (optional)
3. Create JPG format still pictures (1 picture of the director, 5 from the project itself, 5 from the film-set/location).
    If the movie has a poster, include it in JPG format.
4. Files in any other format than mov will not be accepted.

NB! If you have edited your project outside the school system or on your own external hard drive then you should bring the master Quicktime files to Natalia Larina.

For additional information about archiving of project files and photos, please contact:
Natalja Larina
Room N-512
E-mail: nataskus@tlu.ee

III. Guidelines: Synopsis, the content summary, keywords

1. **Synopsis** is a condensed / short content summary in a few sentences that:
   - describes the main idea and theme of the film
   - summarizes the storyline
   - conveys the specifics and impressions that the film evokes

Synopsis content:

The content of the synopsis includes the subject area, the main points and meaning of the film
- What is the film about?
- Why is this story being told?
- Through whom is it being presented/told?
- Who is the main target audience for the film?

The synopsis does not reveal the outcome of the film, only gives general clues.

Recommendation on the format of the synopsis:
- Write in present tense
- Write in simple and easy terminology, present the story as you would tell it to a friend.
- Use a tone and style that correlates with the film (if the film is serious, the synopsis should not be written in a joking manner)
- Synopsis should pass on the emotions the film evokes
- The first sentence is what "hooks" the reader's attention, so make it interesting and intriguing for the reader to continue.

5 steps in writing the synopsis:
1. Start from the "hook". It is important to set the correct tone and mood, use specific descriptive adjectives.
2. Introduce the main characters, the motives of their actions, conflicts and aims.
3. Show in short paragraphs the main turning points of the story in chronological order (for each one state the main event, its immediate effect and longer term outcome)
4. In 3-4 paragraphs summarize the culmination of the crisis and the solution from the perspective of each main character.
5. Revise the synopsis and leave out all unnecessary words; check that the verbs and adjectives used are active and powerful.

2. **Content Summary**

For the database, the main principle to follow when writing the summary is to make it describe the content of the movie as precisely as possible while keeping it as compact as possible.
- Write the text to be easy to read, logical and in chronological order
- Use your own words to pass on the author's attitude and value judgements
- Avoid your own judgments and interpretations
- Avoid dramatized set-up
- Use the present tense or historical present
- Use indirect speech, avoid symbolic speech
- Avoid technical terms, abbreviations, slang, street language, terms only understood by specialists

Summary for a documentary
- The purpose is to shortly introduce the content and main problem the movie discusses
- The first sentence describes the theme, the last sentence summarizes what can be found out during the film
- Write in a balanced, objective manner passing on the author's point of view in covering the subject
- Avoid analysing or judging
- Avoid using many examples, descriptions, detours
- Use your own wording

3. **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. Usually the keywords are also mentioned in the synopses and in the content summary. Use keywords to identify what is important, descriptive, useful and has informational/cultural value. Don't try to "index" everything.