# VIDEO FILE UPLOADING INSTRUCTIONS
## Please read these instructions carefully.

### BEFORE EXPORTING YOUR FILM TO A VIDEO FILE

We strongly suggest you check your film for the following elements:

**Title:**
- Place your film's title at the beginning of the film (unless having a different placement is an important component of your creative vision).
- The filename should include your film title.

**Opening and Closing Slates:**
- Include 3-5 seconds of "silent black" before and after your film. We do not require a countdown, colour bars or tone.

**Audio Levels (if applicable):**
- Audio level must not exceed: 0 dB
- Total audio mix: -3 dB to -6 dB
- Principle speaker(s): -6 dB to -12 dB
- Sound effects: -12 dB to -18 dB
- Music (underscore): -18 dB

### EXPORTING YOUR FILM TO A VIDEO FILE

Please follow the following guidelines & specifications for creating a video file. We use modified Vimeo compression guidelines.

**Important:** Keep in mind that if your film is selected, it will play on a large screen in front of an audience. The information below is to ensure your film looks best on a large screen.

**File Format:**
- Preferably MPEG-4 (*your film title*.mp4) or Quicktime (*your film title*.mov).
- **Important:** Choosing the above file format (.mp4 or .mov) does not automatically select the desired **Codec** when exporting your film. Please see below.

**Codec:**
- H.264 - please set to high quality (also see **Bit Rate** settings below, if applicable).
- **Important:** A codec is the format in which your video will be encoded; it is not the same as **File Format** (please see above)

**Acceptable Frame Rates:**
- 24 (or 23.976), 25, or 30 (or 29.97) Progressive (please de-interlace any interlaced footage).
- Encode your video at the same frame rate as the original footage. However, if your footage exceeds 30 FPS (frames per second), you should encode your video at half that frame rate. For example, if you shot your film at 60 FPS, you should encode your final video at 30 FPS. If you don't know what frame rate you shot at, set your frame rate to either "Current" or 30 FPS.
- **Important:** Always choose "constant" frame rate instead of "variable" frame rate.

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web: www.ptff.org    email: director@ptff.org    phone: (403) 717-5610

**Bit Rate:**
- When you have the option, choose a VBR (variable bit rate) and set the target to:
  - 5,000 kbit/s or 5 mbit/s (SD)
  - 10,000 kbit/s or 10 mbit/s (720p HD)
  - 20,000 kbit/s or 20 mbit/s (1080p HD)
- **Important:** Please ensure your data rate is in bits, NOT bytes.

**Resolution:**
- Output your film to the highest resolution possible without exceeding a resolution of 1920 x 1080 px (pixels).
  - The most common resolution settings are:
  - SD video: 640 x 480 px (4:3 aspect ratio) and 640 x 360 px (16:9 aspect ratio)
  - HD video: 1280 x 720 px and 1920 x 1080 px (16:9 aspect ratio)
- **Important:** If you "up-convert" your film to a higher resolution, please ensure the final version has the appropriate aspect ratio and **Bit Rate**.

**Audio (if applicable):**
- Codec: AAC-LC (Advanced Audio Codec-Low Complexity)
- Data rate: 320 kbit/s
- Sample rate: 48 kHz

**When in doubt about the quality of your video file:**
1. Export your finished film to Vimeo (vimeo.com). Select "Video Settings/Video File - Upgrade this video" and enable "highest quality" and "1080p", if applicable.
2. Verify that your film plays properly and is at a quality suitable for the festival's large screen.


**SENDING/SHARING YOUR FILE WITH PTFF**

<span style="color:red">**Please submit your PTFF Film Entry Form on or before the festival deadline: September 30 (postmark date).**</span>

**Option 1: Vimeo**
1. Export your finished film to Vimeo (vimeo.com). Select "Video Settings/Video File - Upgrade this video" and enable "highest quality" and "1080p," if applicable.
2. Verify that your film plays properly and is at a quality suitable for the festival's large screen.
3. In your PTFF Entry Form (under "Film Information"), provide PTFF with a link to your film on Vimeo.
4. Allow PTFF to download your film from Vimeo. Select "Video Settings/Privacy - What can people do with this video?" and enable "Download the video." If you want to password-protect your film, select "Video Settings/Privacy - Who can watch this video?" and enable "Only people with a password." Type your password in the box provided. Please remember to provide this password to PTFF.

**Option 2: Dropbox**
1. Verify that your film plays properly and is at a quality suitable for the festival's large screen.
2. Export your finished film to a folder in Dropbox (dropbox.com).
3. Share the film's folder with the festival (use **director@ptff.org** when "inviting" the festival director into your film's folder).


**If you have any questions regarding the above,
please contact the festival director at director@ptff.org**

*Thank you!*

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