



2025 Capital City Film Festival Exhibition File Technical Specifications and Delivery Instructions

Contact:

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Capital City Film Festival
318 N Capitol Ave
Lansing, MI 48933

Final exhibition copies are due no later than February 28, 2025

CCFF is dedicated to presenting your film to our audience with the highest technical accuracy and quality. All exhibition copies are verified in our theater environments prior to screening at Capital City Film Festival. Please send us your exhibition files prior to the February 28 deadline to ensure enough time for the QC process. The sooner your file is sent, the sooner we can test your movie and address any potential technical issue prior to your screening.

If you expect to have issues meeting the delivery deadline or expect to have new revisions of your movie after initial delivery, please contact us with that information as soon as possible. If you fail to deliver your movie or fail to contact us by February 28, 2025, we reserve the right to remove your film from our festival lineup.

Format:

Our preference is for a high-quality digital file delivered electronically. Blu-ray versions of a movie can be utilized if no digital movie file is available. DCP versions of a film can only be accepted with prior approval. Due to the unique nature of our screening spaces we cannot guarantee DCP playback capability at all film screening venues.

File Specifications

Below are the requested specifications for final exhibition copies of all movie files. These are the formats that are most compatible and will likely ensure the best screening experience for your film. Please do your best to follow them.

Deviations from these specifications may be accepted if there is significant technical reason to do so. Please contact Austin if you intend to submit a file formatted differently than the specifications below.

Resolution	1920x1080 or 3840x2160
Frame Rate	Progressive only, 23.976, 24, 25, 29.97, 30 FPS
Codec	h.264 or ProRes LT
Container	MOV or MP4
Color Space/Gamma	Rec. 709/2.4
Pixel Geometry	Square Pixels
Leader/Tail	All files should contain the movie content only . Do not include a film countdown leader, sync tones, or other non-movie data inside your video file. Title cards and opening sequences that are part of the theatrical presentation of your movie are acceptable. Starting and ending the file with 1-2 seconds of black frames is appreciated.
Audio Codec	PCM 48 kHz, 24 bit or AAC 48 kHz
Audio Channel Mapping	Stereo audio strongly preferred. Surround mixes will be downmixed to stereo for playback.
Loudness	-24 dB LUFS, maximum peak: -2dB
Subtitles (for Non-English language films)	All non-English dialogue must have English language subtitles. Subtitles may be burned into the video or sent as separate SRT or VTT sidecar file.
Closed Captions (for English Language films)	English Language films should be free from non-English subtitles. If available, English closed captions files in SRT or VTT format may be additionally included. English closed captions should not be burned into English language movies unless necessary for understanding of select dialogue.

Electronic Delivery:

All download links can be sent to production@capitalcityfilmfest.com. Services such as Dropbox, Google Drive, WeTransfer, etc. are all acceptable.

A Vimeo link with the download option enabled, preferably with the “download original quality” option also enabled, is also an acceptable method of delivery.

Physical Delivery:

If you must send us physical media, it may be sent to the address below. Digital movie files on external HDD, SSD, thumb drive, or playable Blu-ray disc, are all acceptable (but less preferable to electronic delivery). Physical DCPs may be sent to this address only with prior approval. CCFF will make its best effort to return reusable physical media, such as a hard drive, promptly at the completion of the festival. Please provide proper return instructions with physical media. One time use media such as a Blu-ray disc will not be returned without prior discussion.

Capital City Film Festival
attn: Print Traffic
318 N. Capitol Ave
Lansing, MI 48933

Any technical questions regarding delivery of your completed movie file can be directed to:

Austin Howard, Production Director
production@capitalcityfilmfest.com
Phone: 517-483-4058

For all other inquiries contact:
info@capitalcityfilmfest.com
or call our festival office at 517-483-4058