

A GUIDE TO CINELAB FILM & DIGITAL'S SHORTFORM SERVICES

Commercials, Creative Content and Music Videos

CINELAB FILM & DIGITAL is Europe's leading film laboratory providing a complete end-to-end film and digital workflow across Feature Films, Episodic TV, Commercials, Music Videos, Archive & Restoration and Branded Entertainment.

Offering the widest range of integrated film and digital services from processing through to final film and digital deliverables. Our team of experienced film and post production specialists are there to guide you at every stage of the production, understanding every project is bespoke, creatively and technically.

Uniquely all film and digital services are provided under one roof, by one team; from photochemical services in the film laboratory, film scanning dailies, post production through to final deliverables. This provides real benefits to all clients, saving time and money, added security and excellent client care.

CINELAB FILM & DIGITAL SERVICES FOR SHORTFORM CLIENTS

- Camera/Lens/Film Stock Testing
- Negative Development/Film Processing: S8, 16mm, S16mm, 35mm, S35mm and 65mm
- Film and Digital Dailies
- Telecine/Film Scanning
- Edit/Conform/Sound Sync
- Digital Intermediate Colour Grading
- DI Grading Theatre
- Final Scans/VFX Pulls
- Mastering/Film and Digital Deliverables
- Digital Master to Film
- 35mm Mute Prints/35mm Show Prints
- Sound Optical Mastering
- Full Archive and Restoration

WORKING WITH CINELAB FILM & DIGITAL

Our team are here to advise, we want to make sure your experience of working with film is enjoyable for everyone involved. We welcome all filmmakers, many clients haven't shot on film before, or perhaps not for some time. Don't hesitate to ask if there is anything you need to know.

Contact us: enquiries@cinelab.co.uk

Aarti Mahtani - Sales Manager Commercials
aarti.mahtani@cinelab.co.uk
07956 225646

SUPPORTING ALL FILMMAKERS

www.cinelab.co.uk | +44(0)1753 501500 | enquiries@cinelab.co.uk



BEFORE THE SHOOT

Buying Motion Picture Film Stock

Cinelab Film & Digital does not sell film stock. We recommend the following:

Frame24 are an official reseller of motion picture film and sell service packages which include both film stock and our services. The Frame 24 vouchers does have a 400ft minimum processing amount. You can either order online www.frame24.co.uk or give them a call on + 44 (0)7801234882 (Carl), + 44 (0)7774 608709 (Rachel)

If you need to order 20,000 feet or above you should contact Kodak directly.

Cinelab Film & Digital - You may decide to buy only stock from Frame24 and wish to request a separate quote from us for processing and scanning services. Please email us with the details of your project to: enquiries@cinelab.co.uk

Note: We are unable to process Tri-X Reversal, Kodachrome or B&W 8mm/Super 8mm. We are unable to process Fuji Motion Picture Film.

BUDGETING FOR SHOOTING ON FILM

Quotes/Agreeing Costs and Scheduling

We want to make sure that shooting on film is as cost effective as possible and the budget spent is shown on screen. Planning in advance is key, we can provide costs and timings for all projects and advise on which workflow should be taken to best suit the production.

Primary Budget Considerations:

- What Project Type is your production?
- Film Gauges – What format?
- Film Format Choices: 4perf, 3perf, 2perf?
- Are you shooting Colour or B&W?
- Optimum Shooting Ratios
- What amount of film requires processing/scanning?
- Are these 100 or 400 feet rolls?
- What is the shooting schedule and when will we receive the film?
- Is an Off-line/On-line or Scan Once workflow being taken?
- What quotation is needed? - 2K, 4K or HDR ungraded Log scans?
- Any additional requirements - sound sync?
- Have you considered Archival requirements? (Digital and Physical)

Budget Guide: [Stock, Processing and Scan Once - Price Per Minute](#)
See also: [Shortform Guide Rates](#)

Helpful Contacts for Film Camera Hire & Lenses:

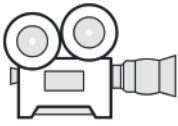
- Arri
- Panavision
- Focus 24
- Movietech
- Take 2 Films
- One Stop Films
- Gear Room

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SHOOTING ON FILM? SHORTFORM WORKFLOW GUIDE



PRE PRODUCTION FILM/CAMERA LENS TESTING

The look of a project is determined by the combination of many choices available, so before the main production begins it is common practice for film and camera lens test shoots.



NEGATIVE DEVELOPMENT

Photomec ECN2 Processors
Night and Day bath processing for 65mm | 35mm | 16mm | 8mm
Colour and Black & White



TELECINE

2K Spirit Telecine/DFT Scanity 2K
Graded Rushes or 10bit Log Transfers
Export to DPX, Avid, DNx or Prores as required



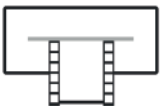
SOUND SYNC

Optional Sound Sync using Avid Media
Composer Export to DNx or Prores for Editorial
Export to H.264/MP4 for Production Review



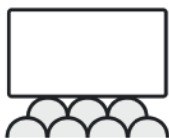
DELIVERY

Encrypted Electronic File Delivery via Sohonet Filerunner for Editorial
H.264 upload to Cinelab London screener service for online review and approval



SCANNING

Spirit 2K/4K Scanity 2K/4K Arri 2K/4K/6K
2K or 4K DPX files for Conform and Grade
VFX Pulls/Drama Scans/Select Takes from EDL
EDL must be provided as a CMX36 file in "C" Mode



FILM/DIGITAL DELIVERABLES

Film Recording up to 4K using Arrilaser 2 or Direct to Print
with Cinevator Optical Sound Negative
Answer prints, IP/IN and Release Prints
DCPs for Digital Cinema Distribution

After the Processing and Scanning stage, the workflow is the same as shooting on digital.
A more detailed workflow can be found at: www.cinelab.co.uk



BOOKING YOUR PROJECT WITH CINELAB FILM & DIGITAL

TURNAROUND TIMES - Footage Dependant

Always schedule your project as far in advance as possible, we will book resources to ensure your schedule deadlines are met.

8mm and Super 8

Booking with us Directly: 7 day turnaround (processing, scanning & upload)

Note: If a faster turnaround is needed, see [Shortform Ratecard](#) for **Rush Order Fees**
As a general guide the Rush Order Fee is a 20% Surcharge.

16mm and 35mm

Booking with us Directly: 3 day turnaround (processing, scanning & upload)

Frame24 Discounted Package: 5 day turnaround (processing, scanning & upload)

Note: If a faster turnaround is needed, see [Shortform Ratecard](#) for **Rush Order Fees**
As a general guide the Rush Order Fee is a 20% Surcharge.

65mm: By Quotation.

QUOTES/AGREEING COSTS AND SCHEDULING

Once you are happy with costs, timings, workflow and payment details we are ready to receive your film/project materials.

Cinelab Film & Digital Projects

Please fully complete the [Customer Project and Invoicing Form](#) and [Project and Scanning Checklist](#) and email to enquiries@cinelab.co.uk. It is helpful to send this before we receive any film, we double check requirements and schedule in the work/resources to meet timings.

[Negative Picture Reports/Camera Sheets](#) are usually completed by the DoP/Camera Operator on the day of the shoot. Ideally, these should be sent with your clearly labelled package/film.

Process Paid Frame24 Projects

Please fully complete the [Customer Project and Invoicing Account Form](#) and [Frame24 Project and Scanning Checklist](#) and email to enquiries@cinelab.co.uk. It is helpful to send this before we receive any film, we double check requirements and schedule in the work/resources to meet timings

[Negative Picture Reports/Camera Sheets](#) are usually completed by the DoP/Camera Operator on the day of the shoot. Ideally, these should be sent with your clearly labelled package/film.

Help needed to complete the Project and Scanning Checklist?

The Director or DoP will often provide the technical details required. Our [Glossary](#), this guide and [Shortform Ratecard](#) also provides information But, as always, don't hesitate to call us!



ACCOUNTS AND PAYMENT

Please see our [Standard Terms and Conditions of Business](http://www.cinelab.co.uk) online at: www.cinelab.co.uk

Purchase Orders (PO) should be supplied prior to any work commencing. Please email PO to accounts@cinelab.co.uk

Cinelab London Details: VAT Reg: GB 935 6402 21 Company Reg No. 06701466

Full Payment Full Payment is required before delivery of the final digital files/processed content. A final invoice will be issued showing full amount owed.

Payment - We accept BACS or Credit Card payments.

Bank Details: Account Name: Cinelab London Limited
Account Number: 32050331 Sort Code: 40-06-29
IBAN: GB90HBUK40062932050331
SWIFT: HBUKGB4B

Contact Email: accounts@cinelab.co.uk

DELIVERY, COLLECTIONS, X-RAYS & COURIERS

Please Note: We are currently open Monday through to Friday. We are closed on Saturday and Sunday.

Delivery Address: Cinelab Film & Digital, 715 Banbury Avenue, Slough, Berkshire, SL1 4LR

- Currently all deliveries and collections should be by prearrangement.
- Please always let us know date and estimated time of delivery or collection.
- Ensure all packages are clearly labelled to be quickly identified.
- We will confirm delivery receipt of all materials, via email within 24 hours of arrival
- When project materials are ready to be collected, we can provide weight and size of package to provide to your courier.

Day Drop Off

Prearranged deliveries and collections are accepted from 8am to 6pm. These hours can change, always check in advance.

Day Lab Manager: Andy Hudson

Night Drop Off

Prearranged deliveries and packages are currently being accepted from 10.15pm to 6am. Then there is a gap before the day shift starts. See our [Out of Hours Instructions For Night Delivery](#).

Night Lab Manager: John Gurney



DELIVERY, COLLECTIONS, X-RAYS & COURIERS

Shipping Information/X-Rays of Negative

We happily receive thousands of boxes/cans of film negative safely from all around the world every year. Always use a courier with experience of transporting film. Many of our filmmaking clients use these companies:

- **Dynamic Freight** - is a transport media specialist.
- **Interparcel.com** - is a courier comparison website.
- **DHL Global Forwarding** - is a global freight forwarder. (Email john.dewhurst@dhl.com)
- **Addison Lee** - Local and international courier service.
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Do Not X Ray Labels

We recommend that you attach these labels to the front of the film boxes/cans.

[Cinelab Film & Digital Downloadable 'DO NOT X-RAY' Labels](#)

Hand Carrying Film

Print out [Cinelab Film & Digital Downloadable 'DO NOT X-RAY' Labels](#), apply to film boxes/cans. Request for it not to be X-Rayed, if it does go through a security scanner, ask that the film is put through on it's own without stopping in the machine.

Checked Luggage

Never pack unprocessed film in luggage that will be checked.

For up to date information visit [Kodak's Website - Transporting and Storing Film](#)

STORAGE - NEED A QUOTE?

Please give some thought to the physical storing of project materials. Unfortunately we do not have facilities or resources to securely store without charging. If required, we can recommend solutions and costs for short and long term storage as well as bulk disposal fees.

All project materials, including film, must be collected/returned within 30 days from invoice date. If project materials are not collected by this time, an automatic **£3 Storage Fee**, per item, per month will be invoiced.

RECYCLING/DISPOSAL

Disposal Fee: £5 per item

Secure Recycling/Disposal is carried out in accordance with WEEE directives. No waste material disposed of on your behalf goes to landfill.

FOR MORE INFORMATION VISIT WWW.CINELAB.CO.UK

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