



WHAT TO SUBMIT FOR BFDG WEBSITE UPLOAD FOR SPONSORS 'FRIENDS'.

As part of our working together we have previously noted of how and where we can display your organisation within the BFDG. In this doc we have outlined the optimum formats and information so we can integrate you into our website with the maximum efficiency and best coverage.

FRIENDS SERVICES, GUILDS AND EDUCATION PAGES

What should you send in?

An email is easier so we just cut and paste, this avoids typos. Decide on the best information and links that define and advertise you. As a guide we would like...

- Images
- Contact details
- Logo
- Body Text

What guidelines for images?

- Two images – This can be a single or composite, even with text.
- Image dimensions – We do require quite specific format of 650 wide x 277 high pixels or a ratio of 1: 2.35. Otherwise they will suffer getting distorted.
- Image resolution – the lower the faster the download.
- Image size – A bit of tolerance depending on image, aim for 20k to 60k is ideal. We are unable to use big files as they slow the site usage and download time. Plus we have a file size limiter.
- Image format – JPEGs are generally the best for file size to clarity.
- Image copyright – It will public access under our site and although we have © 2013 British Film Designers Guild at the bottom, this applies to technical info; like fact sheets generated by BFDG only.

What guidelines for contacts?

- Main link - they look like this '<http://www.geerings.co.uk/copiers-and-printers/>' and displayed title like 'GEERINGS Print – Copy – Scan' this will be a live link to your site.
- Secondary links within the text body, these will display as written ie 'www.bovilles.co.uk' this will be another live link to your site. We can have as many as you like for separate areas.
- Email – 'info@datapro.co.uk' this will be a live link to viewers email server, if available.
- Telephone – '+44 1753 651 700' office, mobile, skype etc.
- Secondary telephone numbers should be added to text body.
- Two x Body text – 'One of Data Repro's regular services is creating period and contemporary newspapers' About six lines or 100 words each section.

What guidelines for logo?

We are still assessing if we can embed a logo either/and along with organisation name. We already have some on file or can get a screen image grab from the internet at lower resolution instead.

- Main link – current single image logo or composite logo file in JPEG preferably.
- Size and resolution info to follow.

What guidelines for body text?

This is a mini statement of how you want to target your organisation to the BFDG.

Text can be in two

- What you do.
- Who you are.
- What you have previous achieved.



- Who you have worked with.
- What areas you see worthy of expanding into.
- Any information useful to TV and Film production personnel.
- Where you are.

What else can you include?

We have an embedded video feature should you have currently hosted material.

We can link to YouTube and Vimeo videos. See our showreels section.

This might be your fabrication process, promotional or information video.

- Link - email us the link, they look like this '<http://www.youtube.com/watch?v=BOAdDn7XrNw>'
- Title – 'Pinewood Studios – A World Leader in Film production'
- Text – Brief 50 words like... 'Andrew Smith, Director of Strategy and Communications at Pinewood Studios, talks about their work, as well as what makes the UK attractive for film-makers.'

Other general information...

Can I change or remove the information?

Just contact the office, this can be done by several registered administrators. Please try to review prior to uploading, this will save us time.

Who uploads the files?

Designated BFDG administrators only. We have the option of opening up to allow registered and logged in members self loading. This is a future option.

Can I change something that isn't correct?

Yes, just let the office know and we will alter as soon as we can.

How long does my work and information stay uploaded?

Runs concurrently with your sponsorship.

Does being on the website cost extra?

No, this is part of our mutual agreement together.

What if there is an issue over copyright or ownership of uploaded data?

Tell us as soon as possible and web administrators will remove items under concern as a matter of urgency. We can then investigate problems and potentially in the intervening time upload something else from you if required.

Notes:

With regard to third party image use or abuse. We suggest that by reducing file size down so that the images are of acceptable web quality but limited use to other parties if downloaded or screen grabbed.

The BFDG will host members images, but does not claim copyright or ownership of such data.

The BFDG is not liable for events linked to being uploaded to this site.

© 2013 British Film Designers Guild

All rights reserved