



Pakistan's Creative Talent Platform | pakfunkar.com

FILM FESTIVAL SUBMISSION CHECKLIST

PakFunkar Film Festival — Filmmaker Preparation Guide

Use this checklist to ensure your submission is complete before applying. Incomplete submissions may delay the review process or result in disqualification.

A. FILM INFORMATION

- Film title confirmed and finalised
- Genre, language, and runtime recorded accurately
- Production year confirmed
- Logline written (1 sentence, max 25 words)
- Short synopsis prepared (max 100 words)
- Full synopsis prepared (max 500 words)
- Director's statement written (see Director's Statement Template)

B. RIGHTS & LEGAL CLEARANCES

- Screenplay / Writer's Agreement signed — Producer → Writer
- Actor / Talent Agreements signed for all principal cast
- Extra / Supporting Actor Agreements signed
- Crew Agreements signed for key HODs (DP, Sound, Editor, etc.)
- Location Release Agreements signed for all private locations
- Music / Soundtrack License obtained for all third-party music
- Makeup & Hair Artist Agreement signed (if applicable)
- Equipment Rental Agreement signed (if applicable)
- Chain of Title Declaration completed and signed
- Rights & Clearance Summary Form completed and signed

C. TECHNICAL FILES

- Screening file in correct format (see Technical Delivery Specifications)
- File resolution: minimum 1920x1080 (Full HD)
- Audio: stereo or 5.1, minimum 48kHz / 16-bit
- English subtitles embedded or as separate .SRT file (if non-English)
- Screener / preview link prepared (Vimeo or Google Drive, password protected)
- Film poster / key art prepared (min 300dpi, A3 or larger)
- Minimum 5 high-resolution production stills (min 300dpi)

D. CAST & CREW DOCUMENTATION



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- Cast & Crew List completed (see Cast & Crew List Template)
 - Director biography written (max 150 words)
 - Producer biography written (max 150 words)
 - Key cast biographies prepared (max 100 words each)
 - Headshots / profile photos for director and lead cast (min 300dpi)
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E. PRESS KIT

- Press kit prepared (see Press Kit Template & Specifications)
 - Film title in correct format for press use
 - Production company name and logo provided
 - Contact details for press enquiries confirmed
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F. SUBMISSION FORM

- Online submission form fully completed at pakfunkar.com
 - All required documents uploaded as specified
 - Submission fee paid (if applicable)
 - Confirmation email received from PakFunkar
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NOTES

Submission queries: info@pakfunkar.com | pakfunkar.com