

FILM SHIPPING TIPS:

Poor shipping practices result in film damage, lost films, and canceled screenings. These tips will help avoid *most* shipping problems.

THE FILM ITSELF:

- All reels should have a tight, smooth, even wind with no exposed edges that could be crushed in shipment.
- Film reels should be of good quality and not bent or rusted.
- Films shipped on cores in cans should be secured on the side with bubble wrap or other non-acidic packing material.
- Ends of reels should be taped down with a good length of fresh acid-free tape.
- Film leaders and cans should be *clearly* labeled with film title and other relevant info.
- Be courteous and don't tape over identifying or important labels on leader or film cans.

PACKAGING:

- Box securely taped at top, bottom, and sides, Goldberg can zip tied shut, or fibre case reinforced with tape.
- Packing slip with phone number, email address, and other relevant info inside box.
- Tracking number, address, phone number, and email written on box or case separate from the shipping label.
- Take a picture of the box or case before handing it off to the courier. This will come in handy if the package gets lost.
- Label securely attached to the package.

THE SHIPMENT:

- Ship films with sufficient lead time to arrive at the venue, and ship films back immediately after the screening unless instructed otherwise.
- Allow extra time (as much as 2-4 weeks) for international shipping and customs clearance.
- Confirm correct shipping instructions with the lender before sending.
- Avoid shipping to residential addresses.
- Avoid sending important films through the post office. Use UPS, FedEx, or DHL.
- Sign up for email tracking notifications and confirm package delivery with the receiver, call customer service at the first sign of trouble.

NEW!

- Apple Airtag can provide additional tracking for your film prints.
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Now on Sprocket School at https://www.sprocketschool.org/wiki/Guide:_Shipping_film_safely