

Your film press kit

Original reusable template • Copy and adapt for your own production. Replace prompts and remove unused sections before publication.

1 Film at a glance

Film title and logline

Genre and current production status

Runtime including credits / country / year / language

Public contact and press download link

Issue date / approved artwork and credit

2 Tell the story

Short public synopsis (approximately 50–100 words)

Continue short synopsis

Longer synopsis (approximately 150–250 words)

Continue longer synopsis

Spoiler version needed? Label and keep separate

3 Creative statement

Named speaker and role

Why this story matters to you

Specific visual or performance choices

What you hope the audience experiences

Approved by / date

4 People and biographies

Director: approved short biography

Writer: approved short biography

Producer: approved short biography

Principal cast and roles

Other agreed biographies and approvals

5 Credits and screening facts

Approved creative and production credits

Production company and country

Confirmed runtime / picture and sound delivery information

Available captions / audio description / other access versions

Screening enquiries and response contact

6 Pictures and other assets

Filename and accurate caption

Photographer or artist credit / copyright holder

Approved press use and restrictions

High-resolution download link / contact sheet link

Poster / trailer / logo links and required credits

7 Confirmed news

Festival or screening / date / venue

Public booking or announcement link

Award: exact festival, year and category

Work recognised: screenplay or completed film

Announcement date / embargo / verification source

8 Release checks

Public download links tested while signed out

Private screener request route and expiry

Names, facts, credits and permissions checked by

Unconfirmed claims and placeholders removed

Final issue date / version / approval owner
