






<u>UKTV COMMISSIONS: SCHEDULE OF DELIVERABLES</u>	
These are the standard UKTV delivery requirements for Commissioned output. Any exceptions to this will be set out in the Commissioning Agreement.	The UKTV Technical Specification is available on the UKTV website http://corporate.uktv.co.uk/commissioning/article/uktv-producer-pack/
<p>UKTV must be notified immediately of any changes to programme delivery dates. Please email programmedeliveries@uktv.co.uk</p> <p>The dates must be approved by the Commissioner, Production Executive and Delivery Manager by email.</p>	
<u>UKTV OFFICE:</u> UKTV 10 Hammersmith Grove Hammersmith London W6 7AP	
<u>UKTV CONTACTS:</u> Head of Production: Senior Production Executive - scripted Production Executive Production Executive Production Executive Transmission Materials Delivery Manager Production Co-ordinator Rights & Contracts Executive	Isabelle Pavitt Kathryn Lowrie Josephine Grant Rachel Lyon Helen Jackson Kim Ashworth Caroline Hausen Lucilla Macdonald

PART A. PRE-PRODUCTION MATERIALS

ITEM	DESCRIPTION	DELIVERY DATES	NOTES	DELIVERY ADDRESS
1	UKTV EDITORIAL SPECIFICATION	Prior to Greenlight being issued	This must be completed, approved by UKTV and signed by Production Company HOP. This forms part of UKTV Greenlight.	Send via email to: Relevant Production Executive
2	TREATMENT/RUNNING ORDER/SCRIPT	With completed Ed Spec	These must be sent along with Ed Spec and forms part of the UKTV Greenlight. UKTV Production Executive will specify which documents need to be supplied in the Ed Spec.	Send via email to: Relevant Production Executive
3	PRODUCTION INSURANCE SCHEDULE/SUMMARY (PI)	Once Greenlight issued and prior to Pre - Production	If insurance is not with Quartz Insurance Brokers Limited, please provide a copy of your Production Insurance (PI) schedule/summary prior to pre-production. <u>PLEASE NOTE:</u> Unless agreed otherwise, the Producer shall ensure that UKTV shall be included as an additional named insured on all such policies. All insurance information needs to be kept for a period of 6 years – however the Employers Liability Insurance Certificate needs to be kept for a period of 40 years.	Send via email to: Relevant Production Executive
4	E&O INSURANCE	On the same day as delivery of the programme master.	UKTV advise production company to arrange E&O insurance for the commissioned production. Cover should be for a suitable period, for a minimum claim loss limit of £1 Million and £3 Million in the aggregate, worldwide cover including the USA. If available, please provide a copy of E&O Certificate at the same time as the programme master delivery and ensure that UKTV is included as an additional named insured on the policy.	<u>SUBMIT VIA SILVERMOUSE</u> And Email to: <u>productionmanagement@uktv.co.uk</u>

5	<p>PRODUCTION COMPANY POLICIES / PROTOCOLS:</p> <ul style="list-style-type: none"> • H&S Policy • Data Protection Policy • D&I Policy • Bullying & Harassment policy along with Incident Reporting Protocols • Child Protection Policy (if applicable) • Safeguarding Animals Policy (if applicable) • COVID protocols 	With completed Ed Spec	Please provide copies of the listed policies.	Send via email to: Relevant Production Executive
6	<p>ALBERT CARBON NEUTRAL SUSTAINABLE PRODUCTION CERTIFICATION</p> <p>It is mandatory for all UKTV Commissions to be certified by Albert as a ‘Carbon Neutral Sustainable Production’ and you need to start this process in the pre-production phase <u>well before filming commences.</u></p> <p>You will do this using the Albert toolkit which will allow you to assess your carbon impact via completion and submission of a Carbon Footprint and select appropriate sustainable</p>	Production must work closely with the Albert team to ensure that evidence is provided for the Carbon Action Plan in good time to enable their audit and approval to be finalised prior to your Online.	<p>At the earliest opportunity you should complete & submit your Carbon Footprint & Carbon Action Plan in which you will be asked to make commitments to reduce the carbon impact of your production. Please include all development work associated with your commission in your carbon footprint report.</p> <p>When you are completing your Carbon Action Plan please consider any innovative sustainable production techniques that you could potentially capture on camera. UKTV will aim to use clips from our Commissioning slate to create a showreel to share best practice within the industry.</p>	UKTV will be notified by Albert once your production has been certified as a Carbon Neutral Sustainable production.

	<p>production techniques via the Carbon Action Plan.</p>   <p>For more information, please visit: www.wearealbert.org</p>		<p>Evidence will be requested at the end of production & this will be audited by the team at Albert.</p> <p>Once your Carbon Action Plan has been approved you will be given access to download the Albert Carbon Neutral Sustainable Production logo which should be dropped onto all end boards. Please refer to section 5 of the Producer pack 'UKTV Originals Guidelines' for specific placement guidance.</p> <p>UKTV Production Management will contact you in pre-production to check all is progressing to plan.</p> <p>Sustainability is included in our Progress reports which will help us keep in touch with you as you move through production. However, if you have any queries at any time, please do not hesitate to contact your UKTV Production Executive.</p>	
7	<p>CARBON OFFSETTING</p> <p>An allowance for carbon offsetting must be included in your budget. Please either use your Carbon footprint or a previous Carbon footprint in the case of a returning series to estimate carbon tonnes & use £9 per tonne as the offset cost. If you do not have access to either there is a helpful calculator on the Albert Creative Offsets webpage:</p>	Pre-greenlight & Post-production phases.	<p>A carbon offsetting allowance must be calculated at schedule/budget stage.</p> <p>Payment will be made at the end of production once Carbon Neutral Sustainable certification has been awarded & will be based on the final carbon footprint report.</p>	Payment directly via Albert website. For delivery see item 16.

	https://wearealbert.org/creative-offsets/ All UKTV Commissions should be offset directly via the Albert/NCP scheme. This transaction should be made directly through the Albert website.			
8	PLANET PLACEMENT  UKTV is championing Planet Placement. Planet Placement is an Albert initiative to encourage & inspire the editorial community to embed the climate crisis and sustainable behaviours within the content of our programming. The Commissioning team at UKTV is committed to this initiative and it is our firm belief that we can drive change & normalise sustainable behaviours in this way. Please note you will need to demonstrate via Albert's	This will be discussed at the earliest stages of development & will be monitored throughout the production process.	<p>Our Editorial Specifications include a section on Planet Placement. Executive Producers will need to demonstrate that the editorial ambition of the production is compatible with a sustainable climate.</p> <p>This will be followed up for discussion in the pre-production & production debrief meetings & will be tracked in the stage payment progress reports.</p> <p>We hope that by doing this we can continue to champion & support this important initiative.</p> <p>NB training is available on the albert website https://wearealbert.org/events/training/</p> <p>For more information, please discuss with your Commissioner/Production Executive and go to the Albert Planet Placement website: https://wearealbert.org/planet-placement/</p>	Planet Placement timecodes must be included in Silvermouse in the 'Listings' section.

	Carbon Action Plan that the editorial ambition of the production is compatible with a sustainable climate. If you cannot demonstrate that your programme is compatible with a sustainable climate, Albert will not withhold the certification based on this, but will work with your editorial teams in order to better understand how to achieve this.		NB training is also available on the albert website https://wearealbert.org/events/training/	
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PART B. VIEWING LINKS

ITEM	DESCRIPTION	DELIVERY DATES	NOTES	DELIVERY ADDRESS
9	1 x BITC VIEWING LINK (Commissioning Editor - <u>ROUGH CUT</u> Viewing) BITC Link per episode. Clearly labelled with Programme title, subtitle and programme number.	As per agreed dates on schedule, Ed Spec/or otherwise agreed date with Commissioner/Producti on Executive.		Relevant Commissioner Relevant Production Executive
10	1 x BITC VIEWING LINK (Commissioning Editor - <u>FINE CUT</u> Viewing) BITC Link per episode. Clearly labelled with Programme title, subtitle and programme number. Please allow an additional viewing of Fine Cuts of TX1 & TX2 by the Director of Commissioning	As per agreed dates on schedule, Ed Spec/or otherwise agreed date with Commissioner/Producti on Executive.	Please ensure that all fine cut links are sent to Compliance at same time as Commissioner. <u>If after viewing the fine cut further changes are requested by Commissioner/Compliance, a new link will need to be sent to Commissioner and Compliance before delivery of TX master.</u>	Relevant Commissioner Relevant Production Executive Compliance: compliance@uktv.co.uk

11	1 x CLEAN VIEWING LINK (Commissioning Editor - <u>FULL & FINAL</u> Viewing) CLEAN Link per episode. Clearly labelled with Programme title, subtitle and programme number (please refer to section 27 for delivery tech spec).	On the same day as delivery of the programme TX master.	This link must be an exact clone of the transmission master, Hi-Res, HD and downloadable.	Deliver to: Relevant Commissioner Relevant Production Executive digitaldeliverables@uktv.co.uk compliance@uktv.co.uk pressoffice@uktv.co.uk socialandonline@uktv.co.uk
<u>PART C. TRANSMISSION MATERIALS</u>				
ITEM	DESCRIPTION	DELIVERY DATES	NOTES	DELIVERY ADDRESS
12	CREDITS	Prior to online & layback.	End credits should include the following for the UKTV Commissioner: Executive Producer(s) for UKTV. Prior to online & layback, all credits must be sent to and signed off by the following: Commissioner / Compliance / Production Executive. Please list all logos that will be added to the endboard. <u>VARIATION TO CREDIT REQUIREMENTS (INCLUDING FRONT/MAIN/END CREDITS):</u> subject to UKTV approval and sign off by UKTV's Director of Commissioning and Head of Production. Please ensure credits are included in the post-production scripts.	Send via email to: Relevant Commissioner Relevant Production Executive Compliance: compliance@uktv.co.uk And, if relevant: Head of Production
13	PRESENTER & KEY CONTRIBUTOR CONTRACTS	Prior to signature.	Must be approved by the UKTV Commissioning Lawyer prior to signature.	Send via email to: Relevant Legal & Business Affairs Lawyer

14	<p>PROGRAMME MASTER 1 x HDCAM or FILE per episode of the Programme in accordance with the UKTV Technical Specification.</p> <p>Please provide “clean” versions of any captioned sequences at the end of the programme master including CGI elements, Titles & End credits (and where relevant subject to discussion with UKTV Production Management Recaps and Teasers).</p> <p>If the Programme Master is recalled by the Producer/or requires re-delivery due to the fault of the Producer after the programme has been ingested for play-out by UKTV’s post-production processing facility, then a re-delivery charge will be made to the Producer (this is estimated to be £1,000 per hour).</p>	<p>As per the Commissioning Agreement.</p>	<p>Master tapes must be clearly labelled with programme title, subtitle, series and episode information and programme number/relevant suffix number</p> <p>Master file naming convention as follows: Programme & suffix number_seriesname_seriesnumber_ep_epname_ versionnumber_R128</p> <p>Once the file is ready for delivery, please let Red Bee know they should be expecting it, please email: uktv.media.prep@ericsson.com</p> <p>Relevant UKTV Channel Scheduling Assistant to supply Programme ID’s.</p>	<p>Red Bee Media Broadcast Centre – RBM Delivery/Collection MIA (Media Intake Area) Red Bee Media BCG D6 201 Wood Lane London W12 7TP Courier ask security to phone: T: 020 849 55560 or T: 020 849 55561 or T: 020 849 55559 Opening Hours: Monday to Sunday 8am-8pm</p> <p>Delivery can be accepted at the weekend; however, Red Bee needs to be made aware beforehand.</p>
15	<p>BILLINGS FORM Including Series & Episodic synopsis & Planet Placement references including timecodes</p>	<p>At the same time as delivery of the programme master. Please note: Programme master will not be accepted as</p>	<p>Series Synopsis: Short: 190 characters max Long: approx. 200 words</p> <p>Episode Synopsis:</p>	<p><u>SUBMIT VIA SILVERMOUSE</u></p> <p>And Email forms to: Relevant Commissioner pressoffice@uktv.co.uk compliance@uktv.co.uk</p>

		delivered or ingested for TX until the billing form has been received.	<p>Short: 190 characters max Long: approx. 200 words</p> <p>Billings must be sent to and signed off by the Commissioner and Compliance prior to submitting to Silvermouse and emailing.</p>	
16	ALBERT CARBON OFFSETTING Please send a copy of your Natural Capital Partners invoice to confirm payment has been made.	Within 4 weeks of programme master delivery.		Please send to: productionmanagement@uktv.co.uk
17	TITLE CHECKS	Within 4 weeks of programme master delivery.	Please provide email confirmation of compliance with the UKTV title checks guidance document in the producer pack.	<u>SUBMIT VIA SILVERMOUSE</u> Email confirmation to: Relevant Legal & Business Affairs Lawyer
18	POST-PRODUCTION SCRIPT (Time-coded script) Required for Subtitling purposes. MUST INCLUDE OPENING TITLES AND END CREDITS.	To be delivered within 1 week of programme master delivery.	Scripts which have 'Speakers Name' in bold font & on a different line than the dialogue or narration are preferred.	<u>SUBMIT VIA SILVERMOUSE</u> Also email to: rbm.uk.as.programme.materials@ericsson.com
19	PROGRAMME AS COMPLETED FORM	Within 2 weeks of programme master delivery.	The information supplied in Silvermouse replaces the PasC form. Information supplied in the "Contributors", "Copyrights" and "Listings" modules together with the information in the "Header" replaces the Word Format PasC form.	<u>SUBMIT VIA SILVERMOUSE</u>
20	MUSIC REPORTING FORM	Within 2 weeks of programme master delivery.	Please see the On-Music Guidelines to creating a music cue sheet including how to	Electronically via On Music: www.on-musicsystem.tv

	A completed Music Reporting Form for each episode of the Programme.		set up a log-in and Password in the Producer Pack.	
21	UKTV START/END BOARDS MUSIC REPORTING This must be reported in the music reporting form for each episode of the Programme.	Within 2 weeks of programme master delivery.	Please find below the music composition details for the opener and closer to be reported in the on-music cue sheet (if it is not already included). Opener Registered Title: UKTV Originals Opener Composer: David Thomas Connolly CAE number: 641540471 Tunecode: 289100HQ Closer Registered Title: UKTV Originals Closer Composer: David Thomas Connolly CAE Number: 641540471 Tunecode: 289100HT	Electronically via On Music: www.on-musicsystem.tv
22	LIST OF COMMERCIAL TRACKS USED IN THE PROGRAMME Not a detailed Music cue sheet but a simple list of key tracks featured in each episode which might be of interest to our audiences (artist, album & track title only)	As soon as possible prior to the delivery of the programme master.		Email to: creative.production@uktv.co.uk socialandonline@uktv.co.uk
23	FINAL COST REPORT This should include VARIANCE NOTES		<u>Please note that the final payment will be made once the final cost report has been signed off by UKTV along with all other post-production paperwork</u>	Email to: productionmanagment@uktv.co.uk

24	PRODUCTION BIBLE Containing true and legible scanned copies of: (a) fully executed originals of all Key Contracts and all other contracts or release forms with performers; writers, composers and other providers of commissioned material or source material; the producer, the director(s), library film, clip and stills licences, and other licences of Third Party Material, and location releases excluding only contracts of any permanent employees of the Producer where those employees assign to the Producer all copyright in their services. ("Excluded Contracts"). (b) a list of all the Excluded Contracts	Within 2 weeks of programme master delivery.	Please upload scanned copies of fully executed original contract agreements to the "Contributors" and "Copyrights" areas of Silvermouse. Any other supporting documents can be uploaded to the "Materials and Synopsis" area. Originals should be submitted only on written request by UKTV.	SUBMIT VIA SILVERMOUSE
25	SCHEDULE OF RESIDUALS A Schedule specifying the repeat fees and residuals (if any) payable to third parties, including underlying visual contributions, in archive clips (if applicable).	Within 2 weeks of programme master delivery.	UKTV Template available in the Producer Pack. The template is password protected. Please contact Kim Ashworth for the Password. Any queries regarding completion of the schedule of residuals should be directed to Nick Pilkington or Lucilla Macdonald. The completed Form (for all episodes) can be	SUBMIT VIA SILVERMOUSE

			uploaded to the “Materials and Synopsis Form” in Silvermouse.	
26	ON-SCREEN & OFF-SCREEN DIVERSITY Report via Silvermouse/Project Diamond. Please ensure all contributors, talent and productions teams are aware of the importance of accurate reporting and encourage them to complete and submit the forms. Please follow up after the show has been delivered.	Within 2 weeks of programme master delivery.	Please ensure that you apply relevant wording regarding Project Diamond in your contracts and agreements. If you have any queries, contact the relevant production executive.	SUBMIT VIA SILVERMOUSE / PROJECT DIAMOND

PART E. IMAGES AND PUBLICITY MATERIALS

ITEM	DESCRIPTION	DELIVERY DATES	NOTES	DELIVERY ADDRESS
27	DIGITAL IMAGES <u>(a) Brand key-art:</u> An image that defines the program and the (potentially) multiple series delivered. Images must be delivered landscape minimum of 3840 x 2160 pixels (4K) . <u>(b) Series key-art:</u> A series-defining image which must be delivered landscape	As soon as possible prior to the Delivery Date of programme masters.	If UKTV Press Dept plan to set up a Publicity shoot for the series this will be discussed at the earliest opportunity with the production team. However, please note that Episodic stills are always required from production whether a publicity shoot is being set up by UKTV or not. Please discuss exact requirements with your publicist who will be willing to assist and advise when required. Images must have all necessary approvals to for publicity, VOD and international use.	Electronic delivery to: pictures@uktv.co.uk frontdesk@uktv.co.uk Relevant Publicist

	<p>minimum of 3840 x 2160 pixels (4K). This may be shot in conjunction with the UKTV Publicity team</p> <p>(c) <u>Episodic Images</u>: Minimum of 3 landscape images per episode. Each image should convey the tone of the title, showcase the main talent or a polarizing character and display emotion appropriate to the genre. Episode images should be landscape minimum of 3840 x 2160 pixels (4K).</p> <p>(d) <u>Behind the Scenes</u>: Minimum of 5 images per episode where appropriate. Images to include key talent to represent the programme behind the camera.</p> <p>All digital stills must be accompanied by a stills log/caption sheet complete with characters/actor descriptions and copyright lines and usage restrictions.</p>		Please refer to UKTV's 'Publicity stills guidelines' for further information.	
28	CLIPS (2 x 2 mins clips from each episode)	As soon as possible prior to the Delivery Date of programme masters.	Spec: Clean, of broadcast quality. Format: Clean. Mov Pro-Res Frame size - 1920 x 1080p File size – approx. 2 GB	Email to: pressoffice@uktv.co.uk Creative.production@uktv.co.uk

	<p>Clips taken from programme master of most engaging moments of each episode. Files should be clean of any watermarking or fade in/fade out. Please discuss exact requirements with your Channel publicist/Channel Creative</p>		<p>Please note that no commercial music should be used on these clips – library music only.</p>	
29	<p>CLIPS: SUSTAINABLE PRODUCTION MAKING Please consider whether there are any innovative examples of Sustainable Programme making that you could potentially capture on camera. Clips will be used by UKTV to create a showreel to showcase good practice within the industry.</p>	<p>As soon as possible prior to the delivery.</p>	<p>Clips should be transmission quality.</p>	<p>Please note that this is not a mandatory deliverable but something we would like you to consider when you are completing your carbon Action Plan. Please discuss any potential examples with your Production Executive.</p>
30	<p>FILES OF COMPLETE PROGRAMME All episodes of the delivered programme delivered as CLEAN.MOV</p>	<p>On the same day as delivery of the programme TX master.</p>	<p>Video: Bit rate: 35 to 50 Mbps Format: .mov Codec: QuickTime DV/ H.264 Ratio: 1920 x 1080p Frames per second: 25</p> <p>Audio: Codec: Uncompressed (PCM) Channels: Stereo Sample rate: 48 KHz Sample depth: 16 bit</p>	<p>Email to: pressoffice@uktv.co.uk digitaldeliverables@uktv.co.uk socialandonline@uktv.co.uk</p>

31	TITLE AND EPISODIC GRAPHICS (a) Still images: e.g. title graphics, logos, artwork and other still graphics used in the programme. The show title delivered on a layered PSD or as a PNG on a transparent layer. (b) Moving images: e.g. opening titles, SOP & EOP bumpers, stings etc.	As soon as possible prior to the Delivery Date of programme masters.	Please supply in the following format: Show title as a layered PSD or as a .PNG on a transparent layer. (a) Still images: High resolution photoshop documents (psd) or otherwise jpgs, png or eps. (b) Moving images: High resolution QT or .Mov files. Logos: <ul style="list-style-type: none"> • 1920 x 1080 • AI Vector file • Mono & Colour logos to be provided. • Icons included within the logo should be delivered on separate layers. 	Electronic delivery to: pressoffice@uktv.co.uk creative.production@uktv.co.uk frontdesk@uktv.co.uk
<u>PART F. CREATIVE MATERIALS</u>				
32	PROMOTIONAL TRAILER <u>EITHER</u> <u>If master delivery is less than the TX date minus 12 weeks the following might be required:</u> Programme master clone content delivered on a hard drive (plus WAV files); Creative team will use the cloned master to make trails. (WAV files with split track audio must also delivered.) OR	To be discussed with the Creative Producer	Clip based trailer delivery spec for broadcast quality HD: (1080i / 1080p) Video + Audio 1) 1920 x 1080 ProResHQ MOV's, 4:4:4/4:2:2, 25fps, 24bit 48Khz audio. 2) 1920 x 1080 DNxHD (8 or 10-bit) or highest quality MOV's, 25fps, 24bit 48Khz audio. 3) 1920 x 1080 uncompressed or animation codec MOV's, 25fps, 24bit 48Khz audio. Video and Separate Audio files required. 1920 x 1080 TGA's (video) 24bit 48Khz Wav's (sound).	Electronic delivery to: Creative.production@uktv.co.uk

	<p><u>Select HD fully post produced clips (plus WAV files):</u> A sufficient number of HD fully post produced clips, the number, duration and selection of which extracts shall be as agreed with the Creative Producer.</p> <p>OR <u>Specially Shot Trailer</u> Access to Key Talent and filming locations by UKTV creative services to film the promotional trailer or if it is agreed that Producer shall film the trailer, then access to the set and key talent by UKTV creative services to direct the promotional trailer.</p>		<p>Clean versions of any captioned pictures will always be required.</p> <p>Archive Content: Please advise the creative team if archive is or is not clear for promotional use and any associated step-up fees.</p> <p>SPLIT TRACK AUDIO For trailer purposes WAV files on DVD must be supplied in the following format.</p> <ol style="list-style-type: none"> 1. Sync 2. Voiceover/narration 3. Sound effects 	
<u>PART G. ADDITIONAL MATERIALS</u>				
33	<p>ALL UNUSED RUSHES All unused rushes and other media produced for or used in the process of making the Programme. If not requested by UKTV, within 6 months of delivery of the Programme the Producer shall be entitled to dispose of such unused material.</p>	<p>If requested by UKTV (within 6 months of the delivery of the last episode of the Programme). The producer must then deliver the rushes to UKTV within 30 days.</p>		<p>If delivery is requested by UKTV, delivery address will be notified to the Producer by UKTV at time of request</p>
34	<p>3 x FILLERS MATERIAL FOR LIVE/AS LIVE PROGRAMMES</p>	<p>1 x week prior to live TX unless otherwise</p>	<p>Relevant UKTV Channel Scheduling Assistant to supply Programme ID's.</p>	<p>File delivery to Red Bee Media</p>

	<p>Filler material is pre-cleared footage/shorts that can be used to fill loss of transmission gaps in live broadcast.</p> <p>E.g. similar content to actual commission such as a live sporting event the filler could be a cut down from a previous similar sporting event.</p> <p>These fillers must be supplied ahead of TX in the event that live transmission is lost.</p> <p>See below ideal durations for filler material.</p> <p>1 x 5 min filler 1 x 10 min filler 1 x 15 min filler</p>	agreed with Commissioning Team.		
35	<p>SCHEDULE OF GOODS REMAINING</p> <p>A schedule of all goods and materials created or acquired in connection with the Programme remaining after delivery of the Programme and not being Delivery Items as specified in any other paragraph of this Schedule. Once the schedule has been received, UKTV will (within 30 days) notify the Producer if it wishes to receive the said goods and materials. Producer shall be entitled to dispose of such if not so requested.</p>	<p>If requested by UKTV (within 6 months of the delivery of the last episode of the Programme). The producer must then deliver the goods to UKTV within 30 days.</p>		<p>If delivery is requested by UKTV, delivery address will be notified to the Producer by UKTV at time of request</p>

PART H. ADDITIONAL DRAMA MATERIALS

36	2:1 ASPECT RATIO To be discussed with relevant Commissioner and Production Executive.		It is acceptable to shoot in 2:1 aspect ratio, however, the final edited TX Master version must conform to 16:9 formats. Shooting in 2:1 should be with the prior written agreement of the Commissioner and Production Executive and be suitable for the editorial feel of the content and channel.	Relevant Commissioner Relevant Production Executive
37	TEASERS AND RECAPS To be discussed with relevant Production Executive.	Recaps and teasers are required to be delivered as part of the textless elements on the TX master and cleared along with the rest of the programme.	Recaps at the start of episodes and teasers at the end of episodes must not include time specific references e.g. "last week on..." and "next week..."	To be sent to Red Bee Media as part of master deliverable
38	CO-PRODUCTION If this is a co-production, please refer back to and discuss with relevant Production Executive.			Relevant Production Executive

CONTACTS

Programme delivery enquiries: programmedeliveries@uktv.co.uk

All other UKTV delivery enquiries: producerpack@uktv.co.uk

SILVERMOUSE

For technical support: silvermousehelpdesk@silvermouse.com

For non-technical support: producerpack@uktv.co.uk

PROJECT DIAMOND

Key document for producers is the Guidance notes:

http://creativediversitynetwork.com/wp-content/uploads/2018/09/Diamond_Guidelines_2018-FINAL.pdf

Additional resources for producers:

<https://creativediversitynetwork.com/diamond/production-company-resources/production/>