



UKTV COMMISSIONS
SCHEDULE OF DELIVERABLES

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/>


UKTV OFFICE:
UKTV
10 Hammersmith Grove
Hammersmith
London
W6 7AP

UKTV CONTACTS:
Head of Production:
Senior Production Executive:
Production Executive:
Production Executive:
Transmission Materials Delivery Manager:
Production Co-ordinator:
Rights & Contracts Executive:

Kerry Waddell
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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	<p>If insurance is not with Quartz Insurance Brokers Limited, please provide a copy of your Production Insurance (PI) schedule/summary prior to pre-production.</p> <p><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.</p> <p>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.</p>	Send via email to: Relevant Production Executive
4	PRODUCTION COMPANY H&S POLICY	With completed Ed Spec	Please provide a copy of your Health and Safety Policy.	Send via email to: Relevant Production Executive

5	<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 and well before filming commences.</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 production techniques via the Carbon Action Plan.</p>   <p>For more information, please visit: www.wearealbert.org</p>	<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>	<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. 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. <i>Please refer to section 5 of the Producer pack ‘UKTV Originals Front & End Boards’ for specific placement guidance.</i></p> <p>The Production Management team at UKTV will make contact with 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>	<p>UKTV will be notified once your production has been certified as a Carbon Neutral Sustainable production.</p>
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6	<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> <p>https://wearealbert.org/creative-offsets/</p> <p>From 1st April 2021 all UKTV Commissions should be offset directly via the Albert/NCP scheme. This transaction should be made directly through the Albert website.</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> <p>UKTV Production Executive can provide detailed information regarding the specific carbon offsetting schemes being used via Natural Capital Partners.</p>	Directly via Albert website.
7	<p>PLANET PLACEMENT</p>  <p>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.</p>	This will be discussed at the earliest stages of development & will be monitored throughout the production process.	<p>Our Editorial specs 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 & wrap meeting & will be tracked in the stage payment progress reports & PASC Billings forms.</p> <p>We hope that by doing this we can continue to champion & support this important initiative.</p> <p>For more information, please discuss with your Commissioner/Production Executive and go to the Albert Planet Placement website;</p>	N/A

	Please note that as of January 2021 you will need to demonstrate via Albert's 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 question, but will work with your editorial teams in order to better understand how to achieve this.		https://wearealbert.org/planet-placement/	
<u>PART B. VIEWING LINKS</u>				
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/Production 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/Production 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	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

	number (please refer to section 27 for delivery tech spec)			producerpack@uktv.co.uk digitaldeliverables@uktv.co.uk compliance@uktv.co.uk pressoffice@uktv.co.uk socialandonline@uktv.co.uk
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PART C. TRANSMISSION MATERIALS

ITEM	DESCRIPTION	DELIVERY DATES	NOTES	DELIVERY ADDRESS
12	CREDITS	Prior to online & layback.	<p>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</p> <p><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.</p> <p>Please ensure credits are included in the post-production scripts.</p>	<p>Send via email to: Relevant Commissioner Relevant Production Executive Compliance: compliance@uktv.co.uk And, if relevant: Head of Production</p>
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 Producer/or requires re-delivery due to 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 charged to the Producer (this is estimated to be £1,000 per hour).</p>	As per the Commissioning Agreement.	<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>The relevant channel scheduling assistant at UKTV will supply you with programme numbers.</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</p>	<p>At the same time as delivery of the programme master.</p> <p>Please note: Programme master will not be accepted as delivered or ingested for TX until the billing form has been received.</p>	<p>Billing form is available as a template in the producer pack.</p> <p>Series Synopsis: Short: 190 characters max Long: approx. 200 words</p> <p>Episode Synopsis: Short: 190 characters max Long: approx. 200 words</p>	<p>Email forms to: Relevant Commissioner pressoffice@uktv.co.uk compliance@uktv.co.uk producerpack@uktv.co.uk</p>
ITEM	DESCRIPTION	DELIVERY DATES	NOTES	DELIVERY ADDRESS

16	E&O INSURANCE	On the same day as delivery of the programme master.	UKTV advises the 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.	producerpack@uktv.co.uk 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.	Email confirmation to: Relevant Legal & Business Affairs Lawyer producerpack@uktv.co.uk
18	POST-PRODUCTION SCRIPT (Time-coded script) Required for Subtitling purposes. MUST INCLUDE OPENING TITLES AND END CREDITS.	To be delivered at least 2 weeks after programme master delivery.	Scripts which have 'Speakers Name' in bold font & on a different line than the dialogue or narration are preferred.	Electronic copies to be sent to: rbm.uk.as.uktv.assistant@ericsson.com producerpack@uktv.co.uk
19	PROGRAMME AS COMPLETED FORM A completed 'Programme as Completed Form' ('PasC') for each episode of the Programme.	Within 4 weeks of programme master delivery.	A template PASC and guidance notes to accompany this can be found in the Producer Pack	Email form to: producerpack@uktv.co.uk
20	MUSIC REPORTING FORM A completed Music Reporting Form for each episode of the Programme.	Within 4 weeks of programme master delivery.	Please see the On-Music Guidelines to creating a music cue sheets including how to set up a log-in and Password in the Producer Pack.	Electronically via On Music: www.on-musicsystem.tv
21	UKTV START/END BOARDS MUSIC REPORTING This must be reported in the music reporting form for each episode of the Programme.	Within 4 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).	Electronically via On Music: www.on-musicsystem.tv

			<p>Opener Registered Title: UKTV Originals Opener Composer: David Thomas Connolly CAE number: 641540471 Tunecode: 289100HQ</p> <p>Closer Registered Title: UKTV Originals Closer Composer: David Thomas Connolly CAE Number: 641540471 Tunecode: 289100HT</p>	
22	<p>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)</p>	As soon as possible prior to the delivery of the programme master.		Email to: creative.production@uktv.co.uk
23	<p>FINAL COST REPORT This should include VARIANCE NOTES</p>		<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 digital copy to: productionmanagment@uktv.co.uk producerpack@uktv.co.uk
24	<p>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</p>	Within 4 weeks of programme master delivery.	<p>Please deliver scanned copies of fully executed original contract agreements. Originals should be submitted only on written request by UKTV.</p> <p><u>Please deliver paperwork in separate episodic folders for example: Folder 1/Episode 1 containing; PASC, script, billings, music cue sheets, contracts, contributor releases, archive licences, location releases.</u></p>	Delivered electronically via e-mail: producerpack@uktv.co.uk

	employees assign to the Producer all copyright in their services. ("Excluded Contracts"). (b) a list of all the Excluded Contracts			
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 4 weeks of programme master delivery.	A UKTV Template is available in the Producer Pack. The template is password protected. Please contact Kim Ashworth for the Password. Any queries regarding completion of the schedule should be directed to Nick Pilkington.	Delivered electronically to Rights and Contracts Executive: producerpack@uktv.co.uk Legal queries to: producerpack@uktv.co.uk
26	ON-SCREEN & OFF-SCREEN DIVERSITY CAPTURE REPORT A completed 'On-Screen & Off-Screen Diversity Capture Report Form' for the series	Within 4 weeks of programme master delivery.	A template On-Screen & Off-Screen Diversity Capture Report and guidelines & FAQs notes to accompany this can be found in the Producer Pack Please note that UKTV will soon be using Silvermouse, please ensure that you apply relevant wording in your contracts and agreements. If you have any queries, contact the relevant production executive.	Form to be e-mailed to the UKTV Rights and Contracts Executive: producerpack@uktv.co.uk
<u>PART E. IMAGES AND PUBLICITY MATERIALS</u>				
ITEM	DESCRIPTION	DELIVERY DATES	NOTES	DELIVERY ADDRESS
27	DIGITAL IMAGES (a) Brand key-art: An image that defines the program and the (potentially) multiple series delivered. Landscape and portrait options should be delivered (Portrait min' 1800w x 2400h pixels and highest res available and landscape min' 3200w x 1800h pixels and highest res available).	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	Electronic delivery to: pictures@uktv.co.uk frontdesk@uktv.co.uk Relevant Publicist

	<p>(b) Series key-art: A series-defining image with both landscape and portrait options (Portrait min' 1800wx2400h pixels and highest res available and landscape min' 3200w x 1800h pixels and highest res available). This may be shot in conjunction with the UKTV Publicity team.</p> <p>(c) Episodic Images: 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 at least 1920x1080 dimensions and approximately 8MB file size.</p> <p>(d) Behind the Scenes: 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>		<p>when required. Images must have all necessary approvals to for publicity, VOD and international use.</p> <p>Please refer to UKTV's 'Publicity stills guidelines' for further information.</p>	
28	<p>CLIPS (2 x 2 mins clips from each episode)</p> <p>Clips taken from programme master of most engaging moments of each episode</p> <p>Files should be clean of any watermarking or fade in/fade out.</p> <p>Please discuss exact requirements with your Channel publicist/Channel Creative</p>	<p>As soon as possible prior to the Delivery</p> <p>Date of programme masters.</p>	<p>Spec: Clean, of broadcast quality.</p> <p>Format: Clean. Mov Pro-Res</p> <p>Frame size - 1920 x 1080p</p> <p>File size – approx. 2 GB</p>	<p>Email to:</p> <p>pressoffice@uktv.co.uk</p> <p>Creative.production@uktv.co.uk</p>
29	<p>FILES OF COMPLETE PROGRAMME</p> <p>All episodes of the delivered programme delivered as CLEAN.MOV</p>	<p>On the same day as delivery of the</p>	<p>Video:</p> <p>Bit rate: 35 to 50 Mbps</p> <p>Format: .mov</p>	<p>Email to:</p> <p>pressoffice@uktv.co.uk</p> <p>digitaldeliverables@uktv.co.uk</p>

		programme TX master.	<p>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>	socialandonline@uktv.co.uk
30	<p>TITLE AND EPISODIC GRAPHICS</p> <p>(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.</p> <p>(b) Moving images: e.g. opening titles, SOP & EOP bumpers, stings etc.</p>	As soon as possible prior to the Delivery Date of programme masters.	<p>Please supply in the following format: Show title as a layered PSD or as a .PNG on a transparent layer</p> <p>(a) Still images: High resolution photoshop documents (psd) or otherwise jpgs, png or eps. (b) Moving images: High resolution QT or .Mov files.</p> <p>Logos:</p> <ul style="list-style-type: none"> • 1920x1080 • AI Vector file • Mono & Colour logos to be provided • Icons included within the logo should be delivered on separate layers 	<p>Electronic delivery to: pressoffice@uktv.co.uk creative.production@uktv.co.uk</p>
<u>PART F. CREATIVE MATERIALS</u>				
31	<p>PROMOTIONAL TRAILER</p> <p>EITHER <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);</p>	To be discussed with the Creative Producer	<p>Clip based trailer delivery spec for broadcast quality HD: (1080i / 1080p) Video + Audio</p> <p>1) 1920 x 1080 ProResHQ MOV's, 4:4:4/4:2:2, 25fps, 24bit 48Khz audio.</p>	<p>Electronic delivery to: Creative.production@uktv.co.uk</p>

	<p>Creative team will use the cloned master to make trails. (WAV files with split track audio must also delivered.)</p> <p>OR</p> <p><u>Select HD fully post produced clips (plus WAV files):</u></p> <p>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</p> <p><u>Specially Shot Trailer</u></p> <p>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>2) 1920 x 1080 DNxHD (8 or 10-bit) or highest quality MOV's, 25fps, 24bit 48Khz audio.</p> <p>3) 1920 x 1080 uncompressed or animation codec MOV's, 25fps, 24bit 48Khz audio.</p> <p>Video and Separate Audio files required. 1920 x 1080 TGA's (video) 24bit 48Khz Wav's (sound).</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. 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>				
32	<p>ALL UNUSED RUSHES</p> <p>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>

33	3 x FILLERS MATERIAL FOR LIVE/AS LIVE PROGRAMMES Filler material is pre-cleared footage/shorts that can be used to fill loss of transmission gaps in live broadcast. 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. These fillers must to be supplied ahead of TX in the event that live transmission lost. See below ideal durations for filler material. 1 x 5 min filler 1 x 10 min filler 1 x 15 min filler	1 x week prior to live TX unless otherwise agreed with Commissioning Team.	The relevant channel scheduling assistant at UKTV will supply you with programme numbers.	File delivery to Red Bee Media
34	SCHEDULE OF GOODS REMAINING 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.	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.		If delivery is requested by UKTV, delivery address will be notified to the Producer by UKTV at time of request
<u>PART H. ADDITIONAL DRAMA MATERIALS</u>				
35	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	Relevant Commissioner Relevant Production Executive

			production executive and be suitable for the editorial feel of the content and channel.	
36	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
37	CO-PRODUCTION If this is a co-production please refer back to and discuss with relevant Production Executive.			Relevant Production Executive