

## Programme-as-Completed Form: Guidelines



### What Is the PasC?

The Programme as Completed Form ("PasC") together with the music reporting form is the complete written record of a programme's content. It should be completed and returned no less than 28 days after delivery.

### Restrictions on the rights obtained for the programme

Please state under sections A, B or C if there are any restrictions of rights obtained for the programme: Examples include:

- Overseas Rights Withheld
- Sensitive material that should not be sold
- Contractual limits on number of plays in an artist's contract.

### Schedule of Residuals

- Any residual payments or agreements for additional terms should be detailed in the **schedule of residuals** which is available in the Producer Pack.

### Music Reporting

The Music Reporting Form doesn't need to be attached to the PasC but please do submit music reporting information/cue sheets via the On Music website.

### Summary Identification Information

Please complete all the "Summary Information" including any working-title/s.

### Production Information

The Producer should ensure that each box relevant to the programme is filled in. Please make sure that the contact names and numbers for the Producer, Director and department/company are supplied.

### Programme Synopsis

A full and final Synopsis for each episode should be included.

## **SECTION A - CONTRIBUTORS**

The Producer should list the full names of ALL Contributors – even those “Out Of Vision”

### **Equity Artists**

- Indicate if any Artist/s is a member of Equity.
- Include Artist Name & name of Character portrayed.

### **Musicians**

- Specify the name of the Group, Orchestra etc. (including the Conductor)
  - List All Musicians/Singers appearing in vision (specifying Instrument/Voice) e.g. Soprano.
  - Include the name of the musical fixer plus the number of musicians used and the date of the recording session. Or where a musical fixer is not used, the individual name of each musician booked.
  - List all the session singers.

### **Other Contributors**

- Include all other contributors e.g. Walk-ons, Supporting Artists, Stunt Co-Ordinators, Choreographers, Dancers, Presenters, Writers, Interviewers and Interviewees.
- Voice Overs and narrators can be identified as being out of vision using the abbreviation “OOV”
- Any contributors using permission letters or release forms together should be grouped together and identified as such.

### **Contract Type**

Please list the PACT contract types e.g. PACT/Equity and/or identify specially drafted contracts. The schedule of residuals should be completed if necessary.

## **SECTION B – COPYRIGHT**

Please detail rights obtained for all copyright material.

### **Original Script/s**

The Producer should list the details of scripts and existing material used in the programme. The PasC should include material specially written or commissioned for the programme. Each item should be listed separately and the following information should be included:

- Title of item, if any (including previous titles “formerly....”)
- Author Name/s
- Duration
- Type of material (e.g. documentary script, sketch, commentary).

### **Source Material**

#### **❖ Source material, source books, books for dramatisations:**

- Title
- Author name/s
- Translator, if relevant
- Publisher
- Type of material
- Nature of use, e.g. extract, dramatisation etc

#### **❖ Literary material**

- Title of item, if taken from a book or magazine, title of book/magazine, publishing date.
- Author name/s
- Translator, if relevant.
- Publisher, if any.
- Type of material, e.g. poem, letter, play/prose extract
- Length of Extract Used & time codes where it appears in the Programme

#### **❖ Artistic Works (incl. Transparencies/Stills)**

- Artist/photographer; if from a book, give acknowledgement, if from newspaper, give title, page number, and issue date.
- Source of photograph/artistic work e.g. agency/gallery
- Subject matter/title
- Date photograph taken, if known.
- Any reference number
- Background or flash, set dressing, etc
- Duration.
- If using a transparency of an artistic work, list details of the artistic work and the transparency separately.
- Length of Extract Used & time codes where it appears in the Programme

#### **❖ Computer Software**

- Name of package.
- Rights owner
- Type of material e.g. game, DTP package etc
- Description of on -screen display
- Duration
- Length of Extract Used & time codes where it appears in the Programme

#### ❖ **Graphics, Animation & CGI**

- Include information about the creator of specially created Graphics, Animation and/or CGI. Confirm the rights acquired.
- Length of Extract Used & Time codes where it appears in the Programme

### **SECTION C – FILM & VIDEOTAPE**

#### **Film and VT Summary**

Please include the following information:

- Please include details of cameras used.

#### **3<sup>rd</sup> Party Material**

**Please include the following information:**

- Archive Source and Copyright holder
- Programme Title & Episode Number where appropriate
- Length of Extract Used & time codes where it appears in the Programme
- Names of Artists/Contributors appearing in Extract.
- Rights Acquired and any limits on usage.

### **SECTION D – LOCATIONS**

#### **Location**

Please include the following information:

- Owner of Location (whether this is an individual or a Company)
- Address of Location
- Name of the person who granted permission for filming to take place