

Schedule 2  
**COMMISSIONING SPECIFICATION**

dated:

**1. Editorial Specification**

<b>Independent</b>				
<b>Working Title</b>				
<b>Series Number</b>				
<b>Genre</b> <i>Please select genre and sub genre if appropriate</i>	<b>GENRE</b>		<b>COMMISSIONING DEPARTMENT</b>	
	<b>Drama</b>	<input type="checkbox"/>		
	<b>Ents</b>	<input type="checkbox"/>	Ents	
			Comedy	
	<b>Factual</b>	<input type="checkbox"/>	Arts & Culture	
			Current Affairs & Investigations	
			Documentary & Contemporary Factual	
			Specialist Factual	
			Education	
		<b>Daytime</b>	<input type="checkbox"/>	Ents
			Factual	
	<b>News</b>	<input type="checkbox"/>		
	<b>Children's</b>	<input type="checkbox"/>	Drama	
			Ents	
			Factual	
<b>Co production partners (if known) and any editorial requirements</b>				
<b>No of Eps x Duration (including opening and closing credits)</b>				
<b>Pre/post watershed</b> <i>(delete as appropriate)</i>	Pre watershed / Post watershed			
<b>Format/ Style</b> <i>Drama – series/ serial/ single/ 2 parter/ Event</i> <i>Ents – studio show/ single camera loc/ multi camera loc</i> <i>Factual - Ob doc, drama doc, factual entertainment, authored film etc</i>				
<b>Topicality</b> <i>Please specify any relevant tie-ins: e.g exhibitions, book launches, DVD releases, anniversary etc</i>	Topical	<input type="checkbox"/>		
	Non Topical	<input type="checkbox"/>		
	Tie ins details			
<b>Editorial Brief / Synopsis</b>				

<b>Editorial compliance considerations</b> Potential editorial issues relating to compliance with the BBC Editorial Guidelines that either will or may foreseeably arise in connection with the Programme, and how these will be addressed, following discussions <sup>1</sup> between the Producer and the BBC Editorial Representative:	[Brief details]
Does on-screen talent (or their agent) have an ownership or management relationship with the Producer?	Yes / No
BBC Managed Risk Programme List	[Not Applicable] [Programme to be included on the BBC Managed Risk Programme List – include brief details]

## 2. Creative Brief

	<b>Brief</b>
<b>Writer Brief</b>	- Single writer/ co-writers / team writing - Approved Scripts - date of accepted draft
<b>Directorial Brief</b>	All relevant creative information - Style of direction, etc
<b>Design Brief</b>	Set/fx/ props – standard high
<b>Casting Brief</b>  Diverse representation on screen is extremely important to the BBC, and we would like you to consider how to achieve this at an early stage in your production planning. By 'diversity' we mean reflecting modern Britain in all its cultural, social, age, gender and geographical richness as well as ensuring appropriate representation of disabled and ethnic minority people. If for any editorial or production reasons this is not achievable, you need to formally explain why to the BBC Commissioning Executive in writing before this Editorial Specification can be finalised.	- Casting aspirations (Stars high/low, new talent), - Number of Core Cast - Number of guest parts per episode - On-screen portrayal (Age, ethnic mix, diversity issues) - No. of Extras - Accents - Child Talent, please specify
Is the Producer signed up to the Cultural Diversity Network's 'Diversity Pledge'?	Yes / No  <a href="#">Click here for Information and details of how to sign up</a>
<b>Music Brief</b>	All Creative information inc Recordings or Source music
<b>Period / contemporary</b>	

<sup>1</sup> As recorded in full in separate notes kept by both the Producer and the BBC Editorial Representative

Adaptation / original	
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**3. Production Brief:**

**i) Pre-Production**

Pre-production	1 <sup>st</sup> Day	Last Day
Length and nature of total pre-production (in weeks)		

**ii) Production**

Filming type	Single-camera	Studio <input type="checkbox"/>	Location <input type="checkbox"/>
	Multi camera	<input type="checkbox"/>	<input type="checkbox"/>
	Two camera shoots	<input type="checkbox"/>	<input type="checkbox"/>
	Pre-recorded	<input type="checkbox"/>	<input type="checkbox"/>
	Live	<input type="checkbox"/>	<input type="checkbox"/>
	As-live	<input type="checkbox"/>	<input type="checkbox"/>
	Other- please specify	_____	
Secret Filming	Yes / No		
Hidden Camera	Yes / No		
Use of CCTV	Yes / No		
Inserts – pre-existing programmes or specially shot VT	London / Non-London Minutes per show / percentage		
Videotape/film	DV	<input type="checkbox"/>	
	Digi	<input type="checkbox"/>	
	HD	<input type="checkbox"/>	
	Super 16mm	<input type="checkbox"/>	
	Other - please state	_____	
Geographical location of filming	<b><u>UK</u></b>		
	London based (within M25)	<input type="checkbox"/>	No of Days <input type="checkbox"/>
	Non-London based	<input type="checkbox"/>	<input type="checkbox"/>
	Fixed location	Yes / No	
	Name/s of Location/s (if known)	_____	
	<b><u>Foreign Filming</u></b>		
	Country	_____	
	No of Days	<input type="checkbox"/>	_____
	Hostile Environment	<input type="checkbox"/>	
	- Mandatory Health & Safety Approval		<input type="checkbox"/>
Visa required	Yes / No		
Principal Photography	1 <sup>st</sup> Day	Last Day	

<b>Studio to Location Ratio</b>	Number of days on location	Per Ep.	Total
	Number days in Studio	<input type="text"/>	<input type="text"/>
<b>No. of Shooting Blocks</b>			
<b>Telephony services</b>	Details:  Service Provider: _____  Employee responsible for the operation of the telephony services within the programme in accordance with the production agreement and BBC Guidelines: _____		
<b>Other technical requirements</b> <i>Please provide details</i>	Satellite links	Yes / No	
	Online	Yes / No	
	Other	Yes / No	
	Details	_____	
<b>Prize funds for Quiz or Game Show</b>			
<b>Archive</b>	Type and Amount		
<b>Special Effects</b>	[Range and scale of effects]		
<b>Stunts</b>	[Range and scale]		
<b>Other specific production elements (if any)</b>			
<b>Any additional insurance required pursuant to General Term 8.1.1(b)</b>			

**iii) Post Production**

<b>Post production</b>	1 <sup>st</sup> Day	Last Day
	<input type="text"/>	<input type="text"/>
<b>Post Production Brief</b>	All relevant creative information, to include name of Laboratory / Facilities House / Sound recording studios/ as appropriate - Style of cut/edit - Vis fx/additional requirements/animation - Grading / On-line	
<b>Title Sequence</b>	To include designer/style/length/ etc	
<b>Graphics &amp; subtitling</b>	Amount & type	
<b>CGI and visual special effects</b>		
<b>Recaps &amp; Teasers</b>		

	<b>No. of days where</b>	<b>Dates</b>	<b>Proposed BBC Executive viewing</b>
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	<b>applicable</b>		<b>dates inc. sign off</b>
<b>Off-line</b>			
<b>On-line</b>			
<b>Grade</b>			
<b>Dub</b>			

**4. Key Approvals:**

The BBC requires approval of the identity and/ or the agreements of the following:

	<b>Name</b>	<b>Key Agreement</b> (the terms of which must be approved by the BBC in accordance with Key Terms 6.4)
<b>Format owner</b>		
<b>Key On-Screen Talent/ Presenter (s)</b>		
<b>Writer(s)</b>		
<b>Key Advisor(s)/ Consultant(s)</b>		
<b>Key Contributor(s)</b>		
<b>Director(s)</b>		
<b>Composer(s)</b>		
<b>Narrator (s)/ Voiceover(s)</b>		
<b>Source material</b>		
<b>Executive Producer(s)</b>		
<b>Series Producer(s)</b>		
<b>Producer(s)</b>		
<b>Director(s) of Photography</b>		
<b>Access / Location(s)</b>		
<b>Telephony Service Provider</b>		
<b>Only required in exceptional cases:</b>	<b>Publicist(s)</b>	
	<b>Associate/Line/Co-producer(s)</b>	
	<b>Production Supervisor(s)/Manager(s)</b>	
	<b>Production Accountant(s)</b>	

	<b>First Assistant Director(s)</b>		
	<b>Casting Director(s)</b>		
	<b>Production Designer(s)</b>		
	<b>Costume Designer(s)</b>		
	<b>Make Up Designer(s)</b>		
	<b>Editor(s)</b>		
	<b>Script Editor(s)</b>		
	<b>Child Contributor(s)</b>		
	<b>Key post production</b>		
<b>Other</b>			

<p><b>Data Protection</b></p> <p>Please identify Personal Data that the Producer will collect specifically for the purpose of making the Programme.</p> <p>In relation to this Personal Data please identify in what capacity the Producer will deal with this Personal Data. (Please tick one of the options set out here).</p>	<p>[eg Personal Data relating to contestants or potential contestants]</p> <p>The Producer will be:</p> <table border="1"> <tr> <td>Data Processor for the BBC. (The BBC will be the Data Controller).</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Joint Data Controller with the BBC</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sole Data Controller</td> <td><input type="checkbox"/></td> </tr> </table>	Data Processor for the BBC. (The BBC will be the Data Controller).	<input type="checkbox"/>	Joint Data Controller with the BBC	<input type="checkbox"/>	Sole Data Controller	<input type="checkbox"/>
	Data Processor for the BBC. (The BBC will be the Data Controller).	<input type="checkbox"/>					
Joint Data Controller with the BBC	<input type="checkbox"/>						
Sole Data Controller	<input type="checkbox"/>						
<p>Where specified, the Producer will comply with the conditions set out here in relation to this Personal Data</p>	<p>[set out any specific conditions]</p>						

## **5. The Production Account**

<b>Bank</b>	
<b>Branch</b>	
<b>Name of Account</b>	

## **6. Delivery and technical Requirements**

<p><b>Delivery Date - inc. Episodic Delivery Schedule if applicable - subject always to General Term 5.1 (time being of the essence )</b></p>	
<p><b>Rushes</b> <i>(if applicable)</i></p>	<p>Name of BBC executive rushes are to be sent to and frequency</p>
<p><b>Delivery date for other technical requirements</b></p>	<p>On-line / interactive elements</p>

<b>Delivery Format</b>	[ <b>High Definition HD Cam SR/</b> Standard Definition Digibeta]
<b>Widescreen Requirements:</b> <b>Is there anything not widescreen?</b>	[N/A]
<p><b>Publicity Stills</b></p> <p><b>For a full briefing please contact Picture Publicity on <a href="mailto:pictures@bbc.co.uk">mailto:pictures@bbc.co.uk</a>.</b></p> <p><b>For picture delivery guidelines please visit:</b></p> <p><a href="http://www.bbc.co.uk/commissioning/delivery">http://www.bbc.co.uk/commissioning/delivery</a></p>	<p><b>Generic Images</b></p> <p>To be the key images for the series or programme. These will effectively convey the general mood and feel of the programme. Minimum of 20* (twenty) digital images (as raw files, minimum image size of 40mb), posed and lit <b>to a professional standard</b> of all the main cast/contributors and or presenters on CD/DVD</p> <p><b>Episode images</b></p> <p>20* (twenty) digital images per episode, (as raw files, minimum image size of 40mb) must be delivered, these must convey the narrative for each episode and behind the scenes images of the production while filming.</p> <p>Images should be provided in portrait and landscape format and must be of a professional standard.</p> <p>All of the images delivered must be accompanied by a caption document specifying for each image, details of what and who is in the image, episode title (if appropriate), name of photographer and copyright holder. A programme synopsis should also be sent.</p> <p>The programme logo/title card is also required in a jpeg or tif format.</p> <p>The copyright of all the images including any archive material and logo/title card delivered must be cleared so that the BBC has the right to distribute the images as part of the publicity and promotional material relating to the programme in any media, including use on all the various BBC multiplatform public services.</p> <p>Please contact BBC Pictures before commencing filming at <a href="mailto:pictures@bbc.co.uk">pictures@bbc.co.uk</a> to discuss the above requirements. Any reduction or changes to the above requirements can only be authorised by BBC Pictures.</p>
<b>Promotional preview DVD</b>	A maximum of twenty (20) DVDs of each episode will be required for publicity. The BBC Communications Manager will be able to confirm to you nearer the time whether this

	<p>maximum or a lesser number of images will be needed. BBC Communications Manager: [insert name &amp; contact details] OR</p> <p>50 (fifty) of episode one and 30 (thirty) of all subsequent episodes [Core] OR</p> <p>90 (ninety) of episode one and 50 (fifty) of all subsequent episodes [Priority]</p>
<p><b>Clips of the Programme</b></p> <p>For delivery guidelines please visit <a href="http://www.bbc.co.uk/commissioning/delivery">www.bbc.co.uk/commissioning/delivery</a></p>	<p><b>ONE</b> clip per episode <b>ONE</b> clip for the whole series</p> <p>The clips are to be used principally for promotional purposes such as the purposes of online listings and audience navigation applications. Accordingly, the content should present the key moment or essence of the episode/series to capture the interest of a potential viewer, and should be fully cleared and approved by the BBC Editorial Representative. The clips should be delivered as directed by your BBC Business Affairs Manager</p> <p>For further details of clip length, contents and quality please visit <a href="http://www.bbc.co.uk/commissioning/delivery">www.bbc.co.uk/commissioning/delivery</a></p>
<p><b>Production Credit</b> <b>Position:</b> Same card as the Copyright Notice or such other position as may be advised by the BBC <b>Size:</b> The size of the Production Credit and the Producer's company logo (if any) shall be determined in accordance with the BBC's Credit and Branding Guidelines for BBC television programmes and for Radio Times (set out on the BBC Commissioning Website)</p>	<p>"A [ ] PRODUCTION FOR BBC"</p> <p>(such credit to include the BBC's Corporate Logo or such other notice as may be advised by the BBC)</p>
<b>Credits</b>	<p>Refer to <a href="http://www.bbc.co.uk/commissioning/credits/index.shtml">http://www.bbc.co.uk/commissioning/credits/index.shtml</a> for BBC guidelines</p>
<b>Special Credit Requirements (subject always to General Term 10):</b>	
<b>Copyright Notice</b>	<b>CopyrightNotice [Year]</b>
<b>Stages for Progress Reporting as required under General Term 7.7:</b>	<p>[For example:</p> <p>(i) First day of Pre-production</p> <p>(ii) Commencement of Principal Photography;</p> <p>(iii) Completion of Principal Photography</p> <p>(iv) Commencement of Post-Production;</p> <p>(v) Completion of Post-Production]</p>

## 7. Training Requirements

Required BBC Safeguarding Trust on-line training course modules	<p>Module [ ]</p> <p>Module [ ]</p>
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	<i>[Competition Module]</i>
<b>Producer's Key Production Personnel who at the date of signature of this Agreement are known to have completed the modules identified above</b>	

.....  
 Signed by  
 On behalf of the BBC

Print name:

Job title:

.....  
 Signed by  
 On behalf of the Producer

Print name:

Job title:

[End of Schedule 2]

**Last Updated 10 September 2009**