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**EDITORIAL SPECIFICATION FOR NON-SCRIPTED PRODUCTIONS**

v. 3\_4\_24

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| **Production Company** | [Insert Producer Name]  [Producer Registered Address]  [Producer Company Number]  [Producer Telephone Number] |
| **Sky Commissioning Editor** |  |
| **Sky Production Contact** |  |
| **Sky Channel** |  |
| **Co-Production Partners** | [insert all company details including address] |
| **Distributor** |  |

1. **PROGRAMME DETAILS**

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| **Programme Name and Series Number** | [insert title or working title] |
| **No. of Episodes** |  |
| **Duration** (please check the production pack for run times) | [insert slot length]  [insert running time] |
| **Filming spec** (UHD/HD) Spec should be set as HD unless discussed otherwise with your commissioner. |  |
| **Delivery spec** (HDR/SDR/HD) Spec should be set as HD unless discussed otherwise with production operations team. |  |
| **TX Date (if known)** |  |
| **Transmission Time** | [Pre-watershed / Post Watershed or whether both versions needed] |

**2. CREATIVE BRIEF**

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| **Detailed Editorial Synopsis** | |
| **Talent**  *Name the host(s), presenter(s) and celebrity guests.* | [please indicate here if they have been approached and if anyone is committed at this stage] |
| **Access**  *Name institution and specific access including personnel and locations – is it exclusive and to what extent.* | [please indicate here at what stage the access is at contractually] |
| **Prizes**  *List (include any exclusive elements).* |  |
| **Stunts / Special FX**  *List (if any).* |  |
| **Photography Brief** | [Sky requires a minimum of 20 varied stills per episode – these are essential for ensuring all teams have appropriate imagery to support your production] |
| **Compliance**  **Are CRB / Police checks Required?**  *List any potential editorial issues relating to compliance that either will or may arise in connection with the programme, and how these will be addressed i.e., Children under 16, Pre/Post Watershed, product placement arrangements and signalling, flashing images, contributor checks.* | [Yes/No]  *If yes detail the process for documenting the checks – please also see Sky’s contributor checklist* |

**3. PRODUCTION DETAILS**

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| **Geographical Locations or Proposed Studio**  Note: this is subject to Sky’s approval |  |
| **Additional Insurances** | *[Please supply the detail of any insurance that is required* ***in addition*** *to the Sky blanket media production insurance arrangement. Please detail the risks and activity that may require extension of the cover provided by the blanket arrangement. e.g., stunts, special effects, high risk or remote locations or other specific hazardous elements.]* |
| **Secret Filming/ Hidden Camera/ CCTV** |  |
| **Post Production Provider:**  *i.e., Format, CGI, Facility House, Sound recording studio etc.* |  |
| **Technical Requirements**  **- satellite links / interactive / other** |  |
| **NOTE: SKY requires programmes to be delivered via File (DPP Spec AS-11) with 5.1 DOLBY E AUDIO as a MINIMUM. Please discuss UHD and Dolby Atmos requirements with your Sky production contact.** | |

**4. COPYRIGHT CLEARANCE**

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| **Archive**  *Where possible please give a description and anticipated source*  *[Producer must not rely on the “fair dealing” defence to include third party material in commissioned programmes but should obtain specific permission/clearance from copyright owners]* |  |
| **Music**  All creative information including recordings or source music. | *[Sky Requires the composer shall be approved in advance by Sky and contracted by the Sky Music Department. Application of Sky’s music blanket licences to be discussed with Sky Music Department. Sky’s preferred supplier of production music is SATV Music. Visit*[*www.satvmusic.com*](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fskyglobal.sharepoint.com%2Fsites%2Fproduction-procurement-hub%2FSitePages%2Fwww.satvmusic.com&data=02%7C01%7CHelen.Northrop%40sky.uk%7C06305ee12e874965061708d773209728%7C68b865d5cf184b2b82a4a4eddb9c5237%7C0%7C0%7C637104456112835466&sdata=JxjcccydKXNEpSzIsxAk4z1l0%2FuXM3Qq7rNrER1lrbc%3D&reserved=0)*to access and download the catalogue – for catalogue searches and playlists contact:* *music.library@sky.uk]* |
| **If you envisage any problems meeting Sky’s clearance requirements list them here.**  *[Producer must not rely on the “fair dealing” defence to include third party material in commissioned programmes but should obtain specific permission/clearance from copyright owners]* | *[Sky’s minimum terms are 5 years in the Sky Territory; however Worldwide in Perpetuity should be sought wherever possible]* |

**5. HEALTH AND SAFETY**

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| **Has your company been approved by Sky Health and Safety?**  *Production cannot commence without this.* | [Yes/No]  *If no, please contact Ryan.Livingstone@sky.uk* |
| **Who is the competent source of Health & Safety advice for this production?**  *Supply the name and contact details, qualifications and level of service arrangement.* |  |
| **Does your production require frequent close contact work? i.e., will make social distancing difficult** |  |
| **Does your production involve any high-risk activities? i.e. stunts, water-based activities** |  |
| **Does your production require international travel?**  If yes, please detail all countries the production will film in. |  |
| **Have you read Sky’s enhanced production safeguarding document?** | [Yes/No]  If no please read available here:  [Sky Studios | Production | Sky Group](https://www.skygroup.sky/skystudios/production) |

**6. DIVERSITY**

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| **Do you have a Company Programme Diversity Policy for both on and off screen?** | [Yes/No] |
| **A formal conversation about Diversity on this programme should take place between the Executive Producer(s) and Commissioning Editor** | **Please insert date and names of attendees involved in this conversation:**  **Date:**  **Attendees:** |
| **Diversity On-screen Brief**  **Specific measures should be agreed and reported in progress reports.** | **Please specify measures agreed.**  *[List measures taken to increase off air diversity consider senior roles]*  *[Off-screen returning brands: consider whether positions can be extended to ‘new and or established’ diverse talent who have not worked on the production before]*  *[Development Opportunities: List development opportunities for junior talent e.g., paid internship, paid training, and development placement]* |

**7. SUSTAINABILITY**

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| **Do you have an Environmental Policy?** | [Yes/No] |
| **Albert Certification**  *Note: all Sky productions are expected to be Albert Certified.* | *[Please confirm you will sign up to albert Certification for the programme/series. This includes a Carbon Action Plan. You will need the final approval from albert to allow you to put the sustainable production logo on your end credits.]* |
| **Sky’s Sustainable Production Principles and the Planet Test – please indicate how you propose to incorporate sustainability messaging within the programme(s).** | *[Please see Sky’s Sustainable Production Principles available on the Sky Website – please note you will be required to complete the Planet Test Outcome Report which is part of the greenlight paperwork]* |

**8. KEY PERSONNEL**

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|  | **Name** |
| **Executive Producer** |  |
| **Series Producer** |  |
| **Series Director** |  |
| **Producer** |  |
| **Director(s)** |  |
| **Safeguarding Representative** |  |
| **Key On-screen Talent / Presenter / Voice Over** |  |
| **Script Writer** |  |
| **Set Designer** |  |
| **Graphics Supplier** |  |
| **Studio Director / Lighting Director** |  |
| **Director of Photography** |  |
| **Editor** |  |
| **Composer** |  |
| **Other** |  |
| **Signed by:**  **……………………………………………………………………………..**  **For [INSERT NAME of Production Company]**  **Print name:**  **…………………………………………………………………………….**  **Date: …………………………………………………………………...** | **Signed by:**  **………………………………………………………………………………….**  **Commissioning Editor for Sky UK Limited**  **Print name:**  **…………………………………………………………………………………**  **Date: ………………………………………………………………………..** |