

Entertainment Channels

COMMISSIONED PROGRAMMES

PRODUCTION PACK

Sky Entertainment commissioned programmes to be HD 5.1 Dolby E



The Latest Production Pack, Tech Spec and various other forms are available

<https://corporate.sky.com/about-sky/other-information/commissioning-and-ideas-submission/production>

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COMPLIANCE

Please follow separate link on the Production website to all compliance related material. This includes:

- Product Placement Guidelines and Form for completion
- Contributor Policy and Guidance
- Contributor and Data Protection Checklist
- Children Participating in Programmes
- Work Experience
- Talk Shows and Surreptitious Filming and/or Audio Recording
- Social Media Guidelines
- Self-Certification Form
- Child Licensing and Performance Regulations

Contact Sky Entertainment

Comedy	Jo Hunter	Head of Production	Email: joanna.hunter@sky.uk	Tel: 0207 032 0855
	Michelle Welch	Production Manager	Email: michelle.welch@sky.uk	Tel: 0207 032 8418
Drama	Amanda Wilkie Sweeney	Head of Production	Email: amanda.wilkiesweeney@sky.uk	Tel: 0207 032 0855
	Grace Boylan	Production Executive	Email: grace.boylan@sky.uk	Tel: 0207 032 2683
	Bianca Gavin	Production Manager	Email: bianca.gavin@sky.uk	Tel: 0207 032 6376
	Jay Parsons	Production Manager	Email: jay.parsons@sky.uk	Tel: 0207 032 6377
	Alec Holroyd-Doveton	Production Coordinator	Email: alec.holroyd-doveton@sky.uk	Tel: 0207 032 8645

Entertainment & Arts

Sarah Sedazzari	Head of Production	Email: sarah.sedazzari@sky.uk	Tel: 0207 032 0853
Claire Fone	Production Executive	Email: claire.fone@sky.uk	Tel: 0207 032 0256
Annalisa Harmes	Production Executive	Email: annalisa.harmes@sky.uk	Tel: 07824 698445
Sean Leitch	Production Executive	Email: sean.leitch@sky.uk	Tel: 0207 032 3029
Sam Shields	Production Executive	Email: sam.shields@sky.uk	Tel: 0207 032 2151
Justine Tyler	Production Executive	Email: justine.tyler@sky.uk	Tel: 020 7032 3031
Evan Lewis	Jr Production Manager	Email: evan.lewis@sky.uk	Tel: 0207 032 0298
Alice Levy	Production Coordinator	Email: alice.levy@sky.uk	Tel: 0207 032 7365

Where to find us:

Postal – Entertainment Production, Sky UK, Sky Central (First Floor), Grant Way, Isleworth, Middlesex, TW7 5QD.

Visitors - Athena Court, Shield Drive, Brentford, Middlesex, TW8 9EX

TO BE PROVIDED AS SOON AS POSSIBLE AFTER YOUR PRODUCTION IS GREEN LIT:

All Productions need to ensure that we have the following paperwork immediately:

EDITORIAL SPECIFICATION:	To be completed and sent directly to your Production Contact (Can be downloaded from website; Comedy & Drama please use SCRIPTED version).
BUDGET & PRODUCTION SCHEDULE	Your most up to date copies should be sent to your Production Executive and Production Contact should they differ from your Green Light email.
PERSONNEL LIST & CONTACTS	Sky have approval of all Heads of Department. To be sent to Sky Commissioning editor and Production Contact (and included on your Ed Spec).
POST PRODUCTION HOUSE	To be approved by your Sky Production Contact. If you are using Sky's in-house facilities, you will be expected to discuss your requirements asap.
COMPLIANCE	Please complete the Contributor Checklist (Page 14) and return to your Compliance Contact asap (Factual, Entertainment, and Factual Entertainment programmes only).
H&S	Sky require copies of your Risk Assessments and must be notified of your Health and Safety arrangements (to be completed on the Ed Spec). If your production is one that is considered to be high risk, your Sky Health and Safety contact will be in touch to discuss procedures with you (contact is included on your Green Light email)
DATA PROTECTION POLICY	Sky requires a copy of your Data Protection Policy; please send to your Production Contact as soon as possible.
ENVIRONMENTAL SUSTAINABILITY	<p>Sky has a strong commitment to the environment and our Responsible Sourcing Policy sets out the environmental, ethical and social responsibility standards we expect our suppliers to adhere to. You can view the policy here: https://corporate.sky.com/about-sky/other-information/how-to-be-a-supplier.</p> <p>We require all our production companies to complete both a predicted and actual carbon footprint using the Albert Carbon Calculator. Final stage payment is attached to delivery of this data.</p> <p>We also ask our production companies to make measurable improvements in environmental sustainability through adopting 5 prerequisites; issuing a green memo at the start of production; and adopting two additional sustainable production practices to reduce the carbon emissions associated with the programme. This information is included in the attached Sustainability Checklists which are designed to be specific to genre and production method i.e.:</p> <ul style="list-style-type: none">• Factual - UK Series and Singles, International Series and Singles, Factual Entertainment and Awards• Entertainment - OB's & Events, Location & Fixed Rig, Studio Shows• Scripted - Locations Based Drama and Comedy <p>We expect the measures to be undertaken, and a copy of the memo, to be recorded in the attached Sustainability Actions and Information Form. This should be returned with all other paperwork at the end of the production. Sky also asks all its production companies to ensure there is no polystyrene on set during filming. For a recommended list of catering suppliers please contact your Sky Commissioning Editor/Production Manager.</p> <p>We are also currently trialing the use of Albert+ on selected Commissions. Please advise your Sky Production Manager if you are interested in taking part in this trial. You can find more information about Albert and Albert+ here - https://www.myalbert.co.uk</p>

TO BE PROVIDED PRIOR TO BROADCAST

SYNOPSIS	Programme/Series synopsis (and episodic if applicable). Please send Philippa.Bailey@sky.uk and copy in your Production Contact at least 3 weeks prior to TX.
CREDIT ROLLER	The end credit roll requires approval and should be submitted at least one week prior to your own deadline to your Production Contact. Please refer to Credits section.
PROMO MATERIALS & STILLs	Please refer to page 21 and to the separate link for Photography guidelines for deliverable programmes on the corporate website.
LATE DELIVERIES	WITHIN 5 WORKING DAYS OF TRANSMISSION Please refer to Deliverables sections
CLOCKS	Please ensure the Series Title, along with a specific Episode Title is present on the Clock. Programme ID's are only assigned on delivery, so you should not reference on the clocks.

The following paperwork should be completed and submitted via Silvermouse on Master Delivery

TRANSMISSION FORM	Can be found within Silvermouse pages and should be completed on master delivery.
COMPLIANCE FORM	Can be found within Silvermouse pages online, and should be completed on master delivery. (which-ever is applicable to your commission)
AUTO QC REPORTS	Auto-QC reports from your Post Production Facility should be submitted to DL-QCSpecialists@sky.uk

The following paperwork should be SUBMITTED NO MORE THAN 2 WEEKS after delivery (or broadcast if live) of the programme(s).

SILVERMOUSE	Sky only accept PasCs via Silvermouse. To set up your log in and programme headers, please go to www.silvermouse.com and click on New User.
PasC's	Silvermouse - please email your assigned coordinator with confirming you have submitted your commission. Please ensure that all hard copies of Releases, contracts and clearances are uploaded as attachments to your Silvermouse form.
MUSIC CUE SHEETS	Please submit via 'Soundmouse' (SEE MUSIC SECTION)
ALBERT FOOTPRINT	Please submit via http://www.myalbert.co.uk/

For all other queries not dealt with in this pack - you should refer to your long form contract or your Sky Production Contact.

ARCHIVE AND CLEARANCES

Sky requires Producers to secure within the production budget worldwide all media clearance for all contributions and material included in the programme for exploitation during the full period of copyright. Archive and stills may be included in the programme subject to the minimum clearance requirements as detailed in your Production Agreement. The usual minimum clearance requirements are unlimited transmissions in the Sky Territory for a period of 5 years from delivery. If you wish to apply for a variation to the minimum clearance requirements you must submit a Waiver Request (see Appendix 1) for Sky's approval in advance of the inclusion of the relevant material / contribution in the programme. If you have any queries please contact your Production Executive or Sky Legal Advisor in the first instance.

The Waiver Request signed on behalf of Sky needs to be uploaded into Silvermouse (please see Silvermouse Delivery Guidelines) for receipt by the Rights Management Team.

ALL CLEARANCES – Must be entered and licences uploaded into Silvermouse. As with any third party materials, all rights need to be cleared with the copyright owner which may be Sky or a third party. It is your responsibility to ensure that all clearances are obtained and uploaded into Silvermouse.

SKY ARCHIVE CLEARANCES

AND ARCHIVE AND CLEARANCES

Any footage requested must be submitted on the official 'Sky Sports Request Form' - this can be found here: Sky Sports Archive Request Form (Appendix 2). Please return to the contacts on the form. Any clearance requests from this department are subject to approval from the Rights Holder, which may take time - please allow as much time as possible for your request, and specify a deadline for when you need approval by.

Clearance for such footage would only be granted by this department for use on Sky Entertainment Channels throughout the UK and Eire, and as this does not meet the minimum Clearance Rights specified in Commissioning agreements, any requests for such footage must also be approved by your Production Contact and Business Affairs contact as well as through Sky Sports.

If further clearance for Worldwide is needed, it is the Production Company's responsibility to contact the Rights Holder and negotiate the rights and terms. Rights holder details will be provided to you by the Sky Sports contact.

No footage will be released until full clearance has been given by the relevant parties.

Sky Sports/ Sky Sport News: Transfer costs: HDCam £350 p/h, DigiBeta £240 p/h.

Contracts for archive, stills and other third party materials should be submitted to Sky's Legal and Business Affairs in draft for prior approval.

ARCHIVE AND CLEARANCES

Please contact Sky Vision: Hayley Dickson Hayley.dickson@sky.uk

No footage will be released until full clearance has been given by the relevant parties.

ARCHIVE AND CLEARANCES

Footage wholly owned by Sky News is available royalty-free for commissioned programmes for use on all Sky platforms (including international distribution by Sky Vision), for ten years, multiple TX, and a technical charge only will be made - this includes the cost of research, stock and transfer. A royalty fee will apply for any additional clearances, e.g. distribution by anyone other than Sky Vision or for longer than ten years. Transfer Fees: as a guide - £250 per 30 minutes of footage provided on HDCam.

Please contact Sky News Library Sales on 020 7032 4490 or SkyNewsandSportLibrarySales@sky.uk.

Sky News Library Sales' archive goes back to 1989, including news reports and stock-shots from the UK and across the world and a show-reel can be viewed here: www.youtube.com/watch?v=pUMtCCDucFU.

COMMISSIONED PROGRAMMES PRODUCTION PACK



There are no staff working specifically for Sky Entertainment channels in Sky News Library Sales, so this work has to be fitted around their normal activities. Give as much notice as possible. Viewing facilities may be available depending on staffing levels and resources. An appointment must be made.

SKY STILLS DEPT. & GETTY STILLS BLANKET AGREEMENT

Sky Stills Department has a limited selection of stills, but as they are free for TX on Sky channels then it is worth running your requirements by them.

You can contact the Sky Stills Department on t: 020 7032 4202, e: StillsDepartment@sky.uk during Mon-Fri 08.00-20.00. The Sky Stills Dept is not staffed at weekends

In addition Sky has a blanket agreement with Getty Images. Contact Sky Stills Dept who will be able to advise the best method of researching Getty Images content that is available under the Sky-Getty contract. Sky Stills will download and supply the hi-res files of available Getty Images material.

NB: The Getty-Sky blanket stills agreement only covers transmissions on Sky owned channels. For other territories/broadcasters, you must negotiate usage fees directly with Getty Images.

BUDGET, COST REPORTS, ACCOUNTS AND INVOICING

BANK ACCOUNT

The Production Company will be asked to open a Trust Account specifically for each Production, please fill in the Bank Mandate (on your Green Light email) as soon as possible so as not to hold up funds. Sky will credit all sums paid in accordance with the Production Agreement and agreed cashflow. All sums held in this account are held on trust for the sole purpose of the production of the programme(s).

The producer shall at any time and on the reasonable request of Sky promptly provide Sky with copies of any or all bank statements relating to this account.

BUDGET PREPERATION USING SKY'S TEMPLATE, COST REPORTING AND PROGRESS REPORTS

Sky require that producers submit production budgets in an approved template. This template is available as a Microsoft Excel type ".xlsx" file and as a Movie Magic Scheduling (".mbt") file, both available as a download from the Production and Commissioning website <http://sky1.sky.com/commissioning-production>. Also the Movie Magic Budgeting template will be included in the standard list of available templates from within the programme from upon its next release. It will be labelled "Sky UK".

Please liaise with your production contact if you wish to use any alternative software packages.

The producer is required to deliver regular cost reports to your Sky Production Contact, the frequency of which should be agreed prior to the start of production. These cost reports should report all line items as per budgeted and include the following column headings: -

Expenditure, creditors, total costs to date, costs to complete, estimated final cost, budget and estimated under/over spend plus any further description where required.

The producer is required to keep true and accurate books of account relating to all expenditure made on programmes. Sky shall be entitled to inspect books, make copies and take extracts from them.

Sky shall be entitled, on reasonable prior notice and at Sky's expense by its duly authorised agents (which may include external accountants), to inspect the production company's books of account and records in respect of the programme(s).

FINAL COST REPORT

You are required to deliver to your Production Contact a FINAL COST REPORT no later than 1 MONTH after delivery of your last programme. This final cost report should be in accordance with the Sky UK budget template which can be downloaded from the Production/Commissioning website.

INVOICES

Please send electronic copies of invoices to cbhelpdesk@sky.uk copying in your contact in the Sky Production team. Please ensure that your invoice includes your company registration and VAT number (if applicable) together with the associated Bank Account (Trust Account) details.

Although Sky does have a standard Cash Flow, please discuss this with your Production Contact to agree a Cash Flow that is beneficial to both sides.

Invoices will only be approved if you have met the proposed cash flow stipulations, and we have a fully executed contract and Bank Mandate - once approved please allow up to 2 weeks for payment.

If you have a query regarding payment dates, please contact cbhelpdesk@sky.uk. All other queries should be sent to your Sky Production contact.

PLEASE NOTE - Sky Accounts Payable close down over the Christmas period and also in June, which may delay expected payments. If you think you will be affected by this, please liaise with your Production Contact to agree suitable arrangements.

CONTRACTS

All contracts must be submitted to Sky for approval before signature.

RELEASE FORMS

Each production is different, so it is vital that Producers raise any special situations or any foreseen difficulties in connection with securing releases prior to production. The release forms provided by Sky with this production pack must be used in consultation with Sky.

Consent should be obtained in the form of a written release. Sky's standard **CONTRIBUTORS RELEASE FORM** should be used although the Producer may need to tailor the form to the specific requirements of the production. For example, there is a variation on the Sky standard form release for use in connection with talk shows. Any amendments to Sky's standard release must be submitted to Sky for approval prior to signature.

Please refer to the section 'Children' in this pack regarding extra measures of consent.

A shorter release form may be used in certain circumstances as agreed with Sky, e.g. for filming and recording an individual, by way of interview or otherwise, whose contribution is not featured significantly in the programme but who is clearly not a random and anonymous member of the public. This will vary for each individual production and must be discussed with Sky before filming.

Sky acknowledges that due to the exigencies of production there may be limited circumstances where a written release cannot be obtained but consent is required. The Producer should use every effort to obtain a written release but, where this is not possible; a **VERBAL RELEASE TO CAMERA** should be obtained. This should be time and date stamped.

The Producer should note that although at the time of filming this may seem an attractive alternative to a written release, a written release form is always preferable, furthermore Sky will require the Producer to keep the footage containing the verbal release for the period of Sky's rights in the programme so that they can be reviewed when necessary.

A LOCATION RELEASE should be obtained from the owner of private property where filming is due to take place. In addition whenever filming in a property open to the public (for example, a bar, restaurant or club) written releases should also be obtained from each member of the public present. In these situations where this is impracticable Producers should place a prominent sign at entrances to the premises alerting the public that filming is taking place and therefore by entering the premises they are deemed to have given their consent. (**see SIGN FOR FILMING ON PRIVATE PROPERTY OPEN TO THE PUBLIC**). Some members of the public may not wish to be filmed.

MAJOR CONTRIBUTOR CONTRACTS

For programmes which include major contributions from members of the public, you will be required to ask them to sign a specific contract. This will include health and safety cover, rights of publicity, and medical and insurance issues. These contracts are dealt with on a case by case basis and are not included in the pack.

TALENT CONTRACTS

Contracts for key contributors, presenters or talent should be submitted to Sky's Legal and Business Affairs Team in draft for prior approval.

All talent should be signed on a pre-agreed contract, which should include a break clause halfway through the series in the Producer's favor only. You should secure all rights worldwide in perpetuity with no residual payments. You should ensure adequate publicity days (a minimum of five days) are covered off within the contract at no additional cost.

PERSONNEL CONTRACTS

Personnel contracts should include the shortest notice period provision legally possible, it being understood that Sky will not, in the event of termination or otherwise, be liable for paying persons contracted by the producer whether as employees or independent contractors beyond such shortest notice period. The contracts should also include all consents in respect of rights and performances and all waivers of moral rights under the Copyright Designs and Patents Act 1988.

DIVERSITY

Sky is committed to ensuring that its productions and workforce reflect the diversity of modern Britain. Whether viewed from the perspective of age, gender, race, disability or sexuality (or combinations of those factors), there is evidence that some groups are consistently under-represented.

One way we will address this, will be by increasing diversity across all our productions. In connection with this, we want to give particular focus to how people from Black, Asian and Minority Ethnic (BAME) backgrounds are portrayed on screen, involved in productions and contribute as writers. Bringing about effective change is a challenge without any easy solutions; but it is a challenge, which with your help, we are ready to take on.

Diamond: Sky is also a participant in Diamond which is a diversity monitoring initiative set up by the Creative Diversity Network to monitor the diversity of individuals participating in productions both on and off screen in the United Kingdom. The Diamond modules are held within Silvermouse. Your production co-ordinator will provide you with details of how to obtain a log on to Silvermouse and will supply you with the Silvermouse User Guide. Please complete the contributors form in Silvermouse, the Diversity Actual Form and the Diversity Perceived Form in accordance with the Silvermouse User Guide. Further details on Diamond can be found on the CDN website at <http://creativitydiversitynetwork.com/diamond/>. We also expect all of our production suppliers to have signed up to the cultural diversity network pledge.

EDITORIAL CONTROL

You will have a Sky Commissioning Editor and Sky Production Contact assigned to the project. You are required to give full rights of access to and approval on all matters relating to the programmes and production. Your Sky Commissioning Editor should be given reasonable notice of and entitled to attend all production meetings and should be given access at all times to all production premises, sets and locations.

You may be required to supply a DVD copy/downloadable link of the first few days' rushes (as soon as they are shot) for your Sky Commissioning Editor to view.

You should deliver all programme outlines, storylines, scripts and cast/talent suggestions in good time to your Sky Commissioning Editor for their approval, and please allow a reasonable period for due consideration (3-4 working days).

At all reasonable times during all stages of production of the programme(s) the producer shall allow the Sky Commissioning Editor to examine and view all material filmed or recorded and to view all edits of the programmes before completion. Sky may require changes at any stage to any material to ensure in the reasonable opinion of Sky that the programme meets Sky's editorial requirements and has been made in accordance with the Production Agreement and/or the requirements of any relevant codes and regulations. These changes shall be carried out at your own cost.

Sky shall have final editorial control over a programme.

SKY POLICIES

[Sky Policies can also be found on our main production website](#)

[ANTI-BRIBERY & CORRUPTION POLICY](#)

[WHISTLEBLOWING POLICY](#)

[SKY GUIDANCE FOR IPC ON MODERN SLAVERY POLICY](#)

HEALTH & SAFETY

Sunny Bains – Entertainment Health & Safety Advisor, Sky UK
E: sunny.bains@sky.uk T: 07824824899

Sky UK believes that the health and safety of all its staff and that of its business partners, visitors, associates and contractors is of paramount importance. As a result, Sky UK requires the committed support of its business partners, associates and contractors in avoiding harm to anyone who may be affected by our activities. This therefore extends to the work of independent production companies when producing commissioned programmes on behalf of Sky UK.

Sky UK requires that prior to commissioning; independent production companies must be approved as competent to manage Health & Safety. Without this approval, productions may not proceed.

The Sky UK Independent Commissioning Corporate Policy (Health & Safety) must be read, understood and complied with. The included health & safety questionnaire must be completed by the senior person with responsibility for Health & Safety in the company, and returned to the H&S Advisor ([details above](#)). The questionnaire will be scrutinised and further information or a meeting may be required in order to establish competence. Once achieved, the company will be added to the Sky UK Approved List of Contractors

All independent production companies must complete a suitable and sufficient risk assessment for their commissioned production in a timely manner, (one week) prior to the start of filming. The independent production company must ensure that such risk assessments (and all required control measures) are fully implemented before / during production.

The independent production company shall be responsible as an employer for complying with all health and safety legislation and Codes of Practice including without limitation the need to appoint a competent person to assist the Producer in assessing the risks on production. The competent person must record in writing the significant findings identified in the risk assessment(s) as arising out of or in connection with the production and convey the preventative and protective measures to all personnel and any third parties who may be affected by the production work.

The independent production company must ensure that their personnel are suitably trained and competent prior to the conducting of any work activities. Independent production company personnel must receive adequate instruction with regard to health, safety and security and have the necessary equipment and protective clothing to carry out the work safely.

The independent production company must also ensure that all companies that they contract for specialist services/works as part of their commissioned production must supply to them a suitable and sufficient risk assessment for such works.

The independent production company must notify Sky UK in a timely manner of any significant accidents, incidents or near-misses occurring on a production (see contact details below). Further, civil claims for damages / injuries emanating from a Sky UK commissioned production, or enforcement action from the Health and Safety Executive (or Local Authority / Fire and Rescue Service) must also be notified to Sky UK in a timely manner.

Periodically during the conducting of the production, and on its completion, Sky UK shall monitor/[inspect](#) and review the health and safety standards achieved by the independent production company.

Continuing use of an independent production company will be subject to on-going satisfactory health and safety performance and compliance with Sky UK's Independent Commissioning Corporate Policy (Health& Safety).

Please note that acts or omissions leading to accidents whether caused during the production and whether or not at the direction of the owner, occupier or employer can lead to liability resulting in fines or imprisonment of a director of the company and/or owner.

All completed risk assessment forms should be submitted in a timely manner (one week) prior to filming, via e-mail, to your Sky UK Production Manager and the Sky UK Health & Safety Advisor

INSURANCE

MIB Sky Client Manager: Richard Moore
Lisa Marsden

Email: Richard.moore@mediainsurance.com
Email: lisa.marsden@mediainsurance.com

Production companies must maintain public and employers liability for the company. Your Sky Production Contact will advise MIB, Sky's chosen insurance brokers, of the insurable rate for the production. Thereafter, MIB will contact you directly.

Independent Producers are responsible to effect and maintain all necessary and appropriate insurances at all times during the production at levels approved by Sky with MIB (in exceptional cases producers may be able to use other reputable insurance companies as agreed with Sky).

Insurances should include but are not limited to:

- 1) Public liability and employers liability
- 2) Additional expenditure losses and liabilities incurred in completing the production or incurred by reason of the production being aborted and valueless resulting from damage to or loss of film/recordings.
- 3) Key man/cast insurance for additional expenditure losses and liabilities incurred in completing the production, or incurred by reason of the production being aborted and valueless including expenses incurred as a result of cancellation, postponement or interruption resulting from accident to or illness or death of the individual producer or any contributors or other principal personnel as may be required by Sky.
- 4) Such other insurance as may be prudent in the circumstances of the production of the programmes or as may be required by law and paid for by Sky.
- 5) You should notify your Sky Production Contact immediately on the happening of any event or accident, which may give rise to a claim.

Premiums not covered under blanket policy:

- 1) Personal Accident
If the production contains activities with obvious potential personal accident risks, please contact your Sky Production Contact, who will approve insurance cover as necessary.
- 2) Weather Insurance
- 3) Driving in Vision
- 4) E and O

LIVE PROGRAMMES

Sky's primary MCR and Playout Centre are both located within:

Sky Studios
Harlequin Avenue
Brentford
TW8 9EW

In most cases live program delivery will be received at Sky Studios via fibre or satellite.

On exception, delivery to Sky Chilworth may be requested for operational needs

Sky has connectivity to many major service providers and the choice of provider will be selected at the time of booking.

Once the commission is awarded, contact should be made with the appropriate Satellite Operations department who will begin planning the delivery.

Heather Crane	Sport / Entertainment	satops@sky.uk	+44 (0) 20 7032 2620
Lisa Robson	Sky News	satops@sky.uk	+44 (0) 20 7032 4480
Francesca Grosso	Sky Sports News	satops@sky.uk	+44 (0) 20 7032 0153

From the initial contact, it is very probable that a meeting will be required to discuss the requirement in detail. This should involve production staff including the production manager along with key Sky technical and operational personnel.

Technical considerations regarding live delivery can be directed to:

Marc Johnson	Sky Broadcast Centre	marc.johnson@sky.uk	+44 (0) 20 7032 0750
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Line up and co-ordination will take place at one of the following Sky control rooms:

MCR - Sports and Entertainment	+44 (0) 20 7032 8800 (24 Hours)
MCR - Sky News	+44 (0) 20 7032 8500

PHYSICAL MATERIALS

All rushes, sound recordings and other material derived from or during the production (stills, designs, props, drawings, sketches, models and all other materials) will become the property of Sky UK at the end of production. These materials should be kept for 6 months after the time of transmission at your own expense – this covers any editing required arising from legal or regulatory matters after transmission.

Sky UK should be informed before wiping or disposing any of these materials and Sky should be given the option of further storage at our own expense.

PRODUCTION RESEARCH AND NOTES

All production, tape logs and research notes should be kept by the production company for 6 months after the transmission of the programme and should be made available to Sky at any time.

Sky should be informed before the disposal of this archive material takes place. With reality and documentary programmes it may be prudent to keep these notes and contacts for any legal or regulatory queries.

If you have any concerns about the Data Protection Regulations in relation to information you are storing in particular sensitive personal data please speak to Sky.

PRODUCTION ASSETS

All production assets bought for the production from the production budget remain the property of Sky UK, (this includes DV cameras and other recording equipment, computers, sets, props, wardrobe etc). You are contractually required to advise Sky as soon as they are released from the production.

With prior approval from your Production Contact these assets could be:

- 1) Sold to the production company.
- 2) Returned to Sky.
- 3) Sold to any third party (at the best price obtainable) in order to pay off any overspend or be applied to recoupment.
- 4) Stored (at Sky cost – such costs to be pre-agreed in writing).
- 5) Recycled or destroyed.

PRODUCTION PROCUREMENT

Sky's Production Procurement have a wide range of contacts with production suppliers of many types, including studios, post-production, OBs, equipment hire, travel, tape stock, etc. Sky has negotiated minimum-discount deals in many areas and Sky expects that production companies will take advantage of these wherever a better option is not available. Please engage with our Procurement (Alice Triffitt, alice.triffitt@sky.uk) once the general details of the requirement are known you will be advised what additional assistance can be offered. We would encourage you to engage with Procurement as early as possible, but in any case prior to submission of your final budget.

PRESS AND PUBLICITY

All press statements and other publicity relating to the programmes shall be made exclusively by Sky's press office and the producer shall not, without Sky's written consent, make or authorise any public, press or other statement. The producer also agrees not to make any statements regarding Sky's affairs to any third party.

The programme/series will be assigned a Sky Publicist. They will require access to key cast, key production personnel and locations. All cast members and presenters should have a **publicity clause written into their contracts**, and it is essential that all talent contracts go through your Sky Legal representative.

Sky Press Office may arrange a studio stills shoot for cast members and presenters at Sky's expense.

Your publicist will require the following information:

- 1) Full biographies on all cast members, presenters, writers and main production credits
- 2) Access to the above on a regular basis to generate publicity
- 3) Access to locations, studios etc
- 4) Programme/episodic stills as per your production agreement, please contact your productions executive if you need further clarification.

It is our usual practice to offer all publicity material to the national newspapers and national tabloid press – if this raises any problems you should refer directly to your Sky publicist.

We also require details of end credits/listings to be emailed over 6 weeks prior to TX Master delivery or before picture lock on fast turn around commissions NB: fully signed off (by Sky) versions Only

Contact:

- Abigail Tye – abigail.tye@sky.uk
- Rick Behari – rick.behari@sky.uk

POST PRODUCTION AND DELIVERY

EDIT SCHEDULE

Agreed periods should be left within your Edit Schedule for Compliance and your Commissioning Editor to view the offline edit. Depending on changes made, Compliance MAY need to view a second cut and/or the Fine Cut, however this will be discussed with you at the time of viewing. Your Commissioning Editor will need to view at all stages of the edit.

The agreed period for any and all notes will usually be 3 working days and should be part of the production schedule approved by PFC (Programme Finance Committee); it can only be altered with permission from your Sky Commissioning Editor and your Sky Production Contact (after they have consulted Compliance). The edit schedule must be agreed with your Commissioning Editor and your Production Contact prior to start of offline editing.

Initial viewing/delivery schedule should be created with the assistance of your Sky Coordinator. Thereafter all viewing changes must be negotiated with your relevant Commissioning Editor's PA.

All viewings should be via FTP with BITC top centre of screen.

Example post production Schedule for Sky Commission - based on 4 week offline (for demonstration purposes only)

Stage	Delivery Timeline	Requirement	Notes
Rough Cut	By Tuesday/ Wednesday/Thursday of 3 rd week of offline (subject to state of show & Comm. editor's diary)	Commissioning Editor attends edit OR receives FTP Site with BITC	Expect comments either at the viewing or next day.
Offline	By Mon /Tue 10.00am of 4 th week of offline	FTP with BITC. Sky Compliance, commissioning and other depts may view at this stage.	Sky Compliance requires 3 FULL working days to view and return notes. (Notes will be back Wed/Thu allowing time for changes before offline edit ends). Notes will be filtered back via commissioning editor, please chase their PA.
Fine Cut	By Thurs/Fri of 4 th week of offline (After Sky Compliance feeds back notes).	Commissioning Editor attends edit OR receives FTP Site BITC	Expect comments either at the viewing or next day.
TX Master	Expected to arrive at Sky four weeks prior to TX	The TX master(s) (as per Sky's tech spec) 1 Downloadable link (h264)	You may also be required to provide separate tapes for Sky publicity /promos in advance as per the Sky Production Pack.

VIEWING DELIVERABLES

FTP login & access details

Rough Cut versions - please email your Commissioning Editor(s) & PA only (unless requested otherwise)

Offline version - please email Commissioning Editor(s) & PA, plus your Compliance Contact via firstname.surname@sky.uk

Fine Cut versions - please email your Commissioning Editor(s) & PA only (unless requested otherwise).

SKY ENTERTAINMENT MASTER DELIVERABLES

When delivering your media, please ensure that you include all of the following:

- 1) **High Definition with 5.1 as either HDCAMSR OR AS-11 file with additional XML metadata** - Sky's Technical Standards Document provides a detailed Tech Spec for content and additional file delivery requirements can be obtained when on-boarded by Sky's File Delivery testing team, please contact DL-SkyFileDeliveryTesting@sky.uk for more info on Sky's file delivery procedure.
- 2) **Downloadable link – h264 format**
Your Coordinator will let you know when it has been downloaded safely to Sky's server and you are able to delete the link

TO BE DELIVERED ELECTRONICALLY ON DELIVERY

- 3) **YOUR FACILITY HOUSE AUTO-QC REPORT**
Please submit via email to DL-QCSpecialists@sky.uk
- 4) **COMPLIANCE NOTES**
Within Silvermouse pages – please submit on delivery.
- 5) **PRODUCT PLACEMENT DECLARATION**
Form is included within Editorial Compliance Pack; please upload within Silvermouse Materials Section on delivery.
- 6) **TRANSMISSION FORM**
Within Silvermouse pages – please submit on delivery.

CLOCKS

Please ensure the Series Title and Episode Title is included.

DELIVERY ADDRESS

TX Master & Paperwork

FAO James Morrison
Sky UK, Goods Inwards, Sky 11
Unit 1 West Cross Way,
Brentford
TW7 5QD

Downloadable link

Please email to *Your Assigned Coordinator*

Out Of Hours Address (when agreed)

FAO James Morrison
Sky UK, Security Main Gatehouse,
Grant Way
Isleworth
TW7 5QD

LATE DELIVERIES

As a matter of urgency please discuss details specific to your commission with your assigned Sky Coordinator. In addition to the delivery of the master file or tape; an additional HDCAM may be required.

REDELIVERIES

Once programmes have been delivered to Sky they can only be recalled in exceptional circumstances and at Sky's discretion. In the event of a redelivery being necessary please liaise with both your assigned Sky Coordinator and Sky's Master Material team - DL-EntertainmentMasterMaterials@bskyb.com. All edits must be logged by time code and fully described in the email.

All redeliveries will incur processing costs chargeable to the production company:

- QC, Compliance and Coordinating costs are charged at £500 per an hour of content.
- In the event that a redelivery is authorised within 5 days of TX or VOD Release, or after these dates, a further charge of £500 is applied to cover the cost of re-transcoding and publishing content to the TX, VOD and OTT platforms. Please also see the Late Deliveries section above.
- If any fixes or editing is required, a minimal charge of £500 will be applied and further charges will incur if extensive editing is needed.

NB. charges are calculated in units of hours and not minutes. E.g. two redeliveries of 25min programmes will be charged £500 each to cover the QC, Compliance and Coordinating costs.

Due to the complexities involved with redeliveries, repeat redeliveries will incur the above costs each time and may be charged further administrative costs.

CREDITS

NB – Credit list must go to your Production Contact for Channel Sign Off PRIOR to your online

Sky's end credits have been revised in line with changes to the on-air Navigation across Sky channels. Creating credits in the new style is extremely straightforward and will mean production credits are no longer reduced in size when Navigation details are added.

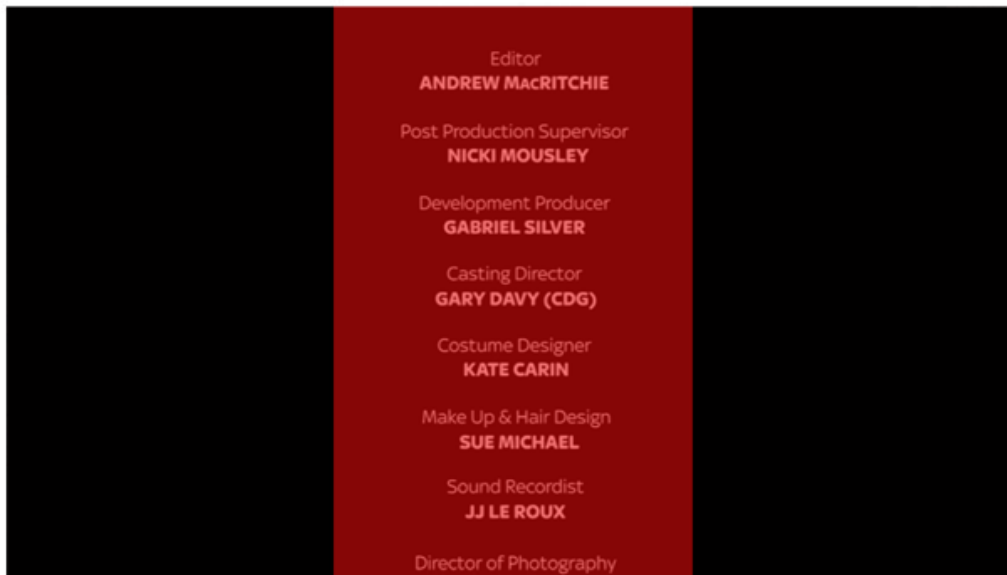
Credits should be full frame roller and must be centered to the optimum width as indicated by the template shown below; font style and size are also indicated here.

HD Template 1920 x 1080

Job description: Upper & lower case, Sky Text Regular.

Cast/Crew Member: CAPS, Sky Text Bold.

Text size: Avid Title Tool Size 20. After Effects Size 38.



**All text should sit within the red area representing the central 36% of the screen
No text should extend beyond the red area**

An end credit guide image with alpha has been provided for reference.

POST PRODUCTION & DELIVERY

Ideally credits should employ a black background with white text.

When programmes air, navigation and promotional details may be added to the closing credits, meaning they will be moved horizontally to the left hand side of the screen and cropped to remove the areas each side of the center roll. Any text sitting outside of the optimum width indicated will be lost.



COMMISSIONED PROGRAMMES PRODUCTION PACK



Importantly there must be no narrative or continuing action through credits, dialogue or synch sound is not permitted. Music alone should be used. Crawls or page turns are not permitted.

Credits duration should be a minimum of 25" and a maximum of 30", including the required 3" animated end board. The credits duration counts towards the Total Running Time of the programme. Following the 3" of the end board, there should be a 10" hold of the final frame (this is for presentation purposes and does not count towards the credit duration or the Total Running Time).

END BOARD

The Copyright and Website text should be placed after the final credit – please note the year should be in numbers not Roman Numerals. Example below:



The end board will include:

- Production Company Card: This will come after the credit roller and before the Sky End Board and is to last **2"**. It should feature the production company logo on its own.
- Sky Animated End Board: This will follow immediately after the production company card and will last **3" however; this will be inserted via Sky**. As a result please deliver each episode with a **3" gap** at the end

Productions which have been awarded the Albert + accolade for sustainability should include the Albert + sustainability mark at the end of the credits roller, alongside the Sky Copyright information. This will be supplied to you by your Albert representative.

Assets including End Board and sound files, Production Company card and Sky Fonts are available via your Sky Production Contact.

Please note that the end board does not need to adhere to the crop margins and will be full frame.

Excluding scripted commissions, 'next time' programme teasers are not permitted, unless specifically agreed by your Sky Executive Producer and Production Contact.

There can be no "with thanks to", names of bands, facility, and supplier or company credits unless agreed with your Production Contact. As a general rule, if the company/person requiring the 'With thanks to' is mentioned either visually or verbally within the body of the show, then they should not have an additional credit – all instances **MUST** be run past Compliance for sign off.

Archive footage (factual programmes only) may only be credited once, either in the credits or on the clip and only if contractually obliged, end credit placement is the preferred option. Credits for the Sky Executive Producer should take the form "Executive Producer for Sky", and credit for the Production Executive should take the form "Production Executive for Sky".

Any individual performing more than one role should receive either the most senior credit or one combined credit.

All credits need to be authorised via your Sky Production Executive – including weekly changes. This process may take a few days, please therefore submit in advance, as leaving this to the last day of online could cause you delays.

Once authorised, you are required to provide a copy to Press: to be emailed to your press contact 4-6 weeks prior to TX Master Delivery or before picture lock on fast turn-around commissions.

Sky do not offer the option of Web credits.

OPENING TITLE SEQUENCE AND BUMPERS

Opening title sequence should be no longer than 25", and bumpers should be 3". Final frame of the End Bumpers should be held for an additional 5" (please see Tech Spec for full details).

All title sequences and bumpers should be approved at storyboard stage through both your Sky Commissioning Editor/Executive Producer – this must be done prior to any title shoot commencing.

'Drama & Comedy commissions no longer require the additional Comedy / Drama glass to go at the front of the programme The programme or title sequence should begin immediately following the clock.'

EPG, SYNOPSIS & PRESS DEADLINES

The electronic SKY EPG screen **titles** allow a maximum of 34 characters so please be aware of this restriction when discussing suggestions with your Commissioning Editor (see deadline below). If more characters are contained in the title this flows onto the synopsis screen. The synopsis should be no more than 200 words long, and should be sent to Philippa.bailey@sky.uk at least 3 weeks prior to the first TX, this should also be submitted within the 'Programme Synopsis' section of the transmission page of the appropriate Silvermouse programme pages. The EPG will be written by the team at Sky.

Please be aware that Sky's monthly preview booklet and highlights go to print 8-9 weeks ahead of transmission. Published weekly listings and highlights are issued 2 1/2 weeks ahead of transmission at which point the programme title needs to be confirmed.

PROGRAMME DURATIONS AND PART TIMES

Start of parts should begin at a new minute time code. These points should be clearly marked on the VT Record Report (see technical specification document).

The Beginning of Part and End of Part bumper should be 3" (as music dictates). Audio must have a clean out point and must fade to silence half a second before end of part out point and end of programme out point. Hold the final frame as a safety freeze for 5" mute - unless the programme dictates a fade to black.

ALL COMMISSIONED PROGRAMMES

Slot	TRT	Part /Breaks	Part Duration	Tolerance Over/Under
30'	22'	2 parts / 1 Break	11' / 11'	30"
60'	44'	4 parts / 3 Break	10' / 10' / 12' / 12'	30"
90'	65'	6 parts / 5 Break	10' / 11' / 14' / 11' / 10' / 9'	60"
120'	90'	7 parts / 6 Break	10' / 12' / 16' / 15' / 15' / 12' / 10'	60"

The total duration must not run under or over your TRT & Tolerance for each time slot (see above)

You must follow the above for all commissions; if you're working to a different time slot or have any other questions please obtain advice/guidance from your Sky Production Contact.

Sky Arts - Live events/performances are usually delivered in 1 part but this is to be discussed further with your Sky Production Contact for confirmation. All other commissions to follow the pattern above

CLOSED CAPTIONING

We may choose to offer subtitles for broadcast. **Please ensure the master TX copy has VITC on lines 17 and 19.**

THIS DOES DIFFER FROM OTHER BROADCASTERS.

SKY ENTERTAINMENT ON AIR PROMOS

CLIP REQUIREMENTS FOR COMMISSIONED PROGRAMMES

In the event that a finished master cannot be supplied 6 weeks prior to a programme's transmission, Sky Creative Agency will require the following which must be paid for out of the agreed programme production budget:

- Broadcast quality (conformed) clips on HD Cam of footage that will definitely be included in the show.
- Clips must be legal, complied and licensed/cleared for promotional use.
- Clips should be selected that communicate the key proposition for the programme. A balance of several different key sound bites along with enough good visual cut should be supplied.
- Where ever possible key clips should have no music mixed into them.
- Don't be afraid to offer clips that have not yet been mixed, as this is usually better for us.
- If the content of the programme is strong i.e. language/sex/violence, a balance of clips should be provided to enable us to produce pre-watershed alternatives.
- Three to five minutes of key material should be sufficient for a 30 second trailer.
- Wherever practical, access time to shoot promotion material with key cast members and presenters should be offered to the promotion department.

Please contact Scott Adams - Sky's Promotions Coordinator 020 7032 2664 if you require further information.

EMERGENCY 'OUT OF HOURS' STANDBY CONTACT LIST

In an extreme emergency, out of office hours, any member of the Sky Production Executives can be contacted via the Main Sky Switchboard - Telephone No: **020 7032 3000** alternatively please see below:

On Call (in an emergency only)

All Programme Traffic

Neil Francis 07757 255 737

Scheduling Department

Internal 133 8316 mobile 07715 758808

Presentations Department

David Cox 020 7032 3700 Mobile 07802 862837

Network Obituary procedures

Primary Contact Michael Hall (Director of Network Planning)
020 7032 2666 mobile 07709 482176

Secondary Contact Jane Ronchetti-Madeira (Head of Presentation)
020 70323900 mobile 07703 502533

Commercial Sales (breakdown/minutage etc)

Mobile 07860 346779: Pager 07659 176408

COMMISSIONED PROGRAMMES PRODUCTION PACK



APPENDICES:

APPENDIX 1:

Waiver Request - LIMITED RIGHTS MATERIAL

Production Manager:
Date Submitted:
Series Title:
Program Title / Episode No:
Production Company:
Requested by:
Phone:
Email:

Minimum Clearance Requirements:

USE	TERM	TERRITORY	TRANSMISSIONS
Television Distribution Rights and On-Demand Distribution Rights for all Sky Services	[5 years]	The Sky Territory	Unlimited

If you are unable to obtain the minimum clearance requirements for any of the categories below please check the appropriate box. Then, please fill in the term, territory and number of transmissions, pertaining to that restricted media.

USE	TERM	TERRITORY	TRANSMISSIONS
<input type="checkbox"/> Television Distribution Rights (i.e. Free Television, Basic Television, Pay Television, PPV Television)			
<input type="checkbox"/> On-Demand Distribution Rights (i.e. Catch Up On-Demand, Rental On-Demand, Retail On-Demand)			

Reason for restriction:
Vendor/Licensor:
Type of release (Archive, Music, Appearance, Location, etc.):
Description of the material:
Time Needed: (minutes/seconds)
Time code (if known):
Total cost for acquired rights:
Cost to acquire restricted rights:

SKY USE:	
Name	Signature
Business Affairs:	
Production Manager:	

APPENDIX 2:

SKY SPORTS ARCHIVE REQUEST

MEMO

To Janet.Mullins@sky.uk; William.Murray@sky.uk; Hussein.Fahmy@sky.uk; Allana.Smith@sky.uk; Stephen.Ridgway@sky.uk; Kristian.Gutteridge@sky.uk; Julian.Dexter@sky.uk; Rory.Rigney@sky.uk

From _____

Re Sky Sports Footage Request

Date _____

Name of Programme number	
Number of Episodes	
Duration per Episode	
Production Company	
Date by which material is required	
Synopsis	
Channel(s) on which programme will TX	
Time slot(s)	
TX dates (if known)	
Duration of clip licence period	
Territory	
Sub-licence, i.e. are clips to be used in the programme for sales to other broadcasters	
Agreed hourly transfer costs	
Archive request (each request to include the following information) Clip [1] Description: Date: Teams: Competition: Season: Broadcaster (if not Sky): Duration per clip: Other:	To be completed by Sky Sports: Approved / Not Approved [subject to the following restrictions: (e.g. duration, other)]