

**Entertainment
Channels
COMMISSIONED
PROGRAMMES**

**Sky Silvermouse Delivery
Guidelines**

sky showcase

sky arts

sky atlantic HD

sky crime

sky documentaries

sky nature

challenge

pick

sky max

sky KIDS

QUICK REFERENCE TABLE

PLEASE REFER TO THE BELOW INFORMATION FOR GUIDELINES ON HOW TO COMPLETE PASC PAPERWORK ON SILVERMOUSE FOR SKY. WE WOULD ENCOURAGE YOU TO SUBMIT ONE COMPLETE EPISODE WHICH WE CAN REVIEW BEFORE SUBMISSION OF AN ENTIRE SERIES

<u>Silvermouse Form</u>	<u>Sky Production Management Requirements</u>	<u>Sky Rights Operations Requirements</u>
Materials	<p>The following items must be uploaded:</p> <ol style="list-style-type: none"> 1) Signed Locations forms per episode for each location shown in the episode. 2) Post-Production Scripts per episode containing full timecodes of all dialogue. 3) Final Credits per episode. 4a) <u>Schedule of Residuals (Comedy and Drama Commissions only)</u> <p>One Excel spread sheet can be submitted in ep1 covering the entire series, it must include the following: Composer, Narrator, Character name, Artist name, Agent name, fees, repeat fees and residual payments.</p> <p>4b) Green Memo: please include a copy of the green memo that was circulated throughout cast, team, crew and suppliers outlining the productions sustainability objectives.</p> <p>5) Albert Certification: Please upload both of your 'successful completion' emails from Albert. After completing both the Carbon Action Plan and Final Carbon Footprint to the 'Materials' form.</p> <p>6) Planet Test Report - please upload your final planet test outcome report to the 'Materials' form (excel spreadsheet, template included in greenlight email).</p> <p>7) Diversity Report - in addition to Diamond information, Sky requires a final copy of the non-scripted D&I tracker (Non-Scripted productions ONLY)</p> <p>Please note the product placement form is not needed anymore</p>	<p>All licenses / releases for Copyrighted material should be uploaded in the corresponding Contributor or Copyright headers and not in Materials.</p> <p>Sky Rights Operations do not require any other documentation to be uploaded in the Materials section.</p>

<u>Silvermouse Form</u>	<u>Sky Production Management Requirements</u>	<u>Sky Rights Operations Requirements</u>
<p>Transmission</p>	<p>The Silvermouse form has replaced the hard copy Transmission Details form that was previously to be delivered with the master. Please complete and submit this form upon tape delivery.</p> <p>Please make sure all sections are completed. The most common items ignored are duration/slot time and track fields, but these are mandatory.</p> <p>Total Episode Duration: Please enter the duration of the actual show (i.e. what would go on the clock). It should equal the sum of the hard parted section.</p> <p>The Slot Duration: Please enter duration of the slot the programme will TX in (i.e. 30, 60, 90 min, etc)</p> <p>Tracks: The dropdown list does not currently fit show requirements. While this is being updated please select the following no matter if it does not reflect your shows format. <u>Will not be approved if not submitted as follows:</u></p> <p>Stereo full mix Left- occurrence 1 Stereo full mix Right occurrence 2 Dolby E channel 1 - occurrence 3 Dolby E channel 2 - occurrence 4</p>	<p>Sky Rights Operations do not require any other additional information for this form. Please contact your Sky Production Coordinator if you have any queries</p>
<p>Sign Off</p>	<p>Requirements as per Sky Rights Management column. The Sign Off form is to warrant that all information submitted to Sky is accurate and correct according to the Commissioning Agreement. Please only submit once all forms are submitted.</p> <p>This form will automatically show as rejected if other forms have been rejected. Please resubmit this form when rejected forms have been corrected and resubmitted.</p>	<p>The Sign Off forms are to warrant that all information submitted to Sky is accurate and correct according to the Commissioning Agreement. Please submit once all forms are submitted.</p> <p>This form will automatically show as rejected if other forms have been rejected. Please resubmit this form when rejected forms have been corrected and resubmitted.</p>

<u>Silvermouse Form</u>	<u>Sky Production Management Requirements</u>	<u>Sky Rights Operations Requirements</u>
Cue Sheet	<p>The Cue Sheet is completed in Soundmouse and all is Read Only in Silvermouse.</p> <p>Music Cue sheets must be completed using Clearance Forms</p> <p>Please contact musicreporting@sky.uk before you start to complete any cue sheets</p>	<p>Sky Rights Operations do not require any other additional information for this form.</p> <p>Please contact your Sky Music Coordinator with any queries.</p>
Compliance	<p>The Silvermouse form has replaced the hard copy compliance notes document that was previously to be delivered with the master. Please complete and submit this form upon tape delivery.</p> <p>Please make sure all sections are completed with reference to that particular episode and make sure to complete the bottom section, which is for Production Companies to complete not Sky</p>	<p>Sky Rights Operations do not require any other additional information for this form.</p>
Copyrights	<p>All archive (including Sky owned), stills, headlines, artwork, graphics and any other copyrighted or licensed 3rd party material should be entered in this form.</p> <p>Production Ops do not review information for this form. Please contact Rights Operations at Sky if you have any queries - RightsManagementCommissionedContent@sky.uk.</p>	<p>Please create a line for each item and upload supporting documents i.e. Contracts/Licences and supporting e-mail chains in the cases of Await Claim and Best Endeavours.</p> <p>The FULL rights position as per uploaded Licences and Agreements should be entered into the Copyrights header in Silvermouse and not Sky's Minimum clearances. In instances where the Minimum Clearances under the Commissioning / Production Agreement have not been gained, you must supply evidence of agreement from the Sky Legal Department – particularly in cases of Fair Dealing, Await Claims/Best Endeavours.</p> <p>Production companies are to submit the first episode for Rights to audit, once Rights have confirmed that the information is correct the remaining episodes can be submitted. Production companies should contact Rights once the first episode has been submitted, Rights will take up to 3 working days to audit.</p>

<u>Silvermouse Form</u>	<u>Sky Production Management Requirements</u>	<u>Sky Rights Management Requirements</u>
<p>Diamond Diversity Perceived</p>	<p>All on-screen contributors auto-populate into this form from the Contributors form.</p> <p>All on-screen contributors (including animated characters) must have perceived diversity information entered against them.</p> <p>You must watch the programme and attribute each contributor's diversity information as you perceive it. You cannot use any prior knowledge of the contributor to complete this form and you cannot 'guess' information. (For animations use any characteristics which could indicate diversity including character colours, defining features and accents/dialects)</p> <p>If you are unsure or simply do not know, select 'don't know'.</p> <p><u>For further details on how to complete this form including how to search for an existing contributor in Silvermouse please see further Diamond Guidance Notes Below.</u></p>	<p>Sky Rights Operations do not require any other additional information for this form.</p>

<p>Contributors</p>	<p>The following must be entered into Contributors: Producer, Director, Scriptwriter (Writers Guild or other Non-Union), Composer, Main Contributor (PACT or other Non-Union), all speaking Contributors, Supporting Contributors/Walk-ons/Extras, Narrator and Presenters as applicable to the production (Diamond Diversity are particularly interested in collecting senior role diversity information, without prior agreement forms will be rejected if these roles are excluded).</p> <p>Please ensure every Contributor is included. Information collated here is summarised in the Production Monitoring form and is therefore required to be complete and accurate.</p> <p>Production Ops do not review information for this form. Please contact Rights Operations at Sky if you have any queries - RightsManagementCommissionedContent@sky.uk.</p>	<p>Please ensure that all Contributors who appear on screen are included in the Silvermouse Contributors form to enable accurate Production and Diversity Reporting. Please input the time code of each speaking contributor's first appearance.</p> <p>Please upload fully signed supporting documents i.e. Contracts / Licences/ Release Form and supporting email chains in the cases of Await Claim and Best Endeavours.</p> <p>Please see FAQ section for details of how to input Extras, which is mandatory.</p> <p>The FULL rights position as per the uploaded Licences and Agreements should be entered to the Rights Section in Silvermouse and not Sky's Minimum clearances.</p> <p>Production companies are to submit the first episode for Rights Operations to audit, once Rights Operations have confirmed that the information is correct the remaining episodes can be submitted. Production companies should contact Rights once the first episode is submitted, Rights will take up to 3 working days to audit.</p> <p>PLEASE ENSURE CORRECT RIGHTS TEMPLATE IS USED</p> <p>ACCORDING TO CONTRIBUTION - See below for Rights Template Information.</p>
<p>Diamond Diversity Actual</p>	<p>As part of Project Diamond, Sky is required to collect diversity information for all onscreen contributors as well as of-screen production roles. The list of mandatory diversity roles can be seen on the diversity actual form in Silvermouse.</p> <p><u>On Screen Contributors</u> When entering a contributor on the Contributors form, please ensure you enter their contact email address, this will then auto-populate their details to the Diversity Actual Form.</p> <p>Once the Contributors form has been saved, an email will be sent to the contributor for verification. This will display as 'Email Verification Sent' on the Diversity Actual form. You can keep checking back onto the Diversity Actual form for progress updates regarding diversity information collection.</p> <p>'Email Validation Sent' – an email has been sent to the contributor asking them to validate their email address.</p> <p>'Opted Out' – the contributor as opted out of giving their diversity information.</p>	<p>Sky Rights Operations do not require any other additional information for this form.</p> <p><u>For further details on how to complete this form including how to search for an existing contributor in Silvermouse please see further Diamond Guidance Notes Below.</u></p>

	<p>'DSF Link Sent' – the contributor has been sent a link to complete the diversity self-declaration form.</p> <p>'DSF complete' – the diversity information for this contributor has been completed.</p> <p><u>Off-Screen Contributors</u> For off-screen contributors such as production and editorial crew, you will need to enter these manually into the diversity actual form.</p> <p>Please enter a contact email address and name for the off-screen contributor and click 'save'.</p> <p>Some roles may not be applicable to your production, if that is the case please click 'exclude' next to the roles that are not applicable.</p> <p>Please Note: (Diamond Diversity are particularly interested in collecting senior role diversity information; without prior agreement forms will be rejected if these roles are excluded or not completed).</p>	
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FREQUENTLY ASKED QUESTIONS

I have never used Silvermouse before, how can I learn how to use it?

Your Sky Production Coordinator can assist you with any queries throughout the submission process. Please note the Silvermouse team do not provide training anymore, but their helpdesk can be contacted on silvermousehelpdesk@silvermouse.com.

I have logged into Silvermouse and cannot see the programme that I need to complete?

This could be for a number of reasons, which we can investigate at Sky.

Common reasons include:

- a) The project may not have been fully approved for us to issue the headers
- b) The Production Company in the broadcast system may not match your Silvermouse account which can happen if the address details are new
- c) There could be a technical reason, which Silvermouse support will need to investigate

In all cases, please contact your Sky Production Coordinator and Silvermouse Support as soon as possible.

What episode order should I use when filling out the Silvermouse forms?

Please liaise with your relevant Sky Contacts prior to starting your paperwork on Silvermouse as we need to ensure it is completed against the correct order of episodes.

Where a TX order has not yet been determined by the Commissioning Editor, we will often set the order as the RX order with a view to change later, which will have implications on which header contains the information. In all cases that you are not sure, we will provide you a list of either TX or RX order, and the corresponding N-number in Soundmouse/Silvermouse.

Are Silvermouse and Soundmouse linked?

The two systems use the same data from the Sky Broadcast systems but are independent of each other. The Music Cue Sheet must be completed within Soundmouse and can be viewed in Silvermouse. The teams at Sky who receive and approve the cue sheets are different. All Music and Music Cue Sheet questions should be sent to MusicLicensing@sky.uk.

How quickly are forms approved once they are submitted?

It is advisable to submit one Episode for us to check over before you continue to input all the information to the remaining episodes if possible. We have found that this reduces the instances of Silvermouse Form Rejections.

Please notify your Sky Production Coordinator once forms have been submitted. The forms then go through a three-tier checking process. Your Sky Production Coordinator checks the content of the PAsC, the Rights Department check the details of the Rights submitted to ensure the Commissioning Agreement commitments are met. Whilst the music licensing department will review the cue sheets in Soundmouse. This process takes a minimum of 3 weeks after which time, providing there are no issues, the final payment can be released.

Do I contact the Sky Production Management Team, the Sky Rights Operations team or Silvermouse directly?

Sky Rights Operations can be contacted on - RightsManagementCommissionedContent@sky.uk.

Please contact Silvermouse on support@silvermouse.com with any technical issues such as logging in problems and web addresses not working. Please copy your Sky Production Coordinator so that we are aware of the fault.

Where can I obtain information concerning the entry of Diamond Diversity Data?

Production companies can find further information on using the Diamond-related forms in the Silvermouse Diamond User Guide (located on the Silvermouse Master Page after logging in).

Please follow the link below to the CDN Diamond Website which also has a Fast Facts Guide to Diamond.

<http://creativitydiversitynetwork.com/diamond>

Do I state the Equity Contributor's total fee or the fee per episode?

Please enter the **total** fee, as per the contract (excluding the pre-paid uses), as we can divide the fee between the amount of programmes that they appear in if necessary. This fee line must be entered in every programme of the series that they appear in and not just the first. For PACT/Equity Artists the fee to enter is contained in **Section G** of their contract, NOT the fee in Section J.

We have used a number of Extras in our Production; must I upload details for every one?

When the number of non-speaking Contributors in your production is high, to help you with submission we require Updated Edition April 2022

a line for each UK Casting/Artist Agency (We do not require extras/walk-ons information from Overseas Contributors). Please duplicate this across each episode. We do require the following:

- A spread sheet breakdown of all the SA details: names, eps, fees and rights bought out per casting agency.
- Example chits from each casting agency
- Signed declaration stating what rights have been bought, that all chits are signed and that the Production Company will hold them on behalf of Sky

Please create one line per UK casting agency in Contributors and upload the relevant sample chit, spread sheet and signed declaration.

Where Rights are not bought out, or there is any deviation, we will require the SA to be entered individually in Contributors with their CHIT uploaded and they are to be included on the Schedule of Residuals.

Please contact us if you have any further queries.

Contributors appear in several episodes throughout a series. Do I need to upload their contract / release in each relevant episode's Contributors form?

Yes, we require these documents uploaded for each episode that the Contributor appears. It is possible to copy one entire episode form to another this will help eliminate repeatedly inputting the same Contributors.

Do I need to add every Copyright item individually or can I enter just one line for all Copyrights grouped by provider?

You can enter one line per Archive/Stills Company providing the rights and Licence Period are the same. We require a Time Code on the first appearance of Company, where Rights are not bought out, or there is any deviation, we will require a separate line to be entered individually and a corresponding licence uploaded. Where there is a Third-Party Clearance within the Copyright (e.g. Guild/Union Member Contributor) you are required to declare this by flagging the box:

'Third Party Clearances were required to use this Copyright clip'

Additionally, we require the details of the Third Party Clearance to be entered as a new line in Silvermouse most likely in the Contributor Section, with the label of Third Party Contributor. In the Text Box on this Contributor form, please note which Copyright this relates to. All correspondence e.g. Letters to Agents must be uploaded here. Please contact the Rights Operations team if you require further advice and assistance.

Why has every item in a section been rejected when there is only one item with an outstanding issue?

Approval by Item is now available – Please see below for example Screen Shot of both Contributor and Copyright Screens.

Contributors Form

Add to work in progress | Issue | Reject | Approve | Copy | Email to Other | PDF Version

Authors & Contributors | Rights

Role: Select Search Term: Data Source: All Search

Compact View | Full View | All | **Approved | Un-Approved 22 of 22 Contributor(s)** | Change view to show all approve items or unapproved items - Report available on request | Select All

1	Approved	Executive Producer	GB 15-Oct-2014	No Agent Edit Agent	View Rights Last Edited by Alison Taylor 10-Oct-2014
2	Approved	Executive Producer	London GB 24-Jun-2014	No Agent Edit Agent	View Rights Last Edited by Alison Taylor 10-Oct-2014
3	Approved	Executive Producer	GB 15-Oct-2014	Casarotto Ramsey Edit Agent T: 44 (0)20 7287 4450	View Rights Last Edited by Alison Taylor 10-Oct-2014
4	Approved	Director	GB 15-Oct-2014	Casarotto Ramsey Edit Agent T: 44 (0)20 7287 4450	View Rights Last Edited by Alison Taylor 10-Oct-2014

Copyrights Form

Edit | Email to Other

Order copyrights by: Copyright creation date 5 Copyright(s)

All | **Approved | Un-Approved** | 5 of 5 Copyright(s)

1	Margaret Thatcher Created As part of Sharon Morgan's Power Point Presentation for Body Marge.	Getty Images Keystone-France	Stills 10.08.14 > 10.08.15 Dur: 00:00:01	Licence Received Last Edited by Alison Taylor 10-Oct-2014
2	Miners at a coal mine in the village Created As part of Sharon Morgan's Power Point Presentation for Body Marge.	Getty Images Stringer	Stills 10.08.21 > 10.08.22 Dur: 00:00:01	Licence Received Last Edited by Alison Taylor 10-Oct-2014
3	David Hasslehoff On TV Show Created As part of Sharon Morgan's Power Point Presentation for Body Marge.	Getty Images Bernid Mueller	Stills 10.08.15 > 10.08.16 Dur: 00:00:01	Licence Received Last Edited by Alison Taylor 10-Oct-2014

It is advisable to submit one Episode for us to check over before you continue to input all the information to the remaining episodes if possible. We have found that this reduces the instances of Silvermouse Form Rejections.

The current process is to enter ISSUE: Stating the Issue in the Text Box on the form which is then reflected against the item in the summary screen. Where you are unsure on where the issue lies, please contact your Sky Production Coordinator or Rights Operations contact.

I have not heard from anybody at Sky and need to know urgently if there are any outstanding issues that are holding up final payment

Please contact your main contact at Sky directly. Once we have internally approved the PAsC on Silvermouse you will be notified by your Sky Production Coordinator.

REASONS WHY FORMS ARE COMMONLY REJECTED

Production Team

- Transmission Form: The durations listed in the hard-parted section do not match total programme duration or the occurrences do not match the required format.
- Materials: Product placement declaration/Sustainability and Actions Form (found in production pack) has not been uploaded. Location releases are not signed.
- Contributors and Copyrights: There are releases / contracts / CHITS / Child Licences missing
- Diversity Actual: Although the Contributors will pull through automatically, other members of the team have not been updated/ senior roles excluded (e.g) Production Manager/ Commissioning Editor.
- Compliance form: EPG not filled in. Check boxes don't match the programme content.

Rights Operations Team

- There are no licences/releases/correspondence/CHITS uploaded in the Rights Form and/or these are not signed or uploaded in an incorrect format – These should all be uploaded as a PDF Document (PLEASE NOTE Safari is not supported by Silvermouse – Please use Internet Explorer or Fire Fox)
- Contributor and Copyright licences/releases/correspondence have been uploaded into the wrong section or against the wrong person
- Rights Information input into the electronic forms does not match the wording of the uploaded licence/release/correspondence
- The incorrect Rights Template has been completed for the item submitted which is determined by the selection made in the drop down eg. 3rd Party Contributor (This is at the top of the Rights List) has been selected against all contributors – Please see Rights Template Information below
- The minimum term has been licensed as per the Commissioning Agreement but there is no evidence of permission from the Sky Legal Department
- Some fields have not been completed correctly, such as Fee, incorrect Rights Selections for Talent Agreement/Contributor Release Forms, and incorrect rights selections for Term, Media, Territory and Channels

The Screen Shots below details how Sky require the Rights to be added, if it is a straightforward Equity PACT/WGGB Contract if you are unsure of what to enter here please call or e-mail Alison Taylor & Hunter Gibson (Senior Rights Executives) in Sky Rights Operations to confirm.

Please note that when entering Contributors you need to select the correct Contract Type in EACH tab as below (Please select this type twice especially in the Rights Template where it automatically selects the first one on the list) Do double-check before submitting as this is essential for reporting purposes.

Contributors Form

Add to work in progress | Submit to Broad

The screenshot shows the 'Contributors Form' interface. At the top, there are navigation tabs for 'Authors & Contributors' and 'Rights'. A dropdown menu is open, listing various contributor roles such as '3rd Party Contributor - BSKyB', 'Choreographer - BSKyB', 'Composer - Non Standard Agreement - BSKyB', etc. The 'Executive Producer - BSKyB' option is currently selected. Below the dropdown is a table with three columns: Contributor Name, Term, and Agent. To the right of the table are 'View Rights' buttons and associated notes for each entry.

Contributor	Term	Agent	Notes
Contributor	GB 11-Sep-2013	No Agent Edit Agent	View Rights Created by Alison Taylor 11-Sep-2013
Contributor	GB 11-Sep-2013	No Agent Edit Agent	View Rights Created by Nicola Cuffaro 04-Sep-2013 Rights Notes: Freelance Director - Please see uploaded contract for details
Writer WG	GB 11-Sep-2013	No Agent Edit Agent	View Rights Created by Nicola Cuffaro 04-Sep-2013 Rights Notes: Please select any Pre-Purchased Rights as per the Contract - Photography Payment has been made

DRAMA AND COMEDY PROGRAMMES – CONTRIBUTOR RIGHTS ENTRIES REQUIRED

Featured Artist - PACT/Equity - BSKyB

1. MEDIA	Equity Member (Sky/Equity terms apply)		
2. TERRITORY	UK and Eire (including Channel Islands, Isle of Man and BFBS)		
3. TERM	7 Years		
4. TRANSMISSIONS	12 TX Periods(4 TX's in 14 days) plus unlimited on demand		
5. TV CHANNEL	All Sky owned/operated channels		
6. TIMECODE	00.00.00		
7. FEE	PACT/Equity Aggregate earnings	0.00 GBP	Section G - Total Fee For Series
8. PRE-PAID USES	Rest of the World TV excluding USA and UK (where this has not been pre-purchased) 35% Pre-Paid Uses Notes	Select Pre-Paid Uses if indicated on Equity Contract	Please select Pre-Paid Uses as per Equity Contract
9. DOCUMENTS	No files uploaded		
RIGHTS NOTES			

Featured Artist - Other Union Agreement - BSKyB

1. MEDIA	All Media		
2. TERRITORY	Worldwide		
3. TERM	In Perpetuity		
4. TRANSMISSIONS	Unlimited		
5. TV CHANNEL	All Channels (including 3rd Parties)		
6. TIMECODE	00.00.00		
7. FEE	Buyout	0.00 GBP	
8. PRE-PAID USES			
9. DOCUMENTS	No files uploaded		
RIGHTS NOTES	SAG Contributor - Please see uploaded contract for details		

At present there is no option on Silvermouse to select a different Union Type than Equity – Please add to the Rights Notes Section the appropriate Union Name

Director - B SkyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	All Channels (including 3rd Parties)	
6. TIMECODE		
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES	Freelance Director - Please see uploaded contract for details	

Producer - B SkyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	All Channels (including 3rd Parties)	
6. TIMECODE		
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES	Production Company Staff	

For Producers and Directors if they are Production Company Staff a Contract does not need to be uploaded, if they are Freelance then we would need their contract uploaded and any Weekly Fee or Total Fee entered for reporting purposes and for any further use payments due to them. Please make sure that you have used the Correct Contributor Type and Rights Template.

Script Writer PACT/WGGB - BSKyB		
1. MEDIA	All Sky Services	
2. TERRITORY	UK and Eire (including Channel Islands, Isle of Man and BFBS)	
3. TERM	7 Years	
4. TRANSMISSIONS	12 TX Periods(4 TX's in 14 days) plus unlimited on demand	
5. TV CHANNEL	All Sky owned/operated channels	
6. SCRIPT FEE	Basic Script Fee Principal Photography Payment 100% 0.00 GBP	Please enter total fee for Series and flag if a Principal Photography Payment has been made - As Per Contract
7. PRE PAID USES	Rest of the World Free TV (excluding UK and US) 60% Rest of World Video (excluding UK and US) 7.5%	Please select any Pre-Purchased Rights As Per Contract
8. DOCUMENTS	No files uploaded	
RIGHTS NOTES	Please select any Pre-Purchased Rights as per the Contract - Please also indicate if any Principal Photography Payment has been made	

Script Writer Non-Union Agreement - BSKyB		
1. MEDIA	All Sky Services	
2. TERRITORY	UK and Eire (including Channel Islands, Isle of Man and BFBS)	
3. TERM	7 Years	
4. TRANSMISSIONS	12 TX Periods(4 TX's in 14 days) plus unlimited on demand	
5. TV CHANNEL	All Sky owned/operated channels	
6. SCRIPT FEE	Basic Script Fee Principal Photography Payment 100% 0.00 GDP	
7. PRE PAID USES		
8. DOCUMENTS	No files uploaded	
RIGHTS NOTES	Please select any Pre-Purchased Rights as per the Contract - Please also indicate if any Principal Photography Payment has been made	

Composer - Non Standard Agreement - BSKyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	All Channels (including 3 rd Parties)	
6. TIMECODE		
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES	Please see uploaded Contract for details	

Composer - Standard PACT/Composers - BSKyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	No Restrictions	
6. TIMECODE		
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES	Please see uploaded Contract for details	

FACTUAL & ENTERTAINMENT PROGRAMMES – CONTRIBUTOR RIGHTS ENTRIES REQUIRED – Entries
As Above for Executive Producer, Producer, Director & Composers

Voice Over Artist/Narrator - Standard PACT - BSkyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	No Restrictions	
6. TIMECODE		
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES		

Presenter - Standard PACT/Presenters - BSkyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	No Restrictions	
6. TIMECODE		
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES		

Contributor - B SkyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	All Channels (including 3rd Parties)	
6. TIMECODE		00:00:00
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES		

Interviewee - Standard Release Form - B SkyB

1. MEDIA	All Media	
2. TERRITORY	Worldwide	
3. TERM	In Perpetuity	
4. TRANSMISSIONS	Unlimited	
5. TV CHANNEL	All Channels (including 3rd Parties)	
6. TIMECODE		00:00:00
7. FEE	Buyout	0.00 GBP
8. PRE-PAID USES		
9. DOCUMENTS		No files uploaded
RIGHTS NOTES		

KEY CONTACTS

Sky Silvermouse Technical support

Email: diamondsupport@soundmouse.com

Contact for technical issues and functionality

Production companies can find further information on using the Diamond-related forms in the Silvermouse Diamond User Guide (located on the Silvermouse Master Page after logging in).

Please follow the link below to the Creative Diversity Network Website which has a Fast Facts Guide to Diamond.

<http://creativitydiversitynetwork.com/diamond>

Sky Music Department

Email: musiclicensing@sky.uk

Contact for queries for completion of Music Cue Sheets

Music Cue sheets must be completed using Clearance Forms Please contact **musicreporting@sky.uk** before you start to complete any cue sheets

Sky Production Coordinators:

Scripted: DL-ScriptedCommissionsPC@sky.uk

Non-Scripted: DL-ProductionOpsAssistants@sky.uk

Sky Rights Operations Department:

Alison Taylor (Senior Rights Executive)

E: Alison.Taylor2@sky.uk

Tel: 020 7032 2188

Hunter Gibson (Senior Rights Executive)

E: Hunter.Gibson@sky.uk

Tel: 020 7032 820