

## Delivery Items

Identify your relevant BBC Business contact and Delivery contact:

[www.bbc.co.uk/commissioning/tv/contacts](http://www.bbc.co.uk/commissioning/tv/contacts)

For **English Regions** check with your BBC Editorial Representative who your Programme Delivery Co-ordinator will be (usually a Broadcast Assistant from the region's Inside Out Team).

<b>ASSET:</b>	<b>DELIVERY DETAILS/DESTINATION:</b>
<b>PRE-TAPE DELIVERY PAPERWORK:</b>	
Facilities House Letter	<p>Approved Standard Template available here:  <a href="http://downloads.bbc.co.uk/commissioning/site/facilities_house_letter.docx">http://downloads.bbc.co.uk/commissioning/site/facilities_house_letter.docx</a></p> <p>Business Affairs contact                      Or</p> <p>For <b>Children's</b> Programme Delivery Co-ordinator                      Or</p> <p>For <b>English Regions</b>, Business Affairs Contact <a href="mailto:Erp4a@bbc.co.uk">and Erp4a@bbc.co.uk</a>                      Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator                      Scan of signed BBC approved template via email required at Approval of Rough Cut Stage.</p> <p>(or Fine Cut for Drama, Comedy &amp; Entertainment)</p>
Billing	<p>Programme Delivery Co-ordinator (and for <b>English regions</b> additionally email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a>)                      Or <a href="#">download the Billing Form here</a></p> <p>For <b>Learning Zone</b>, the Production Co-ordinator</p> <p>By (published) billing due dates on BBC approved template or as otherwise directed. For English Regions a word doc template is available from the Programme Delivery Co-ordinator.</p> <p>Billings should be pre-approved with your BBC Commissioning Executive</p> <p>Or, for English Regions, your BBC Editorial Representative..</p>
<b>PRE TAPE DELIVERY PUBLICITY MATERIALS:</b>	
<p>Publicity Stills:</p> <p>You are required to deliver:</p>	

- **20** iconic images that best represent the whole series and,
- for each episode, **20** further stills of key scenes/characters

Any extras may be of use to BBC online so please do not discard them.

It may be that the BBC only requires five iconic images and five further stills per episode. Please contact [BBCPictureDesk@bbc.co.uk](mailto:BBCPictureDesk@bbc.co.uk) for confirmation of the number of images you should provide and any further queries.

Children’s productions should contact BBC Picture desk in the first instance. Nations and Regions productions should contact the press office of the Nation or Region concerned.

Programme stills must be delivered no later than **10 working days prior** to the Delivery Date. The nature of the Programme may mean that this timescale is unrealistic, in which case please discuss and agree an alternative with the BBC.

All stills must conform to the BBC’s picture guidelines:

- [BBC Pictures’ guide to Publicity stills](#)
- [Pictures compliance guidance note](#)

Please deliver a combination of landscape and portrait format images and include a caption list in accordance with the BBC’s [Publicity Stills caption list](#).

All stills provided to the BBC must be shot to a professional standard in a combination of landscape and portrait formats and delivered in digital format at as high a resolution as possible - ideally JPEGs at 35Mb 300 dpi. Screen grabs are not acceptable unless agreed beforehand and in exceptional circumstances.

The copyright of all the images including any archive material and logo/title card delivered must be cleared so that the BBC has the right to distribute the images as part of the non-commercial publicity and promotional material relating to the Programme only in any media, including use on all the various BBC multiplatform public services.

<p>Clips: You are required to deliver:</p> <ul style="list-style-type: none"> <li>- <b>One</b> clip per episode</li> <li>- <b>One</b> clip for the whole series</li> </ul> <p>A .mov file with timecodes (and also guiding lines).</p>	<p>Short Form Video Team: <a href="mailto:shortformvideo@bbc.co.uk">shortformvideo@bbc.co.uk</a> Or For <b>Children’s</b>, the Programme Delivery Co-ordinator Or For <b>English Regions</b>, the BBC Editorial Representative. Or For <b>Learning Zone</b>, the Production Co-ordinator</p> <p>Clips must be fully cleared and approved by the BBC Editorial Representative.</p> <p>Find details of clip length and contents on the <a href="#">Publicity page</a>, or as otherwise directed by your Business Affairs contact, or for Children’s by the Children’s Delivery Team in the Asset Delivery Paperwork.</p>
<p>Preview copy</p>	<p>Full programmes should be uploaded directly to the <a href="#">BBC Previews website</a> to an FTP account using software such as Filezilla or similar. Please contact the Previews Unit for the log in details <a href="mailto:previews.unit@bbc.co.uk">previews.unit@bbc.co.uk</a> File type: MP4</p>

	<p>Compression/Codec: H.264  Data Rate: Minimum 750kbps - Maximum 1 Mbps.  Sound: MPEG-4 AAC, Stereo, Auto, maximum 160kbps (or other compatible MPEG-4 audio)  Frame Size: Must be 16/9 – 640 x 360  Enable 'Fast streaming'/'fast start'/'quick streaming'  For more information, log in details and for any queries regarding delivery please contact the team at <a href="mailto:previews.unit@bbc.co.uk">previews.unit@bbc.co.uk</a></p> <p>Or</p> <p>For <b>English Regions</b>, delivered to the relevant Communications hub (see under Publicity Stills). Please discuss either option with the BBC Editorial Representative.</p>
Additional Publicity material	Please refer to the BBC Commissioning website Publicity page for a list of additional publicity material you <u>may</u> be requested to deliver to support the programme, including additional material for televised marketing trails.
<b>MEDIA</b>	
<p><b>Format as confirmed in the Commissioning Specification:</b></p> <p><b>TAPE DELIVERY:</b> 1 x HDCamSR Stereo tape 16:9 (protected 14:9)</p> <p><b>OR</b></p> <p><b>FILE DELIVERY:</b></p>	<p>As set out on the BBC's Delivering Quality Website here: <a href="http://www.bbc.co.uk/guidelines/dq/contents/television.shtml">http://www.bbc.co.uk/guidelines/dq/contents/television.shtml</a></p> <p>Deliver to the Programme Delivery Co-ordinator  Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator</p> <p>Any deviation from any of the above specification must be agreed with the BBC in accordance with General Term 9.</p> <p>The Programme Delivery Co-ordinator (or Production Co-ordinator for Learning Zone) will arrange with BBC Post Production Resources for a <b>Technical Review</b> to be carried out, to establish that the media is of first class, blemish free quality and is suitable for transmission.</p> <p>File Delivery in accordance with the "TECHNICAL STANDARDS FOR DELIVERY OF TELEVISION PROGRAMMES"  UK Version 4.1 – 2014 / Broadcaster Version 4.1 – 2014  as set out on the BBC's Delivering Quality Website here: <a href="http://www.bbc.co.uk/guidelines/dq/contents/television.shtml">http://www.bbc.co.uk/guidelines/dq/contents/television.shtml</a></p> <p>Together with:</p> <ul style="list-style-type: none"> <li>- Automated QC (AQC) Report</li> <li>- PSE report (some QC test systems include PSE testing in</li> </ul>

<p><b>AND COPY RETENTION:</b></p>	<p>which case the PSE report will be included in the AQC report)  - Eyeball QC report carried out and completed by the Producer</p> <p>The Producer shall retain a copy of the Programme in accordance with General Term 11.</p>
<p>2 x time coded (BITC) DVD  1 x clean DVD</p> <p>Or, for <b>English Regions</b> only:</p> <p>1 x time coded (BITC) DVD  1 x clean DVD</p> <p>Or, for <b>Learning Zone</b> only:</p> <p>2 x time coded (TITC) DVD  5 x clean DVDs</p>	<p>Programme Delivery Co-ordinator  Or</p> <p>For <b>English Regions</b> the BBC Editorial Representative  Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator  (PLEASE ENSURE DVD COPIES HAVE CHAPTER MARKERS)</p>
<p><b>DELIVERY PAPERWORK SUBMITTED ON DELIVERY DATE:</b></p>	
<p>TV Compliance Form  Duly signed (electronically – word/excel format) by Executive Producer named in the Commissioning Specification</p>	<p>Programme Delivery Co-ordinator on BBC approved template  Or</p> <p>For <b>English Regions</b>, BBC Editorial Representatives and email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a>  Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator</p> <p><a href="#">Download the Word version of the form</a>  <a href="#">Download the Excel version of the form</a></p>
<p>Clip/Shortform Compliance form</p>	<p>To Short Form Video Team; <a href="mailto:shortformvideoteam@bbc.co.uk">shortformvideoteam@bbc.co.uk</a>  Or</p> <p>For <b>English Regions</b>, BBC Editorial Representative and email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a></p> <p>On BBC approved template in accordance with the compliance information on the BBC Commissioning website.</p>
<p>Transmission form</p>	<p>Programme Delivery Co-ordinator  Or</p> <p>For <b>English Regions</b>, BBC Editorial Representative and email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a>  Or</p> <p>on BBC approved template</p> <p><a href="#">Download the form</a></p>
<p>Programme as Completed form</p>	<p>Programme Delivery Co-ordinator on BBC approved template (and for <b>English Regions</b> additionally email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a>  Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator</p>

	<p><a href="#">Download the form</a></p>
Music Cue Sheet (AKA Music Reporting Form)	<p>Programme Delivery Co-ordinator on BBC approved template (and for <b>English Regions</b> additionally email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a>)</p> <p>Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator the Production Co-ordinator</p> <p><a href="#">Download the form</a></p>
Portrayal Form	<p>Programme Delivery Co-ordinator on BBC approved template (and for <b>English Regions</b> additionally email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a>)</p> <p>Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator</p> <p><a href="#">Download the TV Portrayal Form</a>  <a href="#">Download the Children's Portrayal Form</a></p>
Publicity Stills Caption List	<p>Send to <a href="mailto:BBCPictureDesk@bbc.co.uk">BBCPictureDesk@bbc.co.uk</a></p> <p>Or</p> <p>For <b>English Regions</b>, send to <a href="mailto:PressandPRStaff-EnglishRegions@bbc.co.uk">PressandPRStaff-EnglishRegions@bbc.co.uk</a>          (see Publicity Stills)</p> <p>On BBC approved template accompanying publicity stills, <a href="#">Publicity Stills caption list.</a></p>
<b>FINAL PAPERWORK SUBMITTED ON OR AS SOON AS POSSIBLE AFTER DELIVERY DATE:</b>	
Schedule of Residuals (including the BBC Store Schedule of Residuals)	<p>Business Affairs contact <b>and</b> BBC Worldwide Ltd:  <a href="mailto:WWRightsManagement-IndieRights@BBC.com">WWRightsManagement-IndieRights@BBC.com</a></p> <p>Or</p> <p>For <b>Children's</b>, the Programme Delivery Co-ordinator <b>and</b> BBC Worldwide Ltd:  <a href="mailto:WWRightsManagement-IndieRights@BBC.com">WWRightsManagement-IndieRights@BBC.com</a></p> <p>Or</p> <p>For <b>English Regions</b>, Business Affairs contact, Programme Delivery Co-ordinator, email to <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a> <b>and</b> BBC Worldwide Ltd:  <a href="mailto:WWRightsManagement-IndieRights@BBC.com">WWRightsManagement-IndieRights@BBC.com</a></p> <p>Or</p> <p>For <b>Learning Zone</b>, the Production Co-ordinator <b>and</b> BBC Worldwide Ltd:  <a href="mailto:WWRightsManagement-IndieRights@BBC.com">WWRightsManagement-IndieRights@BBC.com</a></p> <p>On BBC approved template.</p> <p>As this form may contain sensitive personal data, please ensure you password protect it before emailing to recipient. Please then email the password separately.</p> <p><a href="#">Download the form</a></p>

<p>OFCOM Form (Independent and Regional Production OFCOM Compliance Form)</p>	<p>Business Affairs contact and copied to <a href="mailto:I&amp;RPOfcomCompliance@bbc.co.uk">I&amp;RPOfcomCompliance@bbc.co.uk</a> on the BBC approved template.  Or  For <b>Children’s</b>, the Programme Delivery Co-ordinator <b>and</b> copies to <a href="mailto:I&amp;RPOfcomCompliance@bbc.co.uk">I&amp;RPOfcomCompliance@bbc.co.uk</a> and <a href="mailto:Erp4a@bbc.co.uk">Erp4a@bbc.co.uk</a>  Or  For <b>Learning Zone</b>, the Production Co-ordinator <b>and</b> copied to <a href="mailto:I&amp;RPOfcomCompliance@bbc.co.uk">I&amp;RPOfcomCompliance@bbc.co.uk</a>    <a href="#">On the BBC approved template.</a>    <a href="#">Download the form</a></p>
<p>Key Agreements (Applicable if the agreement column for a Key Approval is ticked on the Commissioning Specification).</p>	<p>Business Affairs contact and for <b>English Regions</b>, the BBC Editorial Representative.    Signed copies sent via email.</p>