

Delivering Programmes to Radio 3.
 Guidelines for Independent Producers.
 Updated March 2008.

WHEN BY (Week before TX).	ITEM:	TO BE SENT TO:	HOW:
-4	Promotion Notes	r3promodraft@bbc.co.uk and the relevant commissioning editor, ie usually abigail.appleton@bbc.co.uk	via e-mail
-4	Billings for Radio Times and other publicity	billings-r3@bbc.co.uk for billings queries contact Graham Rogers	via email
-4	Photos (if agreed)	BBC Radio Picture Publicity Room 122 Henry Wood House 020 7765 4509 or email: radiopictures@bbc.co.uk	via post/hand or e-mail
-4	One promotional CD (extracts/highlights by agreement if complete programme not available. Please label clearly if extracts or rough cut)	R3 Publicity Room 122 Henry Wood House 020 7765 4934	by post/hand
-4	one CD for listening (complete programme) <i>Independents to deliver earlier if contracted to do so.</i>	To the relevant commissioning editor as appropriate (applies to all independent programmes, and in-house programmes as requested)	by post/hand
-4	Wav.file with recording and transmission report form. PLEASE: DO NOT STICK LABELS ON MASTER COPY!!	Independents on CD to Margaret Mills or via FTP (when set-up in advance), In-house directly into VCS or via VCS-ingester	CDs delivered by hand or courier
-3	Compliance Form	Independents to: r3compliance@bbc.co.uk In-house complete form on Proteus	via e-mail
-3	Presentation Details and Written Trail	Presentation details to Radio 3 Presentation e-mail: r3presentation@bbc.co.uk Written trails to r3trails@bbc.co.uk	via e-mail
Weeks after TX			
+2	Music Reporting Forms & P as Bs (template available in-house on gateway http://finance.gateway.bbc.co.uk/mru/whatyoudo.htm)	<i>(independents only)</i> email: r3report@bbc.co.uk <i>in-house</i> report electronically using Orpheus, Proteus, or the customised Euroclassic spreadsheet	via e-mail data transfer

1. Paperwork

Promotion notes

These are always welcome but obligatory if requested, and are required at least four weeks before transmission.

Bullet points can be very effective and less time consuming than full paragraphs. We don't need purple prose as the notes will be redrafted.

Please tell us what the programme is about, the presenter, writer, cast/contributor details and any potential promotional line. Try and think of something that will catch attention. It may be a news story, distinctive interpretation, or simply an amusing anecdote. If any part of the programme has already been recorded consider including an interesting quote. Even if the programme has not yet been recorded it should be possible to write notes on the subject matter and the programme's approach.

Please do not offer the billings copy as a promotion note, and please copy the email to the relevant Commissioning Editor (usually Abigail Appleton).

external address: r3promonotes@bbc.co.uk and abigail.appleton@bbc.co.uk

internal address: [Radio 3 Promo Notes](#)

Billings

These are normally required **four weeks before transmission** (except in the weeks running up to Christmas and Easter when deadlines advance. Graham Rogers can advise.) They should be sent to the following address:

external address: billings-r3@bbc.co.uk

internal address: [billings-r3](#)

These email addresses will automatically forward the billings on to everyone who requires them. It is important that all the appropriate sections of the form are filled in including the correct producer contact.

Please send revised billings with any changes underlined and please notify us of any changes, however close to transmission, so that corrections can be issued to all presentation staff and online. If you've any queries about billings please contact Graham Rogers in the schedules team.

Presentation details, Compliance forms and Written trails are an essential part of programme delivery and must be delivered at the same time as the transmission copy – ie at least 3 weeks before tx.

Presentation details

They should be delivered in a clear format showing the programme title, recording number, and transmission time, plus the Presenter's intro and outro and the programme ins outs and duration. Please also include producer and broadcast assistant contact details.

Announcements should be brief unless there is a particular reason that the programme needs setting up. Any exceptional announcements must be referred to Barry Madge, Presentation Manager. Please credit presenters by using the phrase 'X was presented by...' and not 'written and presented by...' All our presenters write their own scripts and this is implied in the presenter credit.

Presentation details for Twenty Minutes need to be long enough to allow concert atmos to be slowly faded up under the end of the programme. Please give text and other details of the last 30" of the programme.

Please send to r3presentation@bbc.co.uk and not to individual schedules assistants who may not be in the office.

Written trails and recorded trails

Written trails help the Presenters persuade the audience to listen to your programme. They need to be short (ie one or two paragraphs that would take no more than 30" for the Presenter to read out) and easily spoken. Trails should not attempt to summarise the entire contents of a programme but simply highlight the main subject and any aspect likely to attract an audience.

Each week the network promotes a small number of programmes with recorded trails, and the Promotions Producer, Simon Jordan, will liaise with relevant producers as necessary

Please e-mail your written trails to: r3trails@bbc.co.uk. Please enter the programme title and transmission date in the e-mail subject field. If you are delivering recorded material it must be sent to direct to Simon Jordan (BH 4008, x 54639).

PasBs and Music Reporting

BBC producers should submit PasBs (programmes as broadcast), PasRs (Programmes as Recorded) and Music Reporting Forms direct to the relevant departments on your distribution list. Independent producers should deliver their completed documentation to r3report@bbc.co.uk.

2. Title changes

All title changes must be approved by Radio 3, submitted to David Ireland for referral.

3. Schedule Information

Scheduling information is supplied by David Ireland in advance of the publication of projected arrangements and by Graham Rogers after publication.

Projected Arrangements, covering one week's transmission, are issued about 8 weeks ahead of transmission and regularly updated. Production teams should always check the tx details in Projected Arrangements of ALL programmes for which they are responsible.

Projected Arrangements are issued by e-mail. To receive them, contact Graham Rogers. They are also available in-house in Radio 3's public folders in Outlook.

After the initial commission, **schedule changes** are confirmed by email from David Ireland or (after the publication of projected arrangements) from Graham Rogers. Producers will also be notified of repeats.

4. Delivery

Producers are responsible for the safe delivery of programmes to the station and for keeping the station informed of **any** changes that might affect delivery by the agreed date. The first point of contact is David Ireland, Commissioning and Schedules Manager.

All recorded programmes **must** be delivered **at least three weeks before** the transmission date unless otherwise agreed. *Independents should deliver programmes to Margaret Mills (or if close to transmission please inform Margaret Mills that you will deliver direct to library).* All recorded programmes must be delivered with a completed recording form signed off by the producer.

5. Listening Copies

Producers must deliver a listening copy (CD) marked with title, supplier and transmission date, **before or on the agreed delivery date** to the relevant commissioning editor. A promotional copy should also be delivered to Radio 3 publicity.

6. Repeats

Scheduled and revised repeats

Producers should ensure that the programmes are suitable for re-broadcast. For example, time-specific or topical references such as “*Good evening*”, “*tomorrow*” or “*next Sunday is Easter Day*” should be removed.

Presentation details and a written trail for repeat transmission must be updated and supplied **at least three weeks before transmission** to Radio 3 Presentation.

Billings should also be updated and supplied **at least four weeks before transmission** (unless the repeat is notified by the Scheduling office after this date).

Delayed repeats Please remember to maintain programme support material (eg trail material)

Newly completed ***Compliance forms*** are also required for all repeat programmes.

7. Durations

Accurate programme durations are essential for the smooth running of the station.

We would like all recorded programmes to come as close as possible to the commissioned duration and certainly within 15". This duration should include an estimate of the time it will take the presenter to read the presentation details (i.e. the requested duration includes all announcements whether recorded in the programme or read by the presenter from continuity.) As a rule of thumb, the requested programme duration (including announcements) is one minute less than the slot duration so for a 45 minute slot we request a total programme duration of 44 minutes. However we appreciate there may be rare occasions when a programme cannot meet this requirement, in which case please consult with Radio 3 presentation by emailing Barry Madge.

Please could producers of ‘Twenty Minutes’ liaise with the producer of the relevant ‘Performance on 3’ to confirm exact durations (and discuss any potential overlap between the ‘Twenty Minutes’ and concert presentation)

8. Radio 3 Scheduling and Presentation Contacts

Scheduling

David Ireland (Commissioning and Schedules Manager) x 02 54943

Graham Rogers (Schedules Planner) x 02 55701

Presentation

Barry Madge (Presentation Manager) x 02 55513

Charles Whilems (Presentation Operations Co-ordinator) x 02 55652

Philip Hyman (Operations Assistant) x 02 54029