Style Guide

June 2016
Station Overview

BBC Radio 5 live has a world class reputation for its distinctive news output and live sports coverage. Whether in the form of live breaking news; ground-breaking journalism or agenda setting series and documentaries, we cover news stories from across the UK and abroad. A minimum of 75% of the stations output is ‘news’.

5 live is also the home of live sport on the radio including major events like the Olympics, World Cups, Premier League and 6 Nations Rugby. In 2014, 5 live covered 51 different sports across the year.

The station’s multi-platform content provides a place where people come together to reason, to explore, to debate and to be inspired. In addition to the listenership to 5 live’s linear channels, the station’s short-form digital service ‘In-Short’ continues to break new ground with millions of clip plays in a typical month.

5 live sports extra is available digitally on DAB radio and online. The station’s remit only allows live sports commentary, and is widely recognised as the home of live cricket, and the iconic Test Match Special. Other sports that feature heavily on 5 live sports extra include rugby league, Women’s Super League football and NFL.

Across all platforms, the station has an open and honest relationship with its audience and brings the nation together through its energy, empathy and the way the station involves them in every part of the output.

Commissioning process

75% of the schedule is ‘news’. This is predominantly made up of our daily live news programmes that encompass the majority of the weekday output and are produced by BBC news. The exceptions to these are some long-running strands which are produced either in-house or by independent production companies. The station occasionally runs one-off documentaries and some short series that can fall under the news or sport genres.

Commissioning rounds for long running strands (including the likes of Kermode & Mayo’s Film Review; 606; The Danny Baker Show etc.) will be advertised as and when needed. We do not
currently have fixed diarised commissioning rounds but do open rounds for specific projects when needed. We will open ad-hoc rounds when needed but welcome speculative ideas at any time.

If you are an Independent Production Company and want to enter an idea in to a commissioning round, please sign up to the BBC Radio Independent Production Company Database via the BBC Commissioning website.

**Delivery Requirements**

**Paperwork**

- Programme descriptions must be provided 4 weeks prior to TX for programmes designated as non-topical.
- Both in-house and independent producers must enter these descriptions into Proteus. If you can’t access Proteus please contact dan.mcevoy@bbc.co.uk to submit your billings via email. Please adhere to the character limits for the short, medium and long descriptions.
- Please fill in the Compliance Form in Proteus or ask for a hard copy and return via email to 5livecompliance@bbc.co.uk by deadline delivery date. We must have a compliance form pre-TX or your programme will not be transmitted.

**Programme**

- Fully edited programmes must be delivered 2 weeks prior to tx unless agreed with 5 live management
- Once your programme is completed we need it delivered as a 48 KHz, 16 bit Linear Wav File.
- A typical 5 live hour approximately consists of 1 x 24'30” and 1 x 25'00”. Each part should be saved as a separate file and clearly labelled.
- Depending what you have access to, this can be delivered to:
  - The ‘5 live Network/Inbox’ on the Salford VCS server.
  - The BBC’s FTP service for independent producers.
  - Other File transfer services by prior arrangement with 5 live management.

Further information about compliance and safety guidelines are available at:


**Language**

The stations should be referred to as: BBC Radio 5 live; BBC 5 live or 5 live
5 live sports extra

Digital platforms should be referred to as: 5 live website
5 live In-Short
iPlayer Radio

A single production credit will be accepted at the end of your programme but should be no more than 10 seconds in duration and will usually consist of just the name of the production company.
**Music Reporting**

Music reporting for all programmes must be submitted within 14 days of original broadcast.

- In house and production teams with Proteus access should report their music there.
- One off programmes and independent producers without Proteus access should email a completed music reporting form to dan.mcevoy@bbc.co.uk

**Repeats**

Any show pre-recorded on 1st transmission will already have a full Proteus form completed and be signed off pre-Tx 1st time round. No further action is required if the programme is being repeated within 30 days of the original Tx as long as it’s marked as ‘suitable for transmission’ in Proteus and contains no significant additional material.

Repeats of pre-recorded shows after 30 Days window must have the form checked by the Editor who will need to assure themselves that nothing in the programme has become a problem. The form will then need to be signed off as per usual pre-recs with a note saying the Editor is happy for the show to go out as planned. Full listening may not be required.

To repeat a show that was live on 1st transmission, the Editor has a conversation with the programme producer following 1st Tx to discuss any possible issues arising from the programme.

Where no issue has arisen:
- A Proteus form for the repeat must be completed & signed off by the producer
- The Editor signs off the programme without further listening, noting in the form the conversation with the producer and stating they are happy it’s suitable in the repeat slot.

Where an issue has arisen
- The Editor agrees with the producer on what action should be taken - editing or, in extreme cases, not repeating.
- A Proteus form is completed reflecting the revised repeat show & signed off by the producer. This revised repeat show to be listened to the Editor before sign off and Tx.

**Imaging**

Imaging can be made for your programme by the 5 live producers. Please email ross.ford@bbc.co.uk 4 weeks before you need it with your requests. Any production being used within your programme that is made by yourself needs clearing with Ross Ford before-hand.

**Accessing BBC Archive**

- To browse the BBC archive for free contact BBC I&A (020 8008 2288) to book an appointment at the their office in Garden House (accessed through Media Centre, W12)
- You can also browse the BBC TV archive online here [http://bit.ly/1rXEFGG](http://bit.ly/1rXEFGG). The radio archive isn’t available to browse outside of a BBC building.
- I&A offer a research service available for £17.60 per 15 mins. To use it you’ll need to register with BBC I&A.
- 5 live’s Media Manager is kenneth.o’keefe@bbc.co.uk
Booking Studios

Our studios are available to hire. To check availability and book a studio please email dan.mcevoy@bbc.co.uk. We don’t provide SM support but we can usually get you started.

Promo

To promote our programmes we use a mix of built trails and verbals. Due to format of 5 live we are only able to run a limited amount of promo trails at any one time. Unfortunately, not every programme will receive a built trail, but where possible we will schedule some verbal reads. We will also work with programme teams, the press team, the digital team and other BBC outlets to promote programmes where appropriate.

Network Contacts

Address: BBC Radio 5 live, 1st Floor Quay House, MediaCityUK, Salford, M50 2QH.

Commissioning & Editorial:

Jonathan Wall  Controller  jonathan.wall.01@bbc.co.uk
Richard Maddock  Commissioning Editor  Richard.maddock@bbc.co.uk
Heidi Dawson  Editor  Heidi.Dawson@bbc.co.uk
Dan McEvoy  Schedule & Ops Manager  Dan.McEoy@bbc.co.uk

Billings, Studios, Delivery & Scheduling:

Dan McEvoy  Schedule & Ops Manager  Dan.McEoy@bbc.co.uk

Trails, Jingles & Idents:

Ross Ford  Executive Producer  ross.ford@bbc.co.uk

Press and Publicity:

fivelivecommunications@bbc.co.uk

Interactive:

fiveliveinteractive@bbc.co.uk

Business Affairs:

Simon Ashwood  Business Affairs Manager  simon.ashwood@bbc.co.uk