**Programme Editorial** Spec Form:

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| HEADING  **Overview** | DETAILS (Please fill in all fields) |
| Production Company | **Company:**  **Company Number:**  **Company Address:**  **Contract Signee:**  Name:  Email:  Phone: |
| If Co-Pro (Name co-pro partners) |  |
| Programme Title (WT – subject to change by Virgin Media Television) |  |
| Proposed Channel (Virgin Media One / Virgin Media Two / Virgin Media Three) |  |
| Number of Episodes |  |
| Episode Duration |  |
| Programme Genre |  |
| **Financials** | |
| Production Budget (Overview here & delivery of full budget) | Overview:  Full Budget delivered (confirm): Y ( ) |
| Confirmed Finance Plan  (include all 3rd party funding) |  |
| **Editorial** | |
| Programme / Series Synopsis (An editorial overview of the programme) |  |
| Archive Materials (List archive or other source materials required and confirm rights clearances needed or acquired) |  |

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| **Personnel** | |
| Key Personnel: (list where appropriate) |  |
| Executive Producer |  |
| Series Producer |  |
| Director |  |
| Producer/Line Producer |  |
| Key on-screen talent (including presenter(s), performers, contributors, cast) |  |
| Any on-screen talent (including presenter(s), performers, contributors, cast) aged under 18 |  |
| Script Writer |  |
| Key Advisors/Consultants |  |
| Narrator/voiceover artist |  |
| Casting Director (Drama & Comedy) |  |
| Production Designer |  |
| Celebrity booker (Entertainment) |  |
| Director of Photography or Cameraman |  |
| Editor |  |
| Composer (if using music specially commissioned for the Programme) |  |
| **Legal** | |
| Legal - specify if any potential legal difficulties relating to the Programme and its production arising from such issues as the origin and use of the source material, rights clearance in respect of material to be used in the Programme, defamation, privacy, confidentiality, contempt of court, and surreptitious filming/ recording. Specify the Producer’s legal advisor(s) in respect  of the Programme. In the case of any surreptitious filming/ recording, confirm that the prior approval of Virgin Media Television has been obtained for such filming/recording | Details: |
| Confirmation: Y ( ) N ( ) |
| Forms – confirm that you have all required forms to service the production (including release forms, talent contracts, location agreements etc. and that these forms have been agreed with Virgin Media Television) | Confirmation: Y ( ) N ( ) |
| **Production Schedule** | |
| Pre-Production Please include start and end date plus duration (Days / Weeks) |  |
| Shoot Please include start and end date plus duration (Days /  Weeks) |  |
| Number of days filming (Total) |  |
| Locations – Ireland (Include Number of filming Days) |  |
| Locations – Outside of Ireland (Include details and Number of Filming Days) |  |
| Length of post-production (in weeks) |  |
| Intervals at which programme editorial progress reports to be delivered (where appropriate) |  |
| **Reviews** | |
| Date of first viewing with Commissioning |  |
| Schedule of dates for subsequent viewings and Virgin Media Television editorial sign off of final cut |  |
| Date for delivery of proposed screen credits for Virgin Media Television approval |  |



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| **Delivery** | |
| Programme Delivery Date(s) |  |
| Programme Broadcast Tapes or File | Please detail date and format: |
| Programme rushes (if required by VM) |  |
| Archive Requirement: HD Drive containing a copy of all masters, plus textless elements and all GFX elements with Alpha Channels. Must also include All audio mixes with stems. |  |
| Promotional Requirements (Synopsis, Videos, Stills etc.  *Note\* all press /promotions and social media must be coordinated with VM.*  Compulsory needs include: (full spec available on request): |  |
| Photography   * Production company to supply professional, full colour photographs (300dpi) for programme support. * Photos must be engaging and reflect the tone of the   programme, with attention paid to environment, wardrobe, hair and make-up.   * A minimum of two individual images per programme contributor (presenter, panellist, reporter, etc.) in addition to group shots, where applicable. * Potential access to talent for additional photography. * All supplied photography to be cleared for use in any promotional activity or advertising. | Confirmation (I have read and can deliver these materials: Y ( ) |
| Programme Branding   * Programme logos (vector format,   .AI or .EPS), font details and any relevant support graphics no later than 6 weeks in advance of TX. |  |
| Audio   * Clean, broadcast quality copy of the opening titles audio track for promotional/marketing purposes. |  |
| Social Media Assets   * Minimum of two pieces of unique social media content per episode for promotional purposes, (such as behind-the-scenes clips, short interviews with cast or talent, bloopers, animated GIFs, etc.) * VM will liaise regarding additional digital promotional requirements |  |



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| Programme ancillary rights exploitation - confirm that there has been a review by Virgin Media Television and the Producer of potential for exploitation of ancillary rights such as programme sales rights, dvd rights, merchandising rights, publishing rights etc. | Confirmation: Y ( ) N ( ) |
| Confirmation of distribution rights: Please further confirm if this programme/Series will be available for international distribution through Virgin Media Television agents. | Confirmation: Y ( ) N ( )  If Yes, full international delivery spec is available on request.  If No, please outline/detail if any international distribution arrangements are in place: |
| Interactive/Web - confirm that the Programme has been discussed with Virgin Media Television publishing to review potential for interactive/web/mobile activities relating to the Programme | Confirmation: Y ( ) N ( ) |
| **Virgin Media Television Facilities (If Required)** | |
| Virgin Media Television Facilities Required: (Tick and Detail) | Studio Facilities: Y ( ) N ( )  Post Production:  Edit Assist / Ingest: Y ( ) N ( ) Offline Edit: Y ( ) N ( )  Online Edit: Y ( ) N ( )  Post Production Audio  VO Record: Y ( ) N ( )  Audio Mix: Y ( ) N ( )  Graphics: Y ( ) N ( )  If Yes for any of the above please provide full detailed requirement / dates as an attachment. |
| **Production** | |
| Filming type | Please tick relevant box (es)  Studio Location  Single-camera    Second Unit    Multi camera    Pre-recorded    Live    As-live    Other- please Specify |
| Location/Studio Shooting | Number of location days: Number of studio days: |
| Shooting format (including aspect ratio) | Full Details (if multiple formats please list): |



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| Special Effects – specify range and scale of any special effects/CGI |  |
| Health & Safety  Confirm your company has a current Health & Safety Statement in place, and that a copy has been furnished to Virgin Media Television. | Please Confirm: Y ( ) N ( ) |
| Confirm that proper management arrangements will be in place for managing risks associated with the production and that specific risk assessment details will be provided to Virgin Media Television as they become available. | Please Confirm: Y ( ) N ( ) |
| Child Protection Policy & Procedures  Specify if production (incl. shoot) involves children (under 18 years of age). If “yes” confirm that you have an adequate Child Protection Policy and Procedures document in place which has been supplied to Virgin Media Television. | Please Confirm: Y ( ) N ( ) |
| Virgin Media Television Programme Standards and Guidelines and Deliverables: www.Virgin Media Television. ie/commissioning  Confirm that you have read these: | Please Confirm: Y ( ) N ( ) |
| Specify if any special insurance cover is being taken out by the producer in addition to standard production insurance package (e.g. errors & omissions insurance; event cancellation insurance; key person insurance) |  |
| Please outline any other issues that may affect production: |  |

Signed by ..............................................................

On behalf of the Production Company

Date: ....................................................................

Signed by ..............................................................

(Head of Commissioning, Virgin Media Television)

Date: ....................................................................

Any subsequent material change to the above agreed specifications must be agreed in advance with Virgin Media Television and incorporated in a revised version of this Programme Editorial Specification Form.