

EDITORIAL SPECIFICATION FOR NON-SCRIPTED PRODUCTIONS

Production Company	[insert name and address]
Sky Commissioning Editor	[insert name]
Format Owner	[insert name]
Co-Production Partners	No /Yes <i>Delete as appropriate. If yes insert name.</i>

1. PROGRAMME DETAILS

Working Title	[insert title]								
Duration	<table border="1"> <tr> <td>No. of Episodes</td> <td></td> </tr> <tr> <td>Slot Duration</td> <td></td> </tr> <tr> <td>Running Times</td> <td></td> </tr> <tr> <td>No of Part Breaks</td> <td></td> </tr> </table>	No. of Episodes		Slot Duration		Running Times		No of Part Breaks	
No. of Episodes									
Slot Duration									
Running Times									
No of Part Breaks									
Delivery Date of all Episodes	[insert date]								
Transmission Date for Episode 1	[Insert date if known]								
Transmission Time	<p>[Pre-watershed / Post Watershed] at [00:00] <i>Delete as appropriate and include intended transmission time if known. Consider whether both post and pre versions are required.</i></p>								

2. CREATIVE BRIEF

Detailed Editorial Synopsis
What is the vision of the series?
What are the components that make this series distinctive?

What is the tone of the series and how will this be delivered?	
Director Brief <i>What will it look like?</i>	
Music Brief <i>What will it sound like? Specially composed or commercial discs. Titles music, tone of soundtrack.</i>	
Editing style <i>What will it feel like?</i>	
Casting Brief <i>Named aspiration for main cast, per episode or over the series, guest names, children, diversity.</i>	
Diversity on Screen Brief <i>What type and level of guests?</i>	
Talent <i>Name the host(s), presenter(s) and celebrity guests.</i>	
Access <i>Name institution and specific access including personnel and locations – is it exclusive and to what extent.</i>	
Prizes <i>List (include any exclusive elements).</i>	
CGI / Vis Fx Requirements <i>What will it look like?</i>	
Stunts / Special FX <i>List (if any).</i>	
Compliance Are CRB / Police checks	

<p>Required?</p> <p><i>List any potential editorial issues relating to compliance that either will or may arise in connection with the programme, and how these will be addressed i.e. Children under 16, Pre/Post Watershed, product placement arrangements and signalling, flashing images, contributor checks.</i></p>	<p>[Yes/No] If yes detail the process for documenting the checks</p>
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3. PRODUCTION DETAILS

Duration of Pre-production	First Day	Last Day	Total Weeks	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Studio to Location Ratio	Location	Days Per Ep	Total Days	
	Studio	<input type="text"/>	<input type="text"/>	
Geographical Locations or Proposed Studio Note: this is subject to Sky's approval				
Principal Photography	First Day	Last Day	Total Weeks	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Additional Insurance <i>Please supply the detail of any insurance that is required in addition to the Sky blanket media production insurance arrangement.</i> <i>Please detail the risks and activity that may require extension of the cover provided by the blanket arrangement. e.g. stunts, special effects, high risk or remote locations or other specific hazardous elements.</i>				
Secret Filming/ Hidden Camera/ CCTV				
Post Production Provider: <i>i.e. Format, CGI, Facility House, Sound recording studio etc.</i>				
Duration of Post Production Schedule				
	Off Line	On Line	Grade	Audio
No. of Days per Ep.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Titles Sequence <i>Include designer, style, length etc.</i>	
Technical Requirements - satellite links / interactive / other	

4. COPYRIGHT CLEARANCE

Archive <i>Where possible please give a description and anticipated source</i>	
If you envisage any problems meeting Sky's clearance requirements list them here.	
NOTE: SKY requires programmes to be delivered in HD CAM SR with a 5.1 DOLBY E AUDIO. If you wish to deliver tapelessly please discuss with your Production Manager.	

5. HEALTH AND SAFETY

Has your company been approved by Sky Health and Safety? <i>Production cannot commence without this.</i>	[Yes/No] <i>If no, please contact Sunny Bains Sunny.Bains@bskyb.com</i>
Who is your Productions source of competent Health & Safety? <i>Supply the name and details of their qualifications and level of service arrangement.</i>	

6. ADDITIONAL INFORMATION

Do you have an Environmental Policy? <i>If yes please attach a copy</i>	[Yes/No] <i>Please review Sky's Sustainability Checklist and complete Sky's Sustainability Actions and Information form</i>
Do you have a Company Programme Diversity Policy for both on and off screen? Please confirm that your Company is signed up to the Creative Diversity Network (previously Cultural Diversity Network) Note: full details regarding diversity of cast and crew must be delivered as part of the programme as completed form.	[Yes/No] [Yes]

7. KEY PERSONNEL

	Name
Executive Producer	
Series Producer	
Series Director	
Producer	
Director(s)	
Key On Screen Talent / Presenter / Voice Over	
Script Writer	
Set Designer	
Graphics Supplier	
Studio Director / Lighting Director	
Director of Photography	
Editor	
Composer	
Competition Telephony Service Provider	
Other	

Signed by

Signed by:

.....
For [INSERT NAME of Production Company]

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**Commissioning Editor For British Sky
 Broadcasting Limited**

Print name:

Print name:

.....

.....

Date:

Date:

