



**EDITORIAL SPECIFICATION for SCRIPTED PRODUCTIONS**

**PLEASE COMPLETE ALL RELEVANT SECTIONS GIVING DETAILS OF YOUR COMMISSION PRIOR TO PFC APPROVAL**

**THE COMPLETED DOCUMENT SHOULD BE SUBMITTED TO YOUR SKY PRODUCTION MANAGER AND/OR COMMISSIONING EDITOR**

Date:

<b>PRODUCTION COMPANY</b> <i>Name and Address, Contact Details</i>	
<b>SKY COMMISSIONING EDITOR</b>	
<b>SOURCE OF PROGRAMME IDEA / CO-PRO</b> <i>i.e. who originated idea (Sky, Production Company, co-production etc.)</i>	

**1. PROGRAMME DETAILS**

<b>WORKING TITLE OF PROGRAMME</b>	
<b>INTENDED CHANNEL</b> <i>Sky Atlantic, Sky One, Sky Arts</i>	
<b>NUMBER OF EPISODES</b>	
<b>EPISODE DURATION WITH NO. OF PART BREAKS</b>	
<b>MASTER DELIVERY DATES (ALL EPISODES)</b>	
<b>TX DATE (IF KNOWN)</b>	

**2. FINANCIAL**

<b>TOTAL BUDGET</b>	
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<b>COST PER EPISODE</b>	
<b>CASH FLOW PAYMENT SCHEDULE</b>	
<b>COST REPORT SCHEDULE DATES</b>	
<p><b>HAS A TRUST ACCOUNT BEEN SET UP?</b> Cashflow payments will only be paid into a trust account.</p> <p><b>BANK MANDATE</b> Please confirm that your bank mandate is complete</p>	

**3. EDITORIAL INFORMATION**

<p><b>INTENDED TRANSMISSION TIME</b> <i>Pre or post watershed?</i></p>	
<p><b>DETAILED EDITORIAL SYNOPSIS</b> <i>Include as much detailed information as possible</i></p>	
<p><b>WHAT'S THE VISION OF THE SERIES?</b></p>	
<p><b>WHAT'S MOST IMPORTANT ABOUT IT?</b></p>	
<p><b>WHAT MUST WE AVOID?</b></p>	
<p><b>WHAT'S THE TONE OF THE SERIES?</b></p>	
<p><b>WRITER BRIEF</b> <i>Named writer/team/single, indication of their vision for the project</i></p>	
<p><b>DIRECTOR BRIEF</b> <i>Named/style/indication of their vision for the project</i></p>	



<p><b>DESIGN BRIEF</b>  <i>Named/style/indication of their vision for the project</i>  <i>Period/contemporary. Set builds/style/FX</i></p>	
<p><b>COSTUME BRIEF</b>  <i>Indication of style and tone</i></p>	
<p><b>MUSIC BRIEF</b>  <i>Specially composed/commercial music/library music. Titles music, tone of sound track</i></p>	
<p><b>EDITING STYLE</b>  <i>Indication of style and tone</i></p>	
<p><b>CASTING BRIEF</b>  <i>Named aspirations re: main cast/casting levels per ep or over series/guest names/children/accents</i></p>	
<p><b>CGI / VIS FX REQUIREMENTS</b>  <i>Style, how much per episode</i></p>	
<p><b>SCRIPT APPROVAL</b>  <i>Draft number and proposed dates for delivery to Commissioning Editor</i></p>	

**4. KEY PERSONNEL**

*(Sky Commissioner approval is required on all HoD's)*

<b>EXECUTIVE PRODUCER(s)</b>	
<b>WRITER(s)</b>	
<b>PRODUCER(s)</b>	
<b>DIRECTOR(s)</b>	
<b>SCRIPT EDITOR</b>	
<b>LINE PRODUCER</b>	



<b>CASTING DIRECTOR</b>	
<b>FIRST ASSISTANT DIRECTOR</b>	
<b>PRODUCTION DESIGNER</b>	
<b>D.O.P.</b>	
<b>COSTUME DESIGNER</b>	
<b>MAKE UP DESIGNER</b>	
<b>EDITOR</b>	
<b>COMPOSER</b>	
<b>POST PRODUCTION SUPERVISOR</b>	
<b>PRODUCTION ACCOUNTANT</b>	
<b>OTHER</b>	

**5. DIVERSITY & INCLUSIVITY**

<b>DIVERSITY ON SCREEN BRIEF</b> <i>Include how the production meets Sky's targets</i>	
<b>DIVERSITY OFF SCREEN BRIEF</b> <i>Include how the production meets Sky's targets</i>	

**6. COMPLIANCE**

<b>BRIEF DESCRIPTION OF POTENTIAL COMPLIANCE ISSUES IN CONSIDERATION OF SKY EDITORIAL GUIDELINES</b> <i>i.e. Pre/Post Watershed, product placement arrangements and signalling etc.</i>	
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<p><b>WILL ANY CHILDREN OR YOUNG PEOPLE BE PRESENT OR OTHERWISE INVOLVED DURING PRODUCTION?</b></p> <p><i>If the answer is YES or POTENTIALLY; please provide a copy of your Child Protection Policy</i></p>	
<p><b>ARE THERE SCENES OF INTIMACY TO BE FILMED?</b></p> <p><i>If YES, please discuss with your commissioning editor</i></p>	
<p><b>WHISTLEBLOWING POLICY</b></p> <p><i>Please confirm that you have read Sky's policy on Whistleblowing</i></p> <p><i>Please provide a copy of your Anti-bullying and Harassment policy.</i></p>	
<p><b>MODERN SLAVERY</b></p> <p><i>Please confirm that you have read Sky's Policy on Modern Slavery</i></p>	

**7. PRODUCTION DETAILS**

<p><b>PRE-PRODUCTION</b></p> <p><i>No. of days/weeks and dates</i></p>	<p><b>First Day:</b></p> <p><b>Last Day:</b></p> <p><b>TOTAL PERIOD:</b></p>
<p><b>PRINCIPAL PHOTOGRAPHY</b></p> <p><i>No. of days/weeks and dates</i></p>	<p><b>First Day:</b></p> <p><b>Last Day:</b></p> <p><b>TOTAL PERIOD:</b></p>
<p><b>STUDIO/LOCATION RATIO PER EPISODE</b></p> <p><i>if known</i></p>	<p><b>LOCATION days:</b></p> <p><b>STUDIO days:</b></p>
<p><b>GEOGRAPHICAL LOCATION(s) OR PROPOSED STUDIO</b></p>	



<b>SPECIAL FX DETAILS</b> <i>if anticipated</i>			
<b>DETAILS OF STUNTS</b> <i>if anticipated</i>			
<b>ARE THERE ANY OTHER SPECIFIC HAZARDOUS ELEMENTS TO THE PROGRAMME/SERIES ENVISAGED</b> <i>If YES please give details</i>			
<b>IF ANY THE ABOVE THREE BOXES HAVE BEEN COMPLETED PLEASE SUPPLY BRIEF DETAIL OF ANY ADDITIONAL INSURANCE REQUIRED</b>			
<b>POST PRODUCTION BRIEF</b> <i>i.e. format, CGI, facility house, sound recording studio etc.</i>			
<b>ASPECT RATIO</b> <i>e.g. 16:9</i>			
<b>DURATION OF POST PRODUCTION SCHEDULE</b>	<b>Per Ep</b>	<b>No. of Days</b>	<b>Dates</b>
	<b>Off Line</b>		
	<b>On Line</b>		
	<b>Grade</b>		
	<b>Tracklay Mix</b>		
<b>TITLES SEQUENCE</b>			
<b>SKY REQUIRES PROGRAMMES TO BE DELIVERED BY FILE AS-11 WITH 5.1 DOLBY E AUDIO</b> <i>Please confirm if you are also delivering in UHD SDR, UHD HDR and Dolby Atmos</i>			
<b>PLEASE CONFIRM THE KEY PUBLICITY &amp; MARKETING DELIVERABLES FOR THE PROGRAMME</b> <i>Please refer to the Marketing Deliverables Appendix for specific details</i>		<b>TRAILER(S)</b> <ul style="list-style-type: none"> <li>• 1x 60" sizzle reel for internal purposes (ungraded/mixed) accepted – <i>required within the first 4-6wks of principal photography</i></li> <li>• 1x 90" trailer for first available sales market [ <i>if applicable - date required dependent on delivery</i></li> </ul>	



	<p><i>of first episode]</i></p> <ul style="list-style-type: none"> <li>• 1x other promotional trailer or footage (3-5 mins) that could be cut down to 10"/20"/20"/40" 1<sup>st</sup> look promos prior to TX by Sky Creative. Production to ensure that any music/archive clips embedded in the footage provided is fully cleared for TX purposes</li> </ul> <p><b>IMAGERY</b></p> <ul style="list-style-type: none"> <li>• Generic Stills: minimum of 20</li> <li>• Episodic Stills: minimum of 20</li> <li>• Key Character Individual Stills</li> </ul> <p><b>EPK [if applicable for shows distributed by Sky Vision]</b></p> <ul style="list-style-type: none"> <li>• 5 min EPK package to be produced and delivered alongside episode 1</li> </ul> <p><b>TITLE GRAPHIC/SHOW LOGO</b></p> <ul style="list-style-type: none"> <li>• To be discussed with your commissioning editor and Sky creative representative in advance of delivery [<i>if applicable in line with delivery of trailer(s)</i>]</li> </ul>
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**8. COPYRIGHT CLEARANCE**

<p><b>WILL THE DELIVERED PROGRAMME(S) CONTAIN ARCHIVE FOOTAGE?</b> <i>If YES please give brief description and source anticipated</i></p>	
<p><b>DO YOU ENVISAGE ANY PROBLEMS MEETING SKY'S CLEARANCE REQUIREMENTS</b> <i>If YES please give details</i></p>	

**9. HEALTH & SAFETY**

<p><b>DO YOU HAVE H&amp;S APPROVAL (EITHER UNDER THE JOINT H&amp;S VETTING SCHEME OR SKY'S SCHEME?)</b></p>	
<p><b>PLEASE PROVIDE A COPY OF YOUR HEALTH AND SAFETY POLICY?</b></p>	
<p><b>NAME OF PERSON RESPONSIBLE FOR HEALTH &amp; SAFETY ON THIS PRODUCTION.</b></p>	



<p><b>WHICH INDIVIDUAL OR COMPANY IS THE COMPETENT SOURCE OF ADVICE FOR THE PRODUCER IN RELATION TO HEALTH &amp; SAFETY ON THIS PRODUCTION? WHAT IS THEIR QUALIFICATION AND EXPERIENCE?</b></p>	
<p><b>DO YOU ANTICIPATE LONG WORKING HOURS ON THIS PRODUCTION, AND IF SO HOW WILL YOU MITIGATE AGAINST THIS?</b></p>	

**10. SUSTAINABILITY**

<p>SKY HAS STRONG PUBLIC COMMITMENTS THAT PROMOTE SUSTAINABLE PRODUCTION. WE ASK ALL OUR PRODUCERS TO COMPLETE FULL CERTIFICATION ON ALBERT FOR ALL OF OUR PRODUCTIONS. FINAL STAGE PAYMENT IS LINKED TO DELIVERY OF THIS.</p>	
<p><b>PLEASE CONFIRM THAT ALBERT CERTIFICATION WILL BE COMPLETED FOR THIS PRODUCTION.</b>  <a href="http://wearealbert.org/">http://wearealbert.org/</a></p>	
<p><b>SINGLE USE PLASTIC POLICY</b>  <i>Please confirm that you have read Sky's policy on the use of Single-use Plastic</i></p>	

**11. DATA PROTECTION**

<p><b>PLEASE CONFIRM THAT THE PRODUCER HAS A DATA PROTECTION POLICY THAT IS COMPLIANT WITH GDPR</b></p>	
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**I agree that the above is a true and accurate representation of the editorial specification of the programme.**

**Signed by:-** .....  
**For and on behalf of Production Company (Editorial Sign-off)**

**Print name:-** .....

**Role:** .....

**Date:-** .....





**Signed by:-** .....  
**For and on behalf of Production Company (Production Sign-off)**

**Print name:-** .....

**Role:** .....

**Date:-** .....

**Signed by:-** .....  
**For and on behalf of Sky (Editorial Sign-off)**

**Print name:-** .....

**Role:** .....

**Date:-** .....

**Signed by:-** .....  
**For and on behalf of Sky (Production Sign-off)**

**Print name:-** .....

**Role:** .....

**Date:-** .....