



## EDITORIAL SPECIFICATION FOR NON-SCRIPTED PRODUCTIONS

<b>Production Company</b>	[insert name and address]
<b>Sky Commissioning Editor</b>	
<b>Format Owner</b>	[insert name]
<b>Co-Production Partners</b>	[insert all company details including address]

### 1. PROGRAMME DETAILS

<b>Working Title</b>	[insert title]
<b>No. of Episodes</b>	
<b>Slot Length (please note 60 min slot is 44" TRT, 30 is 22" TRT)</b>	
<b>Expected Delivery date for all Eps</b>	
<b>TX Date (if known)</b>	
<b>Transmission Time</b>	[Pre-watershed / Post Watershed or whether both versions needed]

### 2. CREATIVE BRIEF

<b>Detailed Editorial Synopsis</b>
<b>What are the components that make this series distinctive?</b>
<b>What are the key format points and what do they bring to the programme?</b>

<p><b>Diversity on Screen Brief</b>  <i>Sky has strict BAME guidelines and is a member of Project Diamond, please see Production Pack for details.</i></p>	
<p><b>Talent</b>  <i>Name the host(s), presenter(s) and celebrity guests.</i></p>	<p>[please indicate here if they have been approached and if anyone is committed at this stage]</p>
<p><b>Access</b>  <i>Name institution and specific access including personnel and locations – is it exclusive and to what extent.</i></p>	<p>[please indicate here at what stage the access is at contractually]</p>
<p><b>Prizes</b>  <i>List (include any exclusive elements).</i></p>	
<p><b>Stunts / Special FX</b>  <i>List (if any).</i></p>	
<p><b>Photography Brief</b></p>	<p>[Sky requires a minimum of 20 varied stills per episode]</p>
<p><b>Compliance</b>  <b>Are CRB / Police checks Required?</b>  <i>List any potential editorial issues relating to compliance that either will or may arise in connection with the programme, and how these</i></p>	<p>[Yes/No]  If yes detail the process for documenting the checks – please also see Sky’s contributor checklist</p>

<i>will be addressed i.e. Children under 16, Pre/Post Watershed, product placement arrangements and signalling, flashing images, contributor checks.</i>	
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### 3. PRODUCTION DETAILS

<b>Geographical Locations or Proposed Studio</b> Note: this is subject to Sky's approval	
<b>Additional Insurances</b>	<i>[Please supply the detail of any insurance that is required <b>in addition</b> to the Sky blanket media production insurance arrangement. 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>
<b>Secret Filming/ Hidden Camera/ CCTV</b>	
<b>Post Production Provider:</b> <i>i.e. Format, CGI, Facility House, Sound recording studio etc.</i>	
<b>Technical Requirements</b> - satellite links / interactive / other	
<b>NOTE: SKY requires programmes to be delivered via File (DPP Spec AS-11) with 5.1 DOLBY E AUDIO</b>	

### 4. COPYRIGHT CLEARANCE

<b>Archive</b> <i>Where possible please give a description and anticipated source</i>	
<b>Music</b> All creative information including recordings or source music.	[Sky Requires the composer shall be approved in advance by Sky and contracted by the Sky Music Department. Application of Sky's music blanket licences to be discussed with Sky Music Department. Sky's preferred supplier of production music is SATV Music. Visit <a href="http://www.satvmusic.com">www.satvmusic.com</a> to access and download the catalogue – for catalogue searches and playlists contact: <a href="mailto:music.library@sky.uk">music.library@sky.uk</a> ]

<b>If you envisage any problems meeting Sky's clearance requirements list them here.</b>	[Sky's minimum terms are 5 years in the Sky Territory, however Worldwide in Perpetuity should be sought wherever possible]

## 5. HEALTH AND SAFETY

<b>Has your company been approved by Sky Health and Safety?</b> <i>Production cannot commence without this.</i>	[Yes/No] <i>If no, please contact Ryan.Livingstone@sky.uk</i>
<b>Who is the competent source of Health &amp; Safety advice for this production?</b> <i>Supply the name and contact details, qualifications and level of service arrangement.</i>	
<b>Does your production have anyone who may be considered vulnerable or extremely Vulnerable taking part?</b>	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-has-changed">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-has-changed</a>
<b>Does your production require frequent close contact work? i.e. will make social distancing difficult</b>	
<b>Does your production involve any high-risk activities? i.e. stunts, water-based activities</b>	
<b>Does your production require international travel?</b> <i>If yes, please detail all countries the production will film in.</i>	

## 6. ADDITIONAL INFORMATION

<b>Do you have an Environmental Policy?</b> <i>Note: all Sky productions are</i>	[Yes/No] <i>If no, a questionnaire can be downloaded from the Sky website</i>
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<i>expected to be Albert Certified.</i>	
<b>Do you have a Company Programme Diversity Policy for both on and off screen?</b>	[Yes/No]
<b>Please confirm that your Company is signed up to the Creative Diversity Network (previously Cultural Diversity Network)</b>	[Yes/No] Note: Sky is a member of Project Diamond where full details regarding diversity of cast and crew are to be delivered as part of the programme as completed form.

## 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	
Other	

Signed by:

Signed by:

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For [INSERT NAME of Production Company]

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Commissioning Editor For Sky UK

Print name:

Print name:

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**Date:** .....

**Date:** .....