

Edit Schedule

Agreed periods should be left within your Edit Schedule for Compliance and your Commissioning Editor to view the offline edit. Depending on changes made, compliance may need to view a second cut and the Fine Cut. Compliance will discuss this with you at the time of viewing. Your Commissioning Editor will need to view at all stages of the edit.

The period for all notes will usually be three working days and should be part of the production schedule approved by your Production Contact. You can only alter it with permission from your Sky Commissioning Editor and your Sky Production Contact (after consulting compliance). Your Commissioning Editor and your Production Contact must agree on the edit schedule before the start of offline editing.

You should create Initial viewing and delivery schedule with the assistance of your Sky Production Operations Assistant or Co-ordinator.

After that, all viewing changes must be agreed upon with your Commissioning Editor.

All viewings should be via FTP with BITC top centre of the screen.

Example post-production Schedule - based on four weeks offline (for demonstration purposes only)

Stage	Delivery Timeline	Requirement	Notes
Rough Cut		FTP with BITC. Sky Compliance, commissioning, and other teams may view at this stage.	Sky Compliance requires 3 FULL working days to view and return notes. Notes will be sent back via the commissioning editor; please chase their PA.
Fine Cut		Sky Compliance, commissioning, and other teams may view at this stage FTP Site BITC	Sky Compliance requires 3 FULL working days to view and return notes.
TX Master	Expected to arrive at Sky four weeks before TX	The TX master(s) (as per Sky's tech spec) 1 Downloadable link (h264)	You may also be required to provide separate files for Sky publicity /promos in advance as per the Sky Production Pack.