

**PROGRAMME AS COMPLETED FORM –  
CORE RIGHTS/C4I DISTRIBUTING  
CHANNEL FOUR TELEVISION CORPORATION**



**GUIDELINES**

**PLEASE NOTE THAT CHANNEL FOUR REQUIRES ALL UNDERLYING DOCUMENTATION WITH THIS FORM.**

**PLEASE NOTE THAT THE PROGRAMME AS COMPLETED FORM NOW INCLUDES THE PRODUCTION MONITORING FORM AND PROGRAMME PORTRAYAL FORM.**

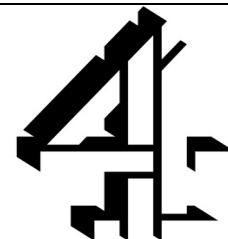
Please complete each page and send:

- **ONE COMPLETE COPY of the Programme As Completed Form along with all the underlying documents** to the Commercial Affairs Department marked for the attention of the appropriate Commercial Affairs Manager. All music returns must be delivered on the “Soundmouse” music reporting system in place of the old paper music cue sheet. Please see “Music Cue Sheet: Notes For Guidance” below or phone 020 7306 8471 for details.

If you do not have all the underlying documents, this should not delay submission of the Programme As Completed Form and the underlying documents that you have obtained. Where underlying documentation is incomplete you will be required to submit details of all documentation that is pending.

- Please send Programme As Completed Forms for Programmes of more than one episode **TOGETHER** at the end of production unless otherwise specifically agreed with the Commercial Affairs Department.
- **You should also retain a full copy of the Programme As Completed Form and all the underlying documents for your own records, however, music returns made on the “Soundmouse” system will be logged and archived automatically.**
- If you intend to deliver your own version of the Programme As Completed Form you must ensure that it contains exactly the same details as are set out herein.
- Where Programmes are to be transmitted on the same day as delivery the above still applies.
- **Please start completing the form from Page 5.**

# PROGRAMME AS COMPLETED FORM – CORE RIGHTS AND DISTRIBUTION RIGHTS



CHANNEL FOUR TELEVISION CORPORATION

## CONTACTS

- For queries relating to clearing the **Channel Four Transmissions**, or other rights as detailed in the Production Agreement for the Programme(s), please contact your Commercial Affairs Manager or the Commercial Affairs Rights Department.
- For queries relating to the **Music Cue Sheet** or to register for the “**Soundmouse**” music reporting system, please telephone Music Services in Commercial Affairs on 020 7306 8471.
- For queries relating to the **Production Monitoring Form** and the **Programme Portrayal Form** please telephone Sophia Rehman on 020 7306 5199.
- For queries relating to **additional rights clearances or obtaining world quotes** for Programme(s) that Channel Four International are distributing, please contact the Commercial Affairs Rights Department.
- If you intend clearing any material under the “**fair dealing**” provisions or have a legal or compliance issue, please contact the Legal and Compliance Department at Channel Four as early as possible.
- For information regarding a Programme’s **on-air transmission dates**, contact Programme Planning & Strategy on 020 7306 8532.
- For information regarding a Programme’s **running length and commercial break pattern**, please contact Channel Four’s Presentation Planning on 020 7306 8576.
- For enquiries relating to **End Credits, technical problems (and how to avoid them), foreign language subtitling or how to deliver your programme**, please contact Programme Management on 020 7306 3879.
- For enquiries relating to **programme content**, please contact the Commissioning Editor.
- For enquiries relating to **press coverage**, please contact the Press Office.
- For enquiries relating to **stills**, please contact the Picture Publicity Department.
- Channel Four’s Air-Time Sales department will contact the producer if they require any information about the programme, cast or contributors.
- For further guidelines on how to complete this form, please refer to [www.4producers.co.uk](http://www.4producers.co.uk)

# MUSIC CUE SHEET

## Notes for Guidance



### GENERAL

- All producers must use the “**Soundmouse**” music reporting system to deliver music returns
- Music returns are required for all programmes. This includes programmes for which all music has been “bought out”
- Music returns must be delivered by transmission date, or 1 week after transmission date for live or “as-live” programmes
- Enter all music cues in the programme template provided by Channel Four. This is in your Inbox and shows the Channel Four contract number unique to your production. Do not use the “Create Cue Sheet” function for Channel 4 programmes.
- Music of any kind must be listed
- Each music item must be timed and listed separately
- Music items must be listed in TX order
- Do not use ‘N/A’ or ‘tbc’ in any fields.
- Separate all contributors with a forward slash e.g. “Rodgers & Hammerstein” should be “Rodgers/ Hammerstein”.

### USE

- Background Music is music not audible to those appearing in the programme
- Featured Music is music that is audible to those appearing in the programme
- Signature Music is the opening theme for a series: it is only defined Signature when used at the beginning and end of a programme

### MUSIC ORIGIN

- Only VPL repertoire – that is, promotional music videos – should be referred to as “video” in the “music origin” column. Recorded studio performances or archive footage should not be considered as “video” repertoire
- Performer details, record labels and catalogue/ISRC numbers should be provided for all music originating from commercial CDs, production library CDs and promotional videos (i.e. VPL repertoire)

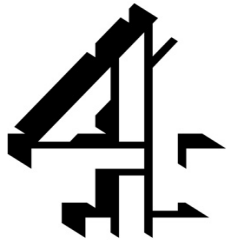
### DURATION & TIME CODE

- Duration in minutes and seconds
- “**Soundmouse**” will calculate durations from start and end time codes

### ACTUALITY

- ‘Actuality ‘ is the unavoidable inclusion of music when filming. Music must still be listed
- An editorial decision to include music, or to shoot at a location where music is part of the intended ambience, or to take deliberate advantage of music or musicians when filming cannot be considered to be actuality
- When music is genuinely impossible to identify, please use “Unidentified” within mandatory columns such as “composer” and “publisher”

For help or to register for “**Soundmouse**” please phone: 020 7306 8471 or 020 7306 8404

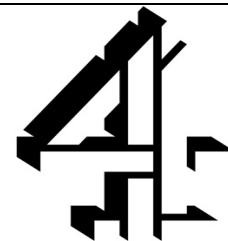


# MUSIC CUE SHEET

PROGRAMME TITLE	CONTRACT NUMBER:	TX DATE:	PAGE NUMBER _ OF _
EPISODE TITLE	EPISODE NUMBER:	ORIGIN CLASS X=Commissioned P=Live Performance V=Video T=Soundtrack C=Commercial L=Library	USE B=Background F=Featured S=Signature
PRODUCTION COMPANY AND TELEPHONE NUMBER:	PRODUCTION NUMBER (ITV):		
	REPEAT TX:		

TIME CODE	MUSIC TITLE	COMPOSER/ARRANGER	PUBLISHER	PERFORMER(S)	RECORD LABEL AND No.	VIDEO LABEL AND No.	ORIGIN CLASS	USE	DURATION
	<b>ALL MUSIC RETURNS MUST BE MADE ON THE “SOUNDMOUSE” SYSTEM.</b>								
	<b>ANY PROBLEMS OR QUERIES, PHONE:020 7306 8471</b>								

# PROGRAMME AS COMPLETED FORM – CORE RIGHTS AND DISTRIBUTION RIGHTS



CHANNEL FOUR TELEVISION CORPORATION

## GENERAL INFORMATION

**CONTRACT NUMBER:**

**PROGRAMME TITLE:**

**EPISODE TITLE:**

**EPISODE NUMBER:**

**NUMBER OF EPISODES IN SERIES:**

**TRANSMISSION DATE (IF KNOWN):**

**COMMISSIONING EDITOR:**

**NAME OF PRODUCTION COMPANY:**

**NAME OF EXECUTIVE PRODUCER:**

**NAME OF PRODUCER:**

**NAME OF DIRECTOR:**

**ADDRESS:**

**TELEPHONE:**

**EMAIL:**

**OTHER USEFUL CONTACTS:**

**TELEPHONE:**

**PRODUCTION DATES:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CHANNEL FOUR PRODUCTION MONITORING FORM

Channel Four is committed to promoting all kinds of diversity on and off-screen. As part of this commitment we require this form to be filled in for each Channel Four production. The form is purely for internal use and will help us identify ways to improve diversity across the industry.

	<b>White*</b>	<b>Asian*</b>	<b>Black*</b>	<b>Mixed Race</b>	<b>Chinese</b>	<b>Other</b>	<b>Disabled</b>
<b>NAME</b>							
<b>Executive Producer</b>							
<b>Series Producer/ Director</b>							
<b>Producers/ Director</b>							
<b>Assistant Producers</b>							
<b>Researchers</b>							
<b>Production Management</b>							
<b>Production Assistants</b>							
<b>A. N. Others (can include admin, accounts, Technical)</b>							

ADDITIONAL COMMENTS

**Notes:**

Each member of the production team working on this Channel Four commission should be asked to self define which of the above categories they identify themselves with.

**DISABLED:** the Disability Discrimination Act (1995) recognises a person as disabled if he/she has or has had a physical or mental impairment which has a substantial and long term adverse effect on the person's ability to carry out normal day-to-day activities. The definition includes learning difficulties, dyslexia and mental illness. Progressive conditions which have a slight effect on day-to-day activities but are expected to become substantial are covered, as are conditions which might have a substantial effect for short periods but are likely to recur (eg MS, rheumatoid arthritis). Severe disfigurement and HIV are also classed as disabilities as they can result in social discrimination.

These categories have been taken from the 2001 census:

**WHITE:** includes Irish

**ASIAN:** includes British Asian, Indian, Pakistani; Bangladeshi

**BLACK:** includes Black British, African, Caribbean.

## Channel Four Programme Portrayal Form

Channel Four is committed to promoting all kinds of diversity on and off-screen. As part of this commitment we require this form to be filled in for each Channel Four production. The information you provide is purely for internal use and will allow Channel Four to monitor on-screen portrayal of ethnic diversity and disability across all programmes.

### Cultural Diversity

Please indicate using the boxes below, as accurately as possible:

- How many people were featured in the programme on screen **in the different roles**
- From which ethnic group they originate?

(Please write the *number* of people in the relevant box on each line)

	<b>Lead</b>	<b>Supporting/Contributors</b>	<b>Presenter/Journalist</b>
<b>White</b>			
<b>Black</b>			
<b>Asian</b>			
<b>Chinese</b>			
<b>Mixed race</b>			
<b>Other</b>			
<b>Total</b>			

### Disability

Please indicate number of disabled people represented in the programme and their role (eg. presenter/reporter/interviewee, vox pop, contributor, contestant, lead/supporting actor or extra)

Number: \_\_\_\_\_

Role: \_\_\_\_\_

**GENERAL INFORMATION**

**PLEASE CAN YOU COPY AND PASTE THE GENERAL INFORMATION YOU HAVE ENTERED ON  
PAGE 5 OVER THIS NOTE.**

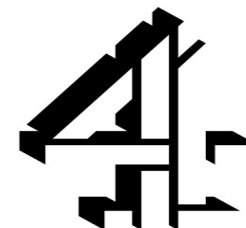
**THANKS.**

# CONTRIBUTORS

PLEASE LIST THE NAME AND ADDRESS OF EACH CONTRIBUTOR OR THEIR AGENT, STATING IN EACH CASE :

- a) THE UNION AGREEMENT (i.e. PACT)
- b) (i) PACT: EXPLOITATION FEE

\* WHERE THERE ARE ANY SPECIAL CONDITIONS OR RESTRICTIONS IN CONTRACTS WITH EQUITY MEMBERS. PLEASE INDICATE AND ATTACH A COPY OF THE CONTRACT(S).



## (i) EQUITY

PROG. TITLE:

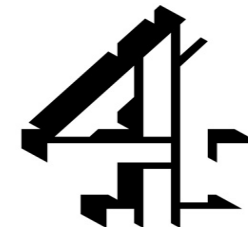
CHARACTER	NAME OF ARTIST: HOME ADDRESS:	NAME OF AGENT: AGENT ADDRESS:	EQUITY/PACT AGREEMENT TOTAL FEE	EQUITY/PACT EXPLOITATION FEE	USE FEES PAID	N.I. No. (OBLIGATORY*)	V.A.T No.
				Section G Payment	E.G 55% Repeat		


\* NB: If NI no. not available artist date of birth & home address is required/mandatory for Ireland revenue.

# CONTRIBUTORS continued

PLEASE LIST THE NAME AND ADDRESS OF EACH MUSICIAN OR THEIR AGENT, STATING IN EACH CASE:

- a) THE PROGRAMME/SESSION FEE PAID (ON WHICH TO BASE REPEAT FEES & RESIDUALS)
- b) IF PACT AGREEMENT PLEASE STATE - WHETHER TV FILM SERIES OR SINGLE FILMS AGREEMENT (IF LATTER PLEASE STATE WHICH COMBINATION OF USES HAVE BEEN BOUGHT OUT - CF, SINGLE FILMS AGREEMENT, CLAUSES 20 & 21).



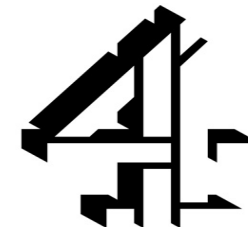
## (ii) MUSICIANS

PROG. TITLE:

NAME OF ARTIST: ADDRESS:	NAME OF AGENT: ADDRESS:	UNION AGREEMENT		No. of SESSIONS	N.I. No. IF EQUITY MEMBER	V.A.T. No.
		PACT FEE PAID	RIGHTS ACQUIRED			


# CONTRIBUTORS continued

PLEASE LIST BELOW THE NAMES AND ADDRESSES OF ALL OTHER CONTRIBUTORS  
(e.g. PRESENTERS, INTERVIEWEES, FREELANCE PRODUCERS/DIRECTORS VOICE-OVER etc.),  
STATING IN EACH CASE WHETHER THAT PERSON IS ENTITLED TO RESIDUAL PAYMENTS ON  
OVERSEAS SALES AND IF SO THE BASIS FOR SUCH RESIDUALS.



**(iii) OTHER**

PROG. TITLE:

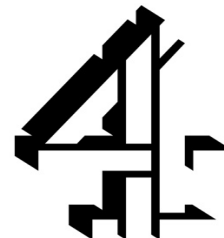
NAME OF ARTIST: ADDRESS:	NAME OF AGENT: ADDRESS:	UNION AGREEMENT (IF APPLICABLE)	PROGRAMME FEE:	N.I. No.	V.A.T. No.
a) DIRECTOR					
b) PRODUCER					




# COPYRIGHT MATERIAL

PLEASE SET OUT IN RESPECT OF ALL COPYRIGHT MATERIAL (i.e. STILLS OR FILM/VT FOOTAGE etc.) INCORPORATED IN THE PROGRAMME. PLEASE INCLUDE THE APPROPRIATE **TIME CODE** REFERENCE(S) IN THE LEFT HAND COLUMN IN RESPECT OF ALL MATERIAL LISTED.

PROG. TITLE:



DESCRIPTION AND <b>TIME CODE</b> REFERENCE(S)	SOURCE OF MATERIAL (NAME, ADDRESS & PHONE NUMBER)	INVOICE NO/INVOICE REF NO & FEE	RIGHTS OBTAINED e.g. UK TV WORLD TV etc.	COST FOR FURTHER RIGHTS (SEE FOOT NOTE*)
b) ARCHIVE FOOTAGE CONT'D				
c) SCRIPT - (ORIGINAL AND ADAPTION/ QUOTATIONS ETC.)	SCRIPT WRITER (ADDRESS VAT. NO?)	AGENT ADDRESS	PACT SCRIPT FEE/BASE FEE	USE FEES & RIGHTS PRE-CLEARED

\* PLEASE OBTAIN QUOTE/ESTIMATE FOR WORLD TV (INCLUDING PAY/CABLE), WORLD NON-THEATRIC, WORLD VIDEO.  
IF POSSIBLE, THIS SHOULD ALSO BE DONE ON A TERRITORY BY TERRITORY BASIS.  
PLEASE STATE IF ANY RESTRICTIONS ON RIGHTS AVAILABLE.

# Programme Authorship Declaration

(FAILURE TO FILL IN MAY LEAD TO LOSS OF INCOME FROM DPRS & RETRANSMISSION COLLECTION SOCIETIES)



AUTHORSHIP PROGRAMME / FILM (excluding Archive Footage)	NAME(S)	ADDRESS(ES)	TELEPHONE No.	FAX No.	NAME AND ADDRESS OF AGENT/PUBLISHER
PRODUCTION COMPANY					
PRINCIPLE DIRECTOR(S) OF PROGRAMME / FILM					
THE AUTHOR(S) OF ANY SCREENPLAY OR SCRIPT MATERIAL COMMISSIONED FOR THE PROGRAMME/FILM (SPECIFY WHETHER SCREENPLAY OR ORIGINAL DIALOGUE)					
THE COMPOSER(S) OF MUSIC SPECIFICALLY CREATED FOR AND USED IN THE PROGRAMME / FILM					

(continue on separate sheet if required)

I CERTIFY THAT:-

- (A) THE ABOVE DETAILS ARE COMPLETE AND ACCURATE AS AT THE DATE OF COMPLETION OF THE PROGRAMME/FILM AND ITS DELIVERY TO CHANNEL FOUR.
- (B) ALL PERSONS LISTED HAVE BEEN INSTRUCTED TO GIVE WRITTEN NOTICE TO CHANNEL FOUR TELEVISION CORPORATION (MARKED FOR THE ATTENTION OF THE CORPORATION SECRETARY) OF ANY CHANGE OF CONTACT DETAILS.

SIGNATURE: \_\_\_\_\_

FOR AND ON BEHALF OF:  
(NAME OF PRODUCTION COMPANY)

DATE: \_\_\_\_\_

# RIGHTS

PLEASE COMPLETE THE RELEVANT SECTION(S) BELOW IN RESPECT OF ALL MUSIC INCORPORATED IN THE PROGRAMME

PROG. TITLE:



DESCRIPTION	SOURCE OF MATERIAL / RECORD LABEL No. AND NAME OF COMPOSER / ARRANGER ADDRESS /AGENT ADDRESS	TOTAL DURATIONS	SYNCHRONISATION FEE PAID	RIGHTS OBTAINED (LENGTH OF LICENCE PERIOD)	COST FOR FURTHER RIGHTS (PLEASE REFER TO THE RIGHTS DEPARTMENT FOR ANY ASSISTANCE)
a) LIBRARY MUSIC / DISCS					
b) COMMERCIAL MUSIC / RECORDS					
c) COMMISSIONED MUSIC					