

PROGRAMME MANAGEMENT'S PRACTICAL GUIDE FOR PRODUCERS

We hope that this practical guide will make the delivery and transmission of your programme as straightforward as possible.

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PROGRAMME MANAGEMENT CONTACTS

It's advisable to contact your Programme Manager as soon as possible once you've received a commission – We're here to help! For contact details visit [Programme Management Areas Guide](#) or call the Programme Management advice line, on 020 7306 3879.

If you have an urgent query after 6pm or at the weekend, affecting a programme transmitting that night, call the C4 Duty Desk on 020 7306 8488.

MATERIAL DELIVERY ADDRESS

Mon – Fri, 0900 – 1800 hrs please label: TRANSMISSION MASTER TAPE
Transmission Library
Tape Despatch
Channel 4 Television
124 Horseferry Road
London
SW1P 2TX

Out of Hours Delivery (all other times): URGENT TRANSMISSION MASTER TAPE
TX DAY (.....), TIME (.....)
MCR Engineering Dept
Channel 4 Television
124 Horseferry Road
London
SW1P 2TX

Clearly label your tape with: Contract number
Episode number
Programme title
Episode title (if applicable)
Version name (if applicable)

You must supply a **record report** with each master tape. This should detail any known faults, archive material or “artistic” shots that may affect the technical review. Otherwise the tech reviewer will assume that any problems are unintentional and may fail the tape as a result.

We also strongly advise that you enclose a Harding Pass certificate in the tape box with your programme - to show that Ofcom guidelines have been adhered to.

DELIVERY LEAD TIMES

Materials should be delivered to Channel 4, a minimum of six weeks prior to transmission, unless otherwise agreed by your Commissioning Editor.

Timely delivery of your programme allows us to carry out the necessary technical checks well in advance of transmission, and avoids a last minute return of tapes for correction. It also means that your programme is available for promotion and that clips can be supplied to other broadcasters. These services may increase your viewing ratings.

Please ensure episodic programmes are delivered labelled and clocked with the episode numbers that have been agreed with Commissioning.

CLOCK DETAILS

The beginning of your programme and each part should be preceded by a clock which should include the following details:

- Programme title
- Contract number/episode number
- Version name (if applicable)
- Episode title (if applicable)
- Total running time
- Part duration
- Aspect ratio

TRANSCRIPTS & SUBTITLING

Your programme will be subtitled for the deaf and hard of hearing. A **timecoded transcript** of your programme is required as part of the deliverables outlined in the contract. Along with the above PAC Forms, you should email a file of the transcript to your Commercial Affairs contact.

A **timecoded transcript** of your programme should also be emailed to **RedBee Access Services** as soon as possible in advance of transmission (email: fouraccess@redbeemedia.com) To discuss with RedBee please call 020 8495 5019.

C4 have a preferred style of subtitling foreign language content and can supply details of freelancers and companies which we use. Our style has been developed by us over 20 years. Please ensure that your subtitles reflect our style.

For information about creating foreign language subtitling, visit: [Foreign Language Subtitling Guide](#)

PART BUMPERS

Beginning of Parts: The beginning of a part should be indicated by a 3 second break bumper. Audio should start at plus 12 frames.

End of Parts: The end of a programme part, prior to a commercial break should be indicated with a 3 second break bumper.

- Bumpers should consist of the **title only** and not series or strand title *. Part numbers should NOT be used.
- Bumpers should be **included in overall running time** of the Programme.
- Bumpers can be over action, black or still.
- A bumper should remain on screen for 3 seconds and audio must be faded to silence before the out point or it will be clipped on-air. Bumpers and End Credits are included in the overall duration.
- The vision should be held for a further 5 seconds – this is not included in duration.

(*Excluding DISPATCHES where titles and break bumpers will be supplied by the Commissioning Assistant. Part numbers should NOT be used)

PART & PROGRAMME SPACING

The spacing of breaks in programmes and parts should match the following criteria:

- 1) 3 second End of Part Bumpers and Production Cards should be followed by a 5 second picture freeze - not included in total duration.
- 2) After the freeze there should be no less than 10 seconds of black, leading up to the next clock half minute. If there is less than 10 seconds to the next clock half minute, black should continue round to the next half minute following that.
- 3) Next, there should be a 30 second clock including all programme details (as above)
- 4) 3 seconds before top of the next clock minute go to black which leads to the Start of Part bumper.

The above spacing can also be applied to compilation tapes of short programmes, such as 3 Minute Wonder.

END CREDITS AND PRODUCTION CARD

- End credits must appear on the **left half** of the screen.
- The left hand edge for credits is 14x9 Caption Safe. The right hand edge is centre screen. Credits must not overlap the centre.
- The background must be FULL SCREEN programme action or full screen black.
- The final production credit is 3 seconds, your production company logo or wording should be keyed over the same background as the end credits **NOT** over a separate production 'card'.
- We no longer require a '4' logo alongside your production company logo.
- Both the copyright line and your logo **MUST** be in the **left half** of the frame.
- The copyright notice should appear immediately below production company logo. It should be in the following form:
If Channel Four owns the copyright: © Channel Four Television Corporation [year of production]
If your production company owns the copyright: © [Your production company name] [year of production]

For full details and examples visit: [End Credits Guide](#)

KEY TECHNICAL INFORMATION AND PITFALLS

For full Technical Specifications including HD visit: [C4 Technical Requirements](#)

If you are uncertain which camera to use (especially if shooting HD, undercover / video diary type situations) or if you wish to use a stylistic effect such as filmic, please contact Andrew Pearson in C4 Distribution & Broadcast Technology to discuss. The use of simple "film look" field doubling techniques give rise to unwanted picture artefacts and are not generally acceptable.

Technical Engineering Queries:

Andrew Pearson 020 7306 8183 or email apearson@channel4.co.uk

Details and timecodes of stylistic effects that have been cleared with C4 Commissioning and Technical should be included in the supplied tapes Record Report. This could avoid the tape being rejected unnecessarily.

ASPECT RATIO

All commissioned programming should be delivered in 16:9 aspect ratio, with shots and captions protected to 14:9 (action and caption safe), unless otherwise agreed with your Commissioning Editor.

Channel 4 transmits in 16:9 aspect ratio on digital platforms and 14:9 on analogue.

HD

No more than 10% of an HD programme should be from a Standard Definition source, and each upresed clip should be no longer than 1 minute.

A full list of SD sourced clips giving timecodes, durations, and the total duration of SD usage must be included on your record report.

Please contact Andrew Pearson (as above) to discuss which packages can be used to convert non-HD footage to HD. Andrew Pearson should also be contacted Pre-production to confirm that your intended camera meets Channel 4 HD requirements (not all so called HD cameras are accepted).

TAPE FORMATS

Standard definition programmes should be delivered on Digital Betacam. High Definition programmes should be supplied on HD Cam SR.

HOW TO AVOID YOUR PROGRAMME BEING REJECTED

The main causes of programme rejection are for:

- PSE Failure (i.e. failure to meet Ofcom guidelines on Photo Sensitive Epilepsy)
- Captions being out of the safe area.

Other common reasons for rejections:

- Linear (4:3) inserts in an anamorphic programme
- Spelling mistakes in titles, captions, end credits
- Poor edits, e.g. jump cuts
- Audio mutes
- Rights issues: please ensure that you have cleared your music rights before delivering your programme.

PSE

As a rough guide, Ofcom will allow 3 flashes within a single second. If you exceed this your programme will fail tech review.

For more details visit the below Ofcom Guide (Page 15 - Annex 1 of Section 2):
<http://www.ofcom.org.uk/tv/ifi/guidance/bguidance/guidance2.pdf>

C4 programmes are checked for PSE related issues using **Harding FPA** (Flashing Pattern Analyser). **We strongly advise that you supply your programme with a Harding pass certificate included in the tape box.** This should avoid any return for repair to you following the review. You should ask your Post Facility to ensure that the Harding is calibrated to the latest software.

The kind of footage that will cause problems includes flash photography, fast pans, filming from a moving vehicle, fast cuts/ montages, special effects and artistic transitions.

The flashes can be repaired by dropping the luminance on the offending frames to match the luminance of the frames either side. (Please don't attempt to make repairs by putting the whole programme through a luminance clipper.) Other ways of making repairs include slowing the footage down so there are less than 3 flashes per second; replacing the footage; and removing some flashes by copying the previous field or frame.

PREFERRED SUPPLIER

If you are producing a series and the Channel has reviewed a number of episodes, and recognises the high technical quality of your programmes, we will treat you as a preferred client and fast track the remaining episodes in your series. This will significantly speed up the reviewing process for you.

POST PRODUCTION FORMS & MUSIC CUE SHEETS

Post Production paperwork and Music Cue sheets are completed online using the Silvermouse website.
www.silvermouse.com

Please follow this link for common questions -
[Silvermouse Q&A](#)

To register with Silvermouse or for any other queries, email Soundmouse at info@silvermouse.com or call their helpline: 020 7420 2120.

The Rights Team are available to answer rights queries. To contact the Rights Team call Clare Morey 020 7306 8460 or email CMorey@Channel4.co.uk