

PROGRAMME MANAGEMENT'S PRACTICAL GUIDE FOR PRODUCERS

This is a practical guide which we hope will make the delivery and transmission of your programme as straightforward as possible. If you have any comments or if there is any other useful information that you would like us to include please contact Fiona Maxwell x 020 7306 8522.

If you don't already know who has been assigned to manage your programme, please call Programme Management's telephone information line 020 7306 3879. Your **Programme Manager** will assist you with the Channel's technical and procedural requirements and is responsible for tracking your programme through to its transmission.

Delivery Dates: 6 weeks minimum prior to transmission unless otherwise agreed by your Commissioning Editor.

Prompt delivery of your programmes enables the Channel to perform the necessary technical checks to ensure its successful transmission. It also means that your programme is available for promotion and clips can be supplied to other broadcasters. It will also be subtitled for the deaf and hard of hearing. These additional services may increase your viewing ratings.

DELIVERY OF YOUR PROGRAMME TO CHANNEL 4

Between 0930 – 1900 hrs please label:

TRANSMISSION MASTER TAPE
Transmission Library
Tape Despatch
Channel 4 Television
124 Horseferry Road
London
SW1P 2TX

Out of Hours Delivery:

TRANSMISSION DAY (.....) TIME (.....)
URGENT TRANSMISSION MASTER TAPE
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 relevant)
Version name (if known)

Please 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.

PAC FORMS

See website "**Resources**" then "**Forms**"

MUSIC CUE SHEETS

For commissioned programmes these should be submitted online via Soundmouse, if any problems call Paul Lewis on 8471.

SUBTITLING FOR THE DEAF AND HARD OF HEARING

Our Access Service provider, Red Bee, will be in contact with you to obtain a script. Note that it takes 3 days to subtitle a 60 minute programme.

PROGRAMME RUNNING TIMES, PART DURATIONS AND END CREDIT INFORMATION – Please see separate document/website

GENERAL PROGRAMME INFORMATION

Clock Details Required

Contract Number, Episode Number and Version Name

Episode Title

Total Running Time

Part Durations

Aspect Ratio

END CREDITS

Please see separate quick guide/website

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'.

NB 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.

Copyright notice

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 first tx in Roman numerals)

If 4 Ventures owns the copyright:

© 4 Ventures Limited (year of first tx in Roman numerals)

PART DURATIONS

Beginning of parts

The beginning of a part should be indicated by a 3 second break bumper. Audio to start + 12 frames.

This should consist of the title only (**not** series or strand title). Part numbers should **NOT** be used.

Bumpers should be included in overall running time of the Programme.

End of Parts

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

This should consist of the programme title only (not series or strand titles). Part numbers e.g. End of part 1 should **NOT** be used.

This can be over action, black or still.

The 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.

The vision should be held for a further 5 seconds.

More end credit info is available online at: www.channel4.com/4producers/endcredits

ENGINEERING INFORMATION

Separate Technical Specification Document/website

Programmes are commissioned in 16 x 9 protect 14 x 9 unless otherwise agreed with your Commissioning Editor. Channel 4 transmit 16 x 9 on the digital platforms and 14 x 9 on analogue.

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.**

Ways to fix PSE problems:

As a rough guide, Ofcom will allow 3 flashes within a single second. If you **exceed this your programme will fail tech review**. C4 programmes are checked using HARDING FPA. 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.

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)

Any proposed use of film-look techniques must be referred to the Engineering department beforehand. The use of simple "film look" field doubling techniques give rise to unwanted picture artefacts and are not generally acceptable.

Remember that it is **essential to supply a record report** with each master tape.

Programmes are reviewed one time only. 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 spot check the remaining episodes in your series.

Engineering Technical Queries (including advice on cameras) Contact:

Mike Waring 020 7306 8554.

PREFERRED SUPPLIER

If you are supplying a series of programmes to the Channel and the first few episodes have received high technical grades, it is likely that you will be classed as a 'preferred supplier'. This means that we will only need to spot check the rest of the series and it will significantly speed up the reviewing process for you.

FOREIGN LANGUAGE CONTENT

Please see separate foreign language subtitling guidelines (including contacts) doc/website

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.

FINALLY !

Please contact your Programme Manager as early as possible when you receive a commission. We are here to help you.

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