



MAY 2025

## **PART D ITV DELIVERABLES**

**PLEASE NOTE** that all Delivery Materials:

- i. are to be produced and delivered at the Producer's sole cost and are included as part of the ITV Licence Fee including those required for promotional purposes as set out below; and
- ii. must be delivered in accordance with ITV's General Terms and Conditions, and in particular, the Codes and Guidelines as defined and in accordance with ITV's Producer Guidelines which can be found on the [ITV Commissioning website](#).

Please contact [contentcoordinators@itv.com](mailto:contentcoordinators@itv.com) for deliverables queries.

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# ITV DELIVERABLES COVER SHEET

No.	Delivery Item	Delivery Location	Delivery Date
[1] VIDEO DELIVERABLES			
1.1	TX/streaming master video	Content Operations Landing Pad	Contractual Delivery Date
1.2	AVCi MXF file	Creative Landing Pad	On request
1.3	Link of final programme	ITV Commissioning Editor	Contractual Delivery Date
1.4	Press screening programme file & Sizzle reel/clip montage	ITV Press Officer	On request
[2] ARTWORK & STILLS DELIVERABLES			
2.1	1 x Title / Programme logo	ITV Producer Portal	During production
2.2	Images / Stills / Captions		During production
[3] SPECIFIC STILLS REQUIREMENT PER GENRE			
3.1	<b>ENTERTAINMENT &amp; REALITY:</b> Publicity stills ( <i>iconic art, unit stills, additional photography</i> )	ITV Producer Portal	During production
3.2	<b>DRAMA &amp; COMEDY:</b> Publicity stills ( <i>iconic art, unit stills, additional photography</i> )	ITV Producer Portal	During production
3.3	<b>FACTUAL &amp; CURRENT AFFAIRS:</b> Publicity stills ( <i>iconic art, unit stills</i> )	ITV Producer Portal	During production
3.4	<b>DAYTIME:</b> Publicity stills ( <i>iconic art, unit stills</i> )	ITV Producer Portal	During production
[4] PROGRAMME INFORMATION AND METADATA DELIVERABLES			
4.1	Clip timecodes	ITV Marketing	During production
4.2	Billings ( <i>Programme name, episode titles, series synopsis, episode synopsis, full story synopsis</i> )	ITV Producer Portal	During Production
[5] ACCESS SERVICES & COMPLIANCE DELIVERABLES			
5.1	Scripts	ITV Producer Portal	<a href="#">ITV Access Services - Deliverables Timetable</a>
5.2	a) Media Liability (E&O) insurance b) Archive source list of third party copyright material	ITV Compliance: <a href="mailto:compliance@itv.com">compliance@itv.com</a>	During Compliance Viewing

#### [6] SUPPORTING DOCUMENTATION

6.1	Programme as completed documents (PasC)	Silvermouse	Contractual Delivery Date
6.2	Final Cost Report	BA Contact	To be submitted within 28 days of the contractual delivery date of the programme

#### [7] LEGAL AND REGULATORY DELIVERABLES

7.1	Production Risk Questionnaire	ITV Producer Portal	Pre Commission
7.2	ITV Production Principles	ITV Producer Portal	Pre Commission (Provisional) Contractual Delivery Date (Final)
7.2.1	Albert Certification	ITV Producer Portal	Pre Commission (Provisional) Contractual Delivery Date (Final)
7.3	Independent & Regional Production Compliance Form	ITV Producer Portal	Pre Commission (Provisional) Contractual Delivery Date (Final)
7.4	Third Party Residuals and Clearance Costs	<a href="mailto:contracts-and-rights-itv-me-group@itv.com">contracts-and-rights-itv-me-group@itv.com</a>	Contractual Delivery Date

#### [8] ADDITIONAL TECHNICAL INFORMATION FOR LIVE PROGRAMMES

8.1	Deliver a recording of the live programme as broadcast on file to ITV after the live transmission.	<a href="mailto:connectivity@itv.com">connectivity@itv.com</a>	To be agreed with ITV Connectivity
8.2	<u>Deliverables for Live Programmes</u> 1 x AS-11 UK DPP File	<a href="mailto:connectivity@itv.com">connectivity@itv.com</a>	Delivered within 7 days post-TX

## ITV Deliverables - Detailed Specifications, Locations & Dates

No	Delivery Item	Key Contact (for queries) & Reference Documents	Delivery Location & Delivery Date
<b>[1] VIDEO DELIVERABLES</b>			
1.1	TX/streaming master video media file DPP UK AS-11 standard, together with reports for: <ul style="list-style-type: none"> <li>- Automated QC</li> <li>- PSE</li> <li>- Eyeball QC</li> </ul> As detailed in <a href="#">ITV's Programme Delivery Document</a> .	Content Operations <a href="mailto:contentoperations@itv.com">contentoperations@itv.com</a>  Technical Information: <a href="#">How to deliver</a> <a href="#">Commissioned Content to ITV</a>	<b>Delivery Location:</b> Content Operations Landing Pad (Aspira or Signiant)  <b>Delivery Date:</b> Contractual delivery date of programme
1.2	1 x AVCi MXF file (finished programme or WIP); or 1 x Apple Prores / DNX / MPEG file (WIP only) upon request by ITV Creative	ITV Creative <a href="mailto:itvcreative-pajp-group@itv.com">itvcreative-pajp-group@itv.com</a>  Further Information: <a href="#">ITV Creative Guidelines</a>	<b>Delivery Location:</b> <a href="#">Creative landing pad</a>  <b>Delivery Date:</b> Upon request
1.3	Send link of final programme to your Commissioning Editor on or before your contractual delivery date: 1 x time coded (BITC) online viewing copy 1 clean online viewing copy	Commissioning Editor	<b>Delivery Location:</b> Email to Commissioning Editor via WeTransfer or a similar delivery system.  <b>Delivery Date:</b> Delivered on or before your contractual delivery date
1.4	<b>For press screening</b> - as advised by your genre Head of Press prior to stage 2 sign-off <b>1 x Finished programme file</b> <b>1 x Sizzle reel/or clips montage package to represent the series</b> 1 x Pro res 422 (DCP file may be requested in some cases)		<b>Delivery Location:</b> Your ITV Press Officer's email  <b>Delivery Date:</b> As advised by ITV press office

No	Delivery Item	Key Contact (for queries) & Reference Documents	Delivery Location & Delivery Date
<b>[2] ARTWORK &amp; STILLs DELIVERABLES</b>			
2.1	<b>For all programmes, you are required to deliver:</b>	Imagery team <a href="mailto:imagery-production-group@itv.com">imagery-production-group@itv.com</a>	<b>Delivery Location:</b> All logos need to be delivered via our digital system - ITV Producer Portal. <b>Please contact Content</b>

	<p><b>1 x Title/Programme logo</b> - preferably .ai Vector file or otherwise a layered psd /transparent PNG (please supply logo only, not full title card)</p> <p>Please label the file with title, series number and that it is a logo. Please add any additional information in the case of multiple versions eg transparent/white/main titles. <b>eg:</b> <i>Title-Series00#-Logo-white.jpg/psd/png</i></p> <p><b>The primary font</b> - based on logo or subheading (Note: font must be fully cleared for all marketing and publicity use in perpetuity without additional payment by ITV)</p>	<p>For further guidance on what we need from logos and still images: <a href="#">Photography Guidance</a></p>	<p><b>Coordinators</b> <a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a> if you do not already have access.</p> <p><b>Delivery Date:</b> To be delivered <b>14 days prior</b> to and no later than your <b>contractual delivery date</b>.</p>
2.2	<p><b>GUIDANCE FOR ALL STILLS IN ALL GENRES:</b></p> <p>Images you provide are needed for a range of key purposes and places - on ITV's VOD services and third-party platforms, ITV channels, devices and for press print and digital use - and are therefore essential in promoting and driving viewing to your shows.</p> <p>For further guidance on what we need from logos and still images: <a href="#">Photography Guidance</a></p> <p>Professional photography is required. The choice of photographer commissioned to be approved by ITV Picture Publicity.</p> <p>Please contact relevant genre picture representative (listed below) upon commission</p>		
2.3	<p><b>[2.3.1]</b> Please ensure all rights including Copyright are cleared by the copyright owner in order to licence ITV the right to fulfil the above requirements.</p> <p><b>[2.3.2]</b> All images should be pre-approved by talent as per their contract.</p>	<p>Press &amp; Publicity <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a></p>	<p><b>Delivery Location:</b> All stills need to be delivered via our digital system - ITV Producer Portal. <b>Please contact Content Coordinators</b> <a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a> if you do not already have access.</p> <p><b>Delivery Date:</b> <u>Two months prior to your contractual delivery date.</u></p>
2.4	<p>A final, full edit of programme stills with caption list must be delivered</p>	<p>Contact your <b>ITV Picture Publicity Contact</b></p> <p>If the production schedule or any other reason is going to make this problematic, please contact your ITV Picture</p>	<p><b>Delivery Location:</b> Please email to <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a> or your specific Picture Publicity representative</p> <p><b>Delivery Date:</b></p>

		Publicity contact to discuss.	<u>Two months prior to your contractual delivery date</u>
2.5	<b>CAPTIONS:</b> Please populate the fields of the link below and deliver alongside your images. Make a copy, rename with the Programme Title and the file name of the first image. <a href="#">Image Captions</a>	Contact your <b>ITV Picture Publicity Contact</b>	<b>Delivery Location:</b> Please email to <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a> or your specific Picture Publicity representative  <b>Delivery Date:</b> <u>Two months prior to your contractual delivery date</u>
2.6	<b>ITV Picture Publicity contacts</b> Please contact the relevant ITV Picture Publicity representative upon commission: <b>For Kids programming please contact <a href="mailto:itvpresscentre@itv.com">itvpresscentre@itv.com</a></b> <b>For all Picture Publicity enquiries, please email: <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a></b>		

No	Delivery Item	Key Contact (for queries) & Reference Documents	Delivery Location & Delivery Date
<b>[3] SPECIFIC STILLS REQUIREMENT PER GENRE</b>			
<b>For all programmes, unless otherwise agreed with your ITV Picture Publicity representative, 2 months ahead of your contractual delivery date, you are required to deliver:</b>			
3.1	<b>PUBLICITY STILLS – ENTERTAINMENT (including quiz) &amp; REALITY</b>  Unless otherwise agreed with your ITV Picture Publicity representative you are required to deliver two months prior to the programme contractual delivery date:  <b>Iconic/key art photography:</b> <ul style="list-style-type: none"> <li>At least 1 iconic image that best represents the whole series for an ITV Audience.</li> <li>The iconic image/key art should be delivered in both landscape and portrait format.</li> <li>If this image is a digital artwork then a PSD layered file must be provided.</li> <li>Creative concepts with briefs will be provided to and agreed with Production by ITV Picture Publicity.</li> <li>Gallery or special shots that are generic in nature of all key Presenters/Contributors on their relevant sets/locations - a minimum of 10 frames per person.</li> <li>A range of set-up shots of all of the key Presenters/Contributors (single portraits and full length shots</li> </ul>	Please consult with <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a> upon commission.	<b>Delivery Location:</b> Deliver via our digital system - ITV Producer Portal. <b>Please contact Content Coordinators <a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a></b> if you do not already have access.  <b>Delivery Date:</b> Unless otherwise agreed with your ITV Picture Publicity representative, <u>2 months ahead</u> of your contractual delivery date

	<p>in costume and make up) against a plain background to allow later art-working - a minimum of 10 frames per person.</p> <ul style="list-style-type: none"> <li>• Minimum digital file size 60MB uncompressed.</li> <li>• TIFF or PSD and high res JPG versions of all images are required.</li> <li>• An adequate amount of time (agreed with ITV Picture Publicity) should be set aside within the shooting schedule for shooting the Iconic Image/Images, with key cast (with key cast being agreed between ITV Picture Publicity, ITV Commissioning and Production).</li> </ul> <p><b>Unit stills per episode</b></p> <ul style="list-style-type: none"> <li>• A minimum of 30 varied stills per episode</li> <li>• Comprised of a selection of key moments/action points of the presenters and key contributors/contestants.</li> <li>• If the Programme is a contest format then episode specific images of presenters (not featuring contestants) as well as images featuring contributors/contestants should be provided for each episode.</li> <li>• To be delivered in a mix of landscape and portrait formats.</li> <li>• The minimum digital file size of each image should be 45MB uncompressed.</li> <li>• In order to select preferred stills, ITV shall have access to all of the original digital files. Delivery of both TIFF or PSD and high res JPEG files of all images is required.</li> </ul> <p><b>Additional photography</b></p> <ul style="list-style-type: none"> <li>• A minimum of 30 behind-the-scenes images showing key cast and production crew across all episodes.</li> <li>• Artists in hair and make-up (especially if prosthetic/costume/disguise are being used).</li> <li>• Clean (ie not featuring cast) back-plates of key locations/sets for later art-working.</li> <li>• The minimum digital file size of each image should be 45MB uncompressed.</li> </ul> <p><b>For Reality and Quiz/Gameshow, where unit stills are not possible for every episode, please supply</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 screengrabs per episode</li> <li>• Please ensure grabs relate to relevant billing for the episode</li> <li>• Always capture at the highest possible resolution and capture frame with minimal blur</li> <li>• Ensure image is clear of all bugs, captions, graphics</li> </ul>		
3.2	<p><b>PUBLICITY STILLS - DRAMA &amp; COMEDY</b></p> <p>Unless otherwise agreed with your ITV Picture Publicity representative you are required to deliver two months prior to the programme contractual delivery date:</p> <p><b>Iconic/key art photography</b></p> <ul style="list-style-type: none"> <li>• At least 1 iconic image that best represents the whole series for an ITV Audience.</li> </ul>	<p>Please consult with <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a> upon commission.</p>	<p><b>Delivery Location:</b>          Deliver via our digital system - ITV Producer Portal. <b>Please contact Content Coordinators</b> <a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a> if you do not already have access.</p>

<ul style="list-style-type: none"> <li>• The iconic image/key art should be delivered in both landscape and portrait format.</li> <li>• If this image is a digital artwork then a PSD layered file must be provided.</li> <li>• Creative concepts with briefs will be provided to and agreed with Production by ITV Picture Publicity.</li> <li>• Gallery or special shots that are generic in nature of each character on their relevant sets/locations – a minimum of 10 frames per character.</li> <li>• A range of set-up shots of all of the major characters (single portraits and full length shots in costume and make up) against a plain background to allow later art-working - a minimum of 10 frames per character. List of major characters to be approved by Commissioner/Picture Publicity.</li> <li>• Minimum digital file size 60MB uncompressed.</li> <li>• TIFF or PSD and high res JPG versions of all images are required.</li> <li>• An adequate amount of time (agreed with ITV Picture Publicity) should be set aside within the shooting schedule for shooting the ITV Picture Publicity Iconic, with key cast (with key cast being agreed between ITV Picture Publicity, ITV Commissioning and Production).</li> </ul> <p><b>Unit stills per episode</b></p> <ul style="list-style-type: none"> <li>• A minimum of 30 varied stills per episode.</li> <li>• Comprised of a selection of key moments/action points, characters and key relationships.</li> <li>• Unit photography dates are to be chosen by ITV Picture Publicity and agreed by Production before booking the photographer.</li> <li>• Action shots should clearly display the face(s) of all main characters, individually and collectively, within settings which are significant to the storyline.</li> <li>• To be delivered in a mix of landscape and portrait formats.</li> <li>• The minimum digital file size of each image should be 45MB uncompressed.</li> <li>• Delivery of both TIFF or PSD and high res JPEG files of all images is required.</li> <li>• In order to select preferred stills, ITV shall have access to all of the original digital files throughout the production to make sure the high standards are being met. Images should be delivered to both ITV Picture Publicity and Production throughout filming by the photographer either by wetransfer or a similar delivery system.</li> </ul> <p><b>Additional photography</b></p> <ul style="list-style-type: none"> <li>• A minimum of 30 behind-the-scenes images showing key cast and production crew across all episodes.</li> <li>• Artists in hair and make-up (especially for anything particularly ambitious eg prosthetics).</li> <li>• Clean (i.e. not featuring cast) back-plates of key locations/sets for later art-working.</li> </ul>		<p><b>Delivery Date:</b> Unless otherwise agreed with your ITV Picture Publicity representative, <b>2 months ahead</b> of your contractual delivery date</p>
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	<ul style="list-style-type: none"> <li>The minimum digital file size of each image should be 45MB uncompressed.</li> </ul>		
3.3	<p><b>PUBLICITY STILLS - FACTUAL &amp; CURRENT AFFAIRS</b></p> <p>Unless otherwise agreed with your ITV Picture Publicity representative you are required to deliver two months prior to the programme contractual delivery date:</p> <p><b>Iconic photography</b></p> <ul style="list-style-type: none"> <li>At least 1 iconic image that best represents the whole series for an ITV Audience.</li> <li>The iconic image/key art should work in both landscape and portrait format.</li> <li>If this image is digital artwork, then a PSD layered file must be provided.</li> <li>Gallery or special shots that are generic in nature of all major contributors/presenters. A minimum 8 frames per contributor/presenter.</li> <li>A range of set-up shots of all of the key presenters/contributors (single portraits and full length shots (in costume and make up where relevant)) against a plain background to allow later art-working - a minimum of 10 frames per person.</li> <li>Minimum digital file size 60MB uncompressed – images should be supplied as JPGs.</li> <li>TIFF versions may be required.</li> </ul> <p><b>Unit stills</b></p> <ul style="list-style-type: none"> <li>A minimum of 30 varied stills per episode.</li> <li>A selection of key moments/action points, characters, presenters and key relationships – in a mix of portrait and landscape format. Unit shots should clearly display the face(s) of all main characters and tell the story of the programme and match the billing.</li> <li>Stills should include main contributors and presenters, individually and collectively, within settings that are relevant to the show/series.</li> <li>A selection of behind-the-scenes shots - a minimum of 5.</li> <li>In order to select preferred stills, ITV shall have access to all of the original digital files.</li> <li>Minimum digital file size 45MB uncompressed.</li> </ul>	<p>Please consult with <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a> upon commission.</p>	<p><b>Delivery Location:</b> Deliver via our digital system - ITV Producer Portal. <b>Please contact Content Coordinators</b> <a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a> if you do not already have access.</p> <p><b>Delivery Date:</b> Unless otherwise agreed with your ITV Picture Publicity representative, <b>2 months ahead</b> of your contractual delivery date</p>
3.4	<p><b>PUBLICITY STILLS: DAYTIME (excluding daily/live shows)</b></p> <p>Unless otherwise agreed with an ITV Picture Publicity representative you are required to deliver two months prior to your contractual delivery date: For series:</p> <p><b>Iconic photography:</b></p>	<p>Please consult with <a href="mailto:itvpicturepublicity@itv.com">itvpicturepublicity@itv.com</a> upon commission.</p>	<p><b>Delivery Location:</b> Deliver via our digital system - ITV Producer Portal. <b>Please contact Content Coordinators</b> <a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a> if you do not already have access.</p>

	<ul style="list-style-type: none"> <li>At least 1 iconic image that best represents the whole series for an ITV Audience.</li> <li>The iconic/key art image should be delivered in both landscape and portrait format.</li> <li>Gallery or special shots that are generic in nature of all major characters/presenters/contributors on their relevant sets/locations – a minimum of 3 frames per character.</li> <li>Minimum digital file size 35MB uncompressed.</li> </ul> <p><b>Unit stills per episode:</b></p> <ul style="list-style-type: none"> <li>A minimum of 10 varied stills per episode that include main characters/presenters/contributors within settings significant to the programme content.</li> <li>Minimum digital file size 35MB uncompressed.</li> </ul> <p><b>Where unit stills are absolutely not possible for every episode, please supply:</b></p> <ul style="list-style-type: none"> <li>A minimum of 5 screengrabs per episode:</li> <li>Please ensure grabs relate to relevant billing for the episode</li> <li>Always capture at the highest possible resolution and capture frame with minimal blur</li> <li>Ensure image is clear of all bugs, captions, graphics</li> </ul>		<p><b>Delivery Date:</b></p> <p>Unless otherwise agreed with your ITV Picture Publicity representative, <b>2 months ahead</b> of your contractual delivery date</p>
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No	Delivery Item	Key Contact (for queries) & Reference Documents	Delivery Location & Delivery Date
<b>[4] PROGRAMME INFORMATION AND METADATA DELIVERABLES</b>			
4.1	<p><b>Clip timecodes</b></p> <ol style="list-style-type: none"> <li>Timecode for 1x 15s14fr, 16s14fr or 17s14fr extract representing the series (must not include music)</li> <li>Timecode for 1 x 20 or 30 seconds extract clip from each episode</li> <li>Timecode for 1 x 3-4 minute extract clip representing the series</li> <li>Timecode for 1 x series pre-title sequence (where applicable)</li> </ol> <p>Extracts must be fully cleared for UK Press media promotional use and pre-approved with your ITV Commissioning Editor or Press &amp; Publicity contact.</p> <p>Please clearly specify Programme title in subject and ITV Production Number, Programme Title, Series number, episode number from which timecodes are in your email</p>	<p>ITV Marketing  <a href="#">Marketing Clip Guidance &amp; Specification</a></p> <p>Queries  <a href="mailto:itvmarketing-asset-delivery-group@itv.com">itvmarketing-asset-delivery-group@itv.com</a></p>	<p><b>Delivery Location:</b>  Email timecodes to <a href="mailto:itvmarketing-asset-delivery-group@itv.com">itvmarketing-asset-delivery-group@itv.com</a></p> <p><b>Delivery Date:</b>  To be provided no later than the contractual delivery date.</p>
4.2	<p><b>Billings, synopses, key cast/crew, credits (required for ITVX and all ITV Channels)</b></p> <p><b>You are required to submit:</b></p>	<p><a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a></p>	<p><b>Delivery Location:</b>  ITV Producer Portal</p> <p>All billings/synopses need to be</p>

	<p><b>Episode titles (These episode titles must be clearly distinguishable from each other and not simply be 'series name X, episode number X' for example.)</b></p> <p><b>Cast/crew/contributors</b> per episode</p> <p><b>Synopses - these will be used for billing purposes (short, medium and long for the entire series and per episode), versions as follows</b> (note: character count includes spaces and punctuation):</p> <p>1) <i>For series -</i></p> <p>1 x 90 max characters</p> <p>1 x 180 max characters</p> <p>1 x 1000 max characters</p> <p>and</p> <p>2) <i>For Episodes -</i></p> <p>1 x 90 max characters per episode</p> <p>1 x 180 max characters per episode</p> <p>1 x 1000 max characters per episode</p> <p>(Note: Programme title should be max 30 characters)</p>	<p>Please follow guidance on writing billings/synopses for ITV: <a href="#">Synopsis/Billings Guidelines</a></p>	<p>delivered via our digital system - <i>ITV Producer Portal</i>. <b>Please contact Content Coordinators</b> <a href="mailto:contentcoordinators@itv.com">contentcoordinators@itv.com</a> if you do not already have access.</p> <p><b>Delivery Date:</b> Final billings/synopses required <b>8 weeks ahead</b> of premiere date of content and no later than <b>contractual delivery date</b> or press deadline</p>
4.3	<p><b>Billings should be pre-approved by your ITV Commissioning Editor (and for Factual, Factual Drama and Current Affairs programmes also your Compliance Lawyer or Advisor) prior to submission.</b></p> <p>Final billings/synopses required 8 weeks ahead of premiere date of content and no later than contractual delivery date or press deadline.</p>		

No	Delivery Item	Key Contact (for queries) & Reference Documents	Delivery Location & Delivery Date
<b>[5] ACCESS SERVICES &amp; COMPLIANCE DELIVERABLES</b>			
5.1	<p><b>Materials for Access Services</b></p> <p>1. Post-production scripts – Must be delivered via the ITV Producer Portal in .doc format and fully comply with the <a href="#">ITV Access Services Script Specification</a>. Each filename must include the ITV Production ID, with all slashes and hashes replaced by dashes (e.g. 10-0001-0001-001).</p> <p>2. Closed Caption (CC) / Subtitles for Deaf and Hard-of-Hearing viewers (SDH) and Audio Description (AD) files should also be supplied via email if available, including where they have been created for another version of the media. Each filename must include either the ITV</p>	<p>ITV Access Services</p> <ul style="list-style-type: none"> <li>Standard Delivery Materials - <a href="mailto:access-services@itv.com">access-services@itv.com</a></li> <li>Late Delivery - <a href="mailto:accessservicesco-ords@itv.com">accessservicesco-ords@itv.com</a> / 0207 156 2620</li> </ul>	<p><b>Delivery Location:</b> ITV Producer Portal for post-production scripts (Everything else should be emailed to <a href="mailto:access-services@itv.com">access-services@itv.com</a> by the agreed delivery deadline.)</p> <p><b>Delivery Date:</b> For delivery timelines, please see the <a href="#">ITV Access Services - Deliverables Timetable</a>.</p>

	<p>Production ID, with slashes and hashes replaced by dashes (e.g. 10-0001-0001-001), or the programme title, series number, and episode number.</p> <p>Any materials not delivered via the Producer Portal should be emailed to <a href="mailto:access-services@itv.com">access-services@itv.com</a> by the agreed delivery deadline.</p> <p><b>Late delivering media - including Fast Track, Line Feed and Live</b></p> <p>The Producer must confirm arrangements with the Access Services team prior to delivery at the earliest opportunity.</p> <p>To enable preparation work to begin in advance of final media delivery, the Producer must supply any available supporting materials to assist the Access Services team in preparing subtitles and, where applicable, audio description. This may include, but is not limited to, autocue scripts, song lyrics, VT inserts, cast or contributor lists with headshots, and/or rough cut scripts or edits.</p> <ul style="list-style-type: none"> <li>• Low-resolution proxies (under 1 GB) with burnt-in timecode of picture-locked or audio-locked versions should be sent via a download link to <a href="mailto:accessservicesco-ords@itv.com">accessservicesco-ords@itv.com</a>. This also applies to VT inserts.</li> <li>• Non-video files (e.g. scripts, song lyrics etc) can be emailed to <a href="mailto:accessservicesco-ords@itv.com">accessservicesco-ords@itv.com</a> as an attachment or a download link, clearly stating the production name and the ITV Production ID and where possible, the TX date and time.</li> </ul>		
5.2	<p><b>Materials for Compliance</b></p> <p>The Producer should confirm requirements with the Compliance Licensee prior to delivery of the final media file. The Compliance Licensee Lawyer or Advisor allocated to the programme/series should be provided during production with draft scripts and links to rough cuts.</p>		

	Prior to final delivery they should also receive:		
	a) Media Liability (E&O) insurance - copies of all paperwork confirming that ITV Plc and its subsidiaries are covered as additional insured parties in respect of ITV's broadcast and other exploitation during the Licence Period as defined in the Agreement.	<p>Compliance  <a href="mailto:compliance@itv.com">compliance@itv.com</a></p> <p>Further Information:  <a href="#">Compliance Guidelines   Commissioning</a></p> <p>For further guidance on Insurance:  <a href="#">Insurance</a></p>	<p><b>Delivery Location:</b>  Compliance  <a href="mailto:compliance@itv.com">compliance@itv.com</a></p> <p><b>Delivery Date:</b>  During Compliance viewing stage</p>
	b) An archive source list of third party copyright material (for Current Affairs and Factual programmes).	<p>Compliance  <a href="mailto:compliance@itv.com">compliance@itv.com</a></p> <p>Further Information:  <a href="#">Compliance Guidelines   Commissioning</a></p>	<p><b>Delivery Location:</b>  Compliance  <a href="mailto:compliance@itv.com">compliance@itv.com</a></p> <p><b>Delivery Date:</b>  During Compliance viewing stage</p>

No	Delivery Item	Key Contact (for queries) & Reference Documents	Delivery Location & Delivery Date
[6] SUPPORTING DOCUMENTATION			
6.1	<p><b>Programme as completed documents (PasC)</b> - all forms, accurate and completed in full, to be submitted <i>on contractual delivery date of the programme</i> delivered via Silvermouse (as may be updated or replaced from time to time)</p> <p><b>PasC includes:</b>  <b>Music Cue Sheet</b>  <b>Diamond Diversity Monitoring</b>  <b>Copyright form</b>  <b>Contributor form</b></p> <p><u>All information entered into the Silvermouse system shall be:</u></p> <ul style="list-style-type: none"> <li>a) in accordance with ITV's Specification</li> <li>b) in compliance with all relevant ITV and/or Silvermouse data protection and data management policies</li> <li>c) complete, accurate and contain all required metadata</li> </ul>	<p>Silvermouse  <a href="#">Silvermouse</a></p> <p>Access to Silvermouse can be granted by contacting Silvermouse via email to <a href="mailto:silvermousehelpdesk@silvermouse.com">silvermousehelpdesk@silvermouse.com</a></p> <p>For queries email: <a href="mailto:silvermousequeries@itv.com">silvermousequeries@itv.com</a> or <a href="mailto:helpdesk@soundmouse.com">helpdesk@soundmouse.com</a></p>	<p><b>Delivery Location:</b>  Silvermouse</p> <p><b>Delivery Date:</b>  To be submitted on <u>contractual delivery date</u> of the programme delivered via Silvermouse (as may be updated or replaced from time to time)</p>

6.2	<p><b>Final Cost Report</b></p> <p>A final cost report is required for all programmes at delivery stage. This should be submitted within 28 days of the contractual delivery date.</p> <p>For productions subject to HETV tax credits, an interim final cost report should be submitted at delivery stage. A final cost report as used for calculating HETV tax credits should be resubmitted once finalised.</p> <p>Please upload your Final Cost Report as a PDF and ensure it is labelled with Production Title, Series, Production Number and Date of Cost Report.</p>	Business Affairs contact	<p><b>Delivery Location:</b> ITV Producer Portal</p> <p><b>Delivery Date:</b> To be submitted within 28 days of the contractual delivery date of the programme</p> <p>For productions subject to HETV tax credits, an interim final cost report should be submitted at delivery stage. A final cost report as used for calculating HETV tax credits should be resubmitted once finalised.</p>
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No	Delivery Item	Key Contact (for queries) & Reference Documents	Delivery Location & Delivery Date
<b>[7] LEGAL AND REGULATORY DELIVERABLES DOCUMENTATION</b>			
When we commence intention to commission discussions with you, we will present you with a <i>Producer Pack</i> , which consists of:			
7.1	<a href="#">Production Risk Questionnaire</a>	<a href="mailto:dutyofcare.safeguarding@itv.com">dutyofcare.safeguarding@itv.com</a> and <a href="mailto:healthandsafety@itv.com">healthandsafety@itv.com</a>  Further Information: <a href="#">ITV Production Risk</a>	<p><b>Delivery Location:</b> ITV Producer Portal</p> <p><b>Delivery Date:</b> Pre commission - during stage 1 sign off</p>
7.2	<a href="#">ITV Production Principles: Diversity, Equity &amp; Inclusion Climate Action</a>	<p><b>Sam Tatlow</b>  <a href="mailto:sam.tatlow@itv.com">sam.tatlow@itv.com</a> and  <b>Nahrein Kemp</b>  <a href="mailto:nahrein.kemp@itv.com">nahrein.kemp@itv.com</a></p> <p>Further Information: <a href="#">ITV Social Purpose</a></p>	<p><b>Delivery Location:</b> ITV Producer Portal</p> <p><b>Delivery Date:</b> Pre commission - during stage 1 sign off (Provisional) Contractual Delivery Date (Final)</p>
7.2.1	<a href="#">Albert Certification</a> All ITV Commissions must be Albert certified.	<a href="mailto:climateaction@itv.com">climateaction@itv.com</a>  Further Information: <a href="#">ITV Social Purpose</a>	<p><b>Delivery Location:</b> ITV Producer Portal</p> <p><b>Delivery Date:</b> <i>On commission</i>, please upload evidence on the ITV Producer Portal</p>

			<p>that your production is registered with albert.</p> <p>Note: please ensure Commissioner is marked as ITV and any programme title changes are kept updated in Albert.</p> <p><b>On the contractual delivery date</b> of your programme, please upload a screenshot of the albert email titled "Carbon action plan approved" to the ITV Producer Portal.</p>
7.3	<a href="#">Independent &amp; Regional Production Compliance Form</a>	<a href="mailto:contracts-and-rights-itv-me-group@itv.com">contracts-and-rights-itv-me-group@itv.com</a>	<p><b>Delivery Location:</b> ITV Producer Portal</p> <p><b>Delivery Date:</b> Pre commission - during stage 1 sign off (Provisional) Contractual Delivery Date (Final)</p>
7.4	<p><b>Third Party Residuals and Clearance Costs</b></p> <p>Any Third Party Residuals and Clearance Costs must comply with <a href="#">ITV's Policy on Underlying Rights</a> and ITV's General Terms and Conditions.</p>	<a href="mailto:contracts-and-rights-itv-me-group@itv.com">contracts-and-rights-itv-me-group@itv.com</a>	<p><b>Delivery Location:</b> Google form to be completed (sent by Rights/Legal &amp; Business Affairs)</p> <p><b>Delivery Date:</b> The Producer must inform ITV of all potential Third Party Residuals and Clearance Costs at the earliest opportunity and no later than contractual delivery of the Programme.</p>

No	Delivery Item	Key Contact (for queries)	Delivery Location & Delivery Date
<p><b>[8] ADDITIONAL TECHNICAL INFORMATION FOR LIVE PROGRAMMES</b></p> <p>(Note: Deliverables outlined in parts [1]-[7] are also required for live programmes)</p>			
	For all live programmes, contact should be made with ITV Connectivity well in advance of transmission.	<a href="mailto:connectivity@itv.com">connectivity@itv.com</a>	
<p>Production companies providing live programming to ITV need to ensure their production has received technical sign-off by ITV at the start of the planning process for such programme. This is to ensure the technical design and route of delivery from source to destination is technically achievable and meets ITV's expectations. Documentation for sign-off should be submitted to ITV Connectivity for processing at the production planning stage. Formal technical signoff should be received from ITV</p>			

prior to entering into any contractual arrangements with third party providers and well in advance of circuits being booked. All live programmes should meet the technical requirements outlined in the document [ITV Live Programme Delivery Specification](#).

8.1	Production companies producing live programming for ITV are contractually obligated to deliver a recording of the live programme as broadcast on file to ITV after the live transmission.	<a href="mailto:connectivity@itv.com">connectivity@itv.com</a>	<p><b>Delivery Location:</b> ITV and the Producer must agree in advance whether the Producer shall retain, rather than deliver to Content Delivery, a master recording of the Programme. This agreement should be expressly noted in the contractual paperwork.</p> <p><b>Delivery Date:</b> The Producer should agree the contractual delivery date of this master recording with ITV Connectivity at the live programme planning stage.</p>
8.2	<u>Deliverables for Live Programmes</u> 1 x AS-11 UK DPP File	<a href="mailto:connectivity@itv.com">connectivity@itv.com</a>	<p><b>Delivery Location:</b> Delivered to Content Delivery</p> <p><b>Delivery Date:</b> Delivered within 7 days post-TX</p>

FURTHER INFORMATION AND ALL ACCOMPANYING DOCUMENTS AND FORMS CAN BE FOUND [HERE](#) ON ITV'S PRODUCERS GUIDELINES PAGE ON ITV.COM OR DO CONTACT YOUR LEGAL & BUSINESS AFFAIRS OR COMMISSIONING CONTACT WITH ANY QUERIES.