



## **PART D**

# **DELIVERY MATERIAL**

Updated July 2020



**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 License Fee, including those required for promotional purposes as set out in paragraph 2 below; and
- (ii) must be delivered in accordance with the General Terms and Conditions, and in particular, the Codes and Guidelines as defined therein, including but not limited to: ‘ITV’s Credit Rules’; the documents ‘ITV Programme Delivery File Specification and ITV Live Programme Delivery Specification’. (or the equivalent of any Licensee); and, the ‘Publicity Guidelines’ all of which are available on ITV’s website [here](#)

In addition, where specified in Part A, delivery of materials must be delivered in High Definition, in accordance with the requirements outlined in the document ‘ITV Programme Delivery File Specification’.

**SUMMARY OF DELIVERABLES**

The Producer is currently required to deliver the following assets for each Programme or each version of it. In accordance with the provisions of this agreement the contractual deliverables consist of the following:

<b>Deliverable</b>	<b>Purpose</b>	<b>Delivery Location</b>
1 x AS-11 UK DPP File If a programme includes PRTS elements, the Producer must deliver an additional file version of the programme that does not include any PRTS content.	Transmission	Content Delivery <a href="mailto:content.delivery@itv.com">content.delivery@itv.com</a>
AQC Pass Certificate (to include PSE & R128 test)	Transmission	Content Delivery
EYE QC Certificate (file only)	Transmission	Content Delivery
PSE Pass Certificate (if not included in AQC test)	Transmission	Content Delivery
Scripts/Transcripts	Access Services & Compliance	<a href="mailto:accessservicesco-ords@itv.com">accessservicesco-ords@itv.com</a> , <a href="mailto:contentoperations@itv.com">contentoperations@itv.com</a> , <a href="mailto:compliance.operations@itv.com">compliance.operations@itv.com</a>
3 x DVD Copies	Commissioning	Commissioner, Waterhouse Square, London
1 x Broadcast quality ProRes 422 (HQ) file (only if there is a Press Screening).	Press & Publicity	Contact <a href="mailto:itvpresscentre@itv.com">itvpresscentre@itv.com</a> for specific details



12 (min) x JPEG images (300 dpi & 30Mb files) per episode – contact <a href="mailto:itvpicturedesk@itv.com">itvpicturedesk@itv.com</a> for further details. Photography should be of a professional standard and approved for use.	Press & Publicity	<a href="mailto:itvpicturedesk@itv.com">itvpicturedesk@itv.com</a>
2 x promotional publicity clips minimum 60 seconds each from episode 1. Broadcast quality ProRes 422 (HQ) file. For UK Press media promotional use. Delivered within 7-14 days prior to initial UK TX.	Press & Publicity	Email <a href="mailto:itvpresscentre@itv.com">itvpresscentre@itv.com</a> for further information.
1 x AVCi MXF file (finished programme or WIP); or <b>1 x Apple Pro Res / DNX / MPEG file (WIP only)</b>	Creative	ITV Creative Landing Pad
PasC & Music Cue Sheets	Reporting	Silvermouse

Where the Programme is to be delivered within 36 hours of its first broadcast, a different delivery process and amended set of deliverables shall apply. Please contact Content Operations for further information.

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## **FURTHER INFORMATION**

### **1. LIVE PROGRAMMES**

For all live programmes, contact should be made with ITV Connectivity **well in advance of transmission**. 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. This process is designed to identify any potential technical issues well in advance of transmission. Documentation for sign-off should be submitted to ITV Connectivity for processing at the production planning stage. Formal technical sign-off should be received from ITV 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

#### **1.1. Recording of Live Programmes**

Production companies producing live programming for ITV are contractually obligated in all instances to deliver a recording of the live programme as broadcast on file to ITV after the live transmission. Due to ITV's varying operational requirements, the Producer should agree the delivery date of this master recording with ITV Connectivity at the live programme planning stage. 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.



## 1.2. Deliverables for Live Programmes

1 x AS-11 UK DPP File delivered to Content Delivery within 7 days post-TX.

On ITV's reasonable request, all programme material (including associated metadata) shall be delivered via an electronic delivery mechanism as advised and agreed with ITV.

## 2. MATERIALS FOR COMPLIANCE

NB: The producer should verify the requirements with the Compliance Licensee prior to delivery. The relevant Compliance Licensee advisor should be provided prior to delivery of the programme file with:

2.1. Links to all relevant video content e.g. rough cuts, promo clips.

2.2. 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 within the Licence period.

2.3. Draft scripts during production, and a final programme transcript.

## 3. MATERIALS FOR COMMISSIONING

3.1. 3 x DVD copies to be delivered to the ITV Commissioning Executive (or such greater or lesser number as may be agreed by the ITV Commissioning Executive).

## 4. MATERIALS FOR PRESS & PUBLICITY

NB: The ITV Publicity Guidelines (available from ITV's Press and Publicity Department and also located on the Producer's Guidelines page of the ITV website [here](#)) contain more detailed information and Producers should refer to these Guidelines in addition to the information contained below.

4.1. **Pre-publicity documentation** to be delivered to the relevant address by the specified date in Part A of the Schedule to comprise (unless otherwise agreed):

4.1.1. **1 x Broadcast quality ProRes 422 (HQ) file (only if there is a Press Screening)**. Contact [itvpresscentre@itv.com](mailto:itvpresscentre@itv.com) for specific details.

4.1.2. **2 x promotional publicity clips minimum 60 seconds each from episode 1**. Broadcast quality ProRes 422 (HQ) file. For UK Press media promotional use. Delivered within 7-14 days prior to initial UK TX.

4.1.3. **Pictures** - an edited set (minimum 12 images) per episode of **pre-approved** digital images shot 300dpi and 30mb files in jpeg format. Artistes' names, episodes and any additional information should be clearly marked. All pictures should be made suitable and



appropriate for use in newspapers, magazines, features and similar publicity media. Photography should be of a professional standard.

- 4.1.4. **Biographies** - a set of main cast and presenter biographies (to include producer, director and writer) – email [itvpresscentre@itv.com](mailto:itvpresscentre@itv.com)
- 4.1.5. **Synopsis** - full story synopsis emailed to [itvpresscentre@itv.com](mailto:itvpresscentre@itv.com)
- 4.2. **Billing information** to include Programme name (of note more than 40 (forty) characters), episode title(s) if any and a short description which, together with the Programme name shall not exceed 240 (two hundred and forty) characters. **To be delivered at least 6-8 weeks prior to first ITV Transmission** using the ITV Billing Information Form, a copy of which is located on the Producer's Guidelines page of the ITV website [here](#). The completed form should be sent to [billings@itv.com](mailto:billings@itv.com) and the Compliance Licensee.

## 5. MATERIALS FOR ITV CREATIVE

- 5.1. Where a programme is incomplete (topical programming for example) upon the reasonable request of ITV Creative, or CITV (if a Children's programme), the Producer shall supply any or all of the following materials as may be available for use in making promotional trailers for the Programme:
  - 5.1.1. any rushes, rough cuts and/or fine cuts of the Programme. Format: file delivery by ITV Creative landing pad - see guides;
  - 5.1.2. other marketing assets e.g. key art, press stills - Format: editable hi resolution files
  - 5.1.3. opening and end titles;
  - 5.1.4. theme music and audio stems. Format e-mailable WAVS (split track - if it has not been edited onto the Programme); and/or
  - 5.1.5. credits with artistes' names (though a list is sufficient for ITV Creative if these have not yet been included in an edit).

When requested, the material, including associated metadata, can be delivered as an **AVCi MXF**, **Apple Pro Res**, **DNX** or **MPEG** file to ITV Creative. For a complete audio and technical specification of these files, please refer to the ITV Creative Guidelines document available to download from ITV's website.

- 5.2. In accordance with the obligations contained in the General Terms and Conditions, all material supplied to ITV Creative or CITV must be cleared for promotional use by the Producer and at the sole cost to the Producer.
- 5.3. Where material cannot be cleared for reasons other than cost, a log of cleared and uncleared material must be supplied to ITV Creative (or a copy of the 'Programme as Completed' (PASC) form or Programme Information pack).



## 6. OTHER DELIVERY MATERIALS

6.1. A completed electronic 'ITV Programme As Completed Form' (PASC) via Silvermouse (as may be updated or replaced from time to time). This will include full production details including cast list etc. Where relevant, details on how to access the PASC application will be advised by the Compliance Licensee.

6.2. An accurate and completed music cue sheet, delivered via Silvermouse (as may be updated or replaced from time to time) within 28 days of delivery of the Programme. ITV require this to meet its obligations to the relevant Music Collecting Societies.

Silvermouse is available online at <http://www.silvermouse.com> and access to the system can be granted by contacting Silvermouse at [www.silvermouse.com](http://www.silvermouse.com), via e-mail ([info@soundmouse.com](mailto:info@soundmouse.com)) or via telephone ([+44 \(0\)20 7420 2120](tel:+44(0)2074202120)). All information entered into the Silvermouse system shall be (a) in accordance with ITV's specification, (b) in compliance with all relevant ITV and/or Silvermouse data protection and data management policies, and (c) complete, accurate and contain all required metadata

(including, but not limited to, music title, composer, arranger, publisher, performer, recording code, record label, catalogue number and duration.

### 6.3 ACCESS SERVICES

Any available programme scripts/transcripts must be sent to the following departments:

[accessservicesco-ords@itv.com](mailto:accessservicesco-ords@itv.com), [contentoperations@itv.com](mailto:contentoperations@itv.com),  
[compliance.operations@itv.com](mailto:compliance.operations@itv.com)

For material that will be delivered close to transmission, the Access Services team would appreciate any supporting scripts or content that will allow them to pre-prepare subtitles ahead of a final transmission copy or to aid them in preparing live subtitles. This can include autocue scripts, song lyrics, VT inserts and/or rough cuts/edits. Non-video files (e.g. scripts, song lyrics etc) can be emailed to the addresses stated above, clearly stating the production name and P/N, preferably with date and time of TX.



## SUMMARY OF ITV DELIVERABLES AND DELIVERY LOCATION

<b>TRANSMISSION</b>
<b>1 x AS-11 UK DPP File delivered to Content Delivery Landing Pad (Aspera or Signiant).</b> If a programme includes PRTS elements, the Producer must deliver an additional file version of the programme that does not include any PRTS content.
<b>Automated QC Report</b> (Must include PSE & R128 test) Delivered as a PDF file to Content Delivery Landing Pad via the same delivery method as the AS-11 file.
<b>Eyeball QC Certificate</b> Delivered as a PDF file to Content Delivery Landing Pad via the same delivery method as the AS-11 file.
<b>LIVE PROGRAMMES (Deliverables Post Transmission)</b>
<b>1 x AS-11 UK DPP File delivered to Content Delivery Landing Pad within 7 days post-TX</b>
<b>COMPLIANCE</b>
<b>Post Production Scripts/Transcripts</b> Emailed to: <a href="mailto:compliance.operations@itv.com">compliance.operations@itv.com</a>
<b>COMMISSIONING</b>
<b>3 x DVD Copies</b> Sent to: ITV Programme Strategy/Commissioning/Acquisitions, Waterhouse Square, London
<b>ITV ACCESS SERVICES (for Subtitling &amp; Audio Description)</b>
<b>Production Scripts/Transcripts</b> Emailed to: <a href="mailto:accessservicesco-ords@itv.com">accessservicesco-ords@itv.com</a> , <a href="mailto:contentoperations@itv.com">contentoperations@itv.com</a> , <a href="mailto:compliance.operations@itv.com">compliance.operations@itv.com</a>
<b>PRESS &amp; PUBLICITY</b>
<b>1 x Broadcast quality ProRes 422 (HQ) file</b> Only if there is a Press Screening agreed – contact <a href="mailto:itvpresscentre@itv.com">itvpresscentre@itv.com</a>
<b>Digital Images (minimum of 12) per episode</b> Shot 300dpi and 30Mb files in JPEG format. Photography to a professional standard. Sent to: Press & Publicity, ITV, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE. Contact <a href="mailto:itvpicturedesk@itv.com">itvpicturedesk@itv.com</a> for assistance.
<b>Summary of each Episode</b> (For online distribution via the ITV Press Centre website - <a href="http://www.itv.com/presscentre">www.itv.com/presscentre</a> ) Sent to: Press & Publicity, ITV, 2 Waterhouse Square, 140 Holborn, London, EC1N 2AE. Contact <a href="mailto:itvpresscentre@itv.com">itvpresscentre@itv.com</a> for assistance.
<b>2 x promotional publicity clips minimum 60 seconds each from episode 1.</b> Broadcast quality ProRes 422 (HQ) file. For UK Press media promotional use. Delivered within 7-14 days prior to initial UK TX. Contact <a href="mailto:itvpresscentre@itv.com">itvpresscentre@itv.com</a> for assistance.



<b>ITV CREATIVE</b>	
<b>HD AVC-intra MXF Files</b> of either WIP or finished programme (Ideally 6 weeks in advance of transmission) <b>OR Apple Pro Res, DNX or MPEG Files</b> (WIP only) Audio: BWAVs Sent to: ITV Creative Landing Pad (see ITV Creative Technical Guidelines for information on deliverables, delivery method, timings and contacts). May require additional assets e.g. HD stills for digital on request.	
<b>INSURANCE</b>	
<b>E&amp;O Insurance Policy Details</b>	Emailed to the relevant Compliance Advisor
<b>Proof &amp; Summaries of all insurances</b>	Emailed to the relevant Compliance Advisor
<b>OTHER</b>	
<b>PasC/Music Cue Sheet</b>	Forms to be completed in Silvermouse.





## Appendix A – Version Control

### Schedule D

VERSION	DATE	PART AND SECTION	REQUIRED/ INFORMATION	UPDATE
July 2018	25/07/18	ALL  SUMMARY OF DELIVERABLES  SECTION 2 – MATERIALS FOR COMPLIANCE  SECTION 4 -MATERIALS FOR PRESS & PUBLICITY	Required	References to Deluxe removed and TVT inserted  Compliance and Press & Publicity deliverables updated.  Compliance Deliverables: BITC DVD removed  Press & Publicity deliverables updated 4.1.1 – 4.1.5
September 2019	16/09/19	ALL  SUMMARY OF DELIVERABLES  SECTION 2 – MATERIALS FOR COMPLIANCE  SECTION 4 -MATERIALS FOR PRESS & PUBLICITY	Required	References to TVT removed and Content Delivery inserted
January 2020	08/01/20	ACCESS SERVICES	Required	References to TVT removed and ITV Access services inserted