


ITV Access Services scripts

If you are creating a script for ITV Access Services, please follow the below guidelines:

1. Please insert the **ITV Production ID** as well as the **series** and **episode number/name** at the top of each page and, ideally, on the front page. *See example 001.*
2. Please create a clear grid format that separates the dialogue from the timecodes and production/speaker details. *See example 002.*
3. If a grid format is not possible, then dialogue **must** be on its own line. *See example 003.* Timecodes and speaker identifier should **not** be on the same line as the dialogue. *See example 004.*
4. Production/speaker information should be in capitals and/or bold. *See example 003.*
5. Sound labels should be in brackets. *See example 005.*
6. All dialogue typeface must be in the same weight. *See example 006.*
7. Remember full stops/punctuation, especially at the end of sentences.
8. Please ensure that all names are spelt correctly, as this is the spelling that will be used for subtitles.
9. Please always send your script in **.doc format** rather than PDF.
10. Please ensure that the filename for your script is the same as the **ITV Production ID**.

Example 001 – Programme information:



The Million Pound Cube
Series 10, Episode 1

A WILDCARD TV PRODUCTION

POST-PRODUCTION SCRIPT

DRN: 00:59:11
CLOCK ID: 10/0580/0001#001

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The Million Pound Cube – Series 10, Episode 1

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The Million Pound Cube
Series 10, Episode 1

TIME	GFX, CAPTIONS & SPEAKERS	DIALOGUE
10:00:00	PROGRAMME STARTS	
10:00:00	COMM GFX: IT'S BACK	The Cube is back!
10:00:02	PHILIP SCHOFIELD	Play the game.
10:00:03 10:00:05	COMM GFX: £1,000,000	And this time there's one million pounds on the line.
10:00:07	MO	Here we go.
10:00:08	MO	Who!
10:00:09	PHILIP SCHOFIELD	There is a lot of money at stake.
10:00:11	JASON	Phew

Example 002 – Grid format:

10:01:33	JASON	It's really quite intimidating actually.
10:01:35	PHILIP SCHOFIELD	And you are fans of the show, aren't you?
10:01:36	STEPHEN	Yeah.
10:01:37	JASON	I mean I love the show as a spectator. Stephen, what have you been doing in your garden the last few nights?
10:01:43	STEPHEN	I've had a bit of a setup. I've had the kids throwing balls at me. I took a pipe off the side of me house, I've been dropping things down it, trying to catch it and jumping over things, yeah.

Example 003 – Dialogue on separate line and speaker in uppercase:

10:03:13	<u>INT. COLIN'S HOUSE/CORRIDOR - NIGHT (FLASHBACK: MONDAY 5 AUGUST 1985)</u>
	Colin's house is a modest dwelling, decorated in a rough and ready bohemian style. A small party is underway, GUESTS scattered around, drinking, chatting, laughing .
10:03:14	CAPTION: Freddie Fox
10:03:18	CAPTION: Mark Addy
10:03:22	CAPTION: Gemma Whelan Mark Stanley
	Sheila and Colin make their way down the stairs.
10:03:26	CAPTION: Alexa Davies Cressida Bonas
	COLIN Let's get a drink, yeah?
	As Sheila and Colin make their way through, two 6 year old boys race up, tugging at their hands - DANIEL, sensitive and empathetic and NICHOLAS, taller, tougher, more confident.
	DANIEL/NICHOLAS Mummy!
	SHEILA Hello, my darlings.
	COLIN Ohhh, trouble trouble!
	NICHOLAS Mummy, daddy, we've got an art gallery, and we're selling drawings -

Example 004 – Timecodes and speaker should not be on same line as dialogue:

<p>10:00:00</p> <p>10:00:13 <i>Graphic: Tasmania.</i></p>		<p>10:00:05 Squizzy: We've decided to go fishing. We're going to head out to Pedra Branca and try and get ourselves out of financial hole.</p> <p>10:00:14 1. VO: SKIPPER SQUIZZY'S DEEP IN THE RED. DOWN A HUNDRED AND FIFTY THOUSAND DOLLARS IN REVENUE FOR THE MONTH.</p> <p>10:00:21 Squizzy: I've always said fishing's gambling and this time we ahh bet pretty big and we lost.</p>
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Example 005 – Sound labels:

<p>10:09:49</p>	<p>PHILIP SCHOFIELD</p>	<p>Yes, yes! (AUDIENCE APPLAUSE AND CHEERING)</p>
<p>10:09:55</p>		<p>(STEVE AND JASON LAUGHING)</p>

Example 006 – Avoid inconsistent typeface:

<p>01:06:51:10</p>	<p>Kierstan Maybe I should feed you one of those.</p>	
<p>01:06:53:12</p>	<p>Carrington Oh, okay, there we go.</p>	
<p>01:06:54:23</p>	<p>Kierstan Okay, let's do this. [LAUGHS] There we go.</p>	
<p>01:06:59:27</p>	<p>Narrator Looks like Carrington and Kierstan have strawberry fields forever, and Jeremiah and Rachel have a... magical mystery tour! Uh, that didn't work. Now, after being single for a whole 48 seconds, Tre Tre's trying again with Justine, but only after camera man, Tom, refocuses on the neon sign. Gorgeous.</p>	<p>This is in bold and therefore <u>inconsistent</u> typeface. Please avoid this.</p>
<p>01:07:24:22</p>	<p>Tre What if all of this stuff, like, happened for a reason? Like, what if things wasn't supposed to work out with who I picked and then things wasn't supposed to work out with who you picked? Not gonna lie to you, like I'm... I'm a open book and I'm real. Like, I kind of ruled you out first, you know, and I'm sure you probably did the same thing for me.</p>	