

ITV Studios

Finished Tape Standard Deliverable Checklist

This list represents the minimum delivery requirement for all titles provided to ITV Studios

Per Series

| Deliverable | Specification referencea | |
|---|--|--|
| | | |
| Loglines, Short synopsis & Long synopsis (additional English versions to be provided where the original language is not English). | Supplementary Delivery Specification | |
| 1 - 2 approved publicity images cleared for use in international print and online trade press by the 4th week of production. | | |
| Title treatments/Programme logo | | |
| Timecode locked picture edit in QuickTime MOV. H.264 1920 x 1080, 20Mbps format. | | |
| Key art/iconic image - non-scripted titles only | | |
| Gallery images / Specials - scripted titles (and if applicable, non-scripted titles) | | |
| Episodic images / Unit stills | | |
| Behind-the-scenes images | | |
| Clip or Promo | | |
| Electronic press kit - scripted titles only | | |

Please refer to ITV Studios delivery specification documents for further detail and guidance

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Per Episode

| Deliverable | Specification | Required by |
|---|--|-------------|
| Master programme | | |
| 1 x Pro Res 422 HQ File - Texted with textless backgrounds | ITV Studios Technical Delivery Spec | Section 4 |
| 1 x UHD HDR PQ or HDR HLG: Texted with textless backgrounds | | Section 4 |
| Quality assurance | QC tier 2 unless specified | |
| Technical Assessment eyeball report(s) | ITV Studios Technical Delivery Spec | Section 7 |
| Automated QC report(s) | | |
| Ancillary assets | | |
| Subtitles file (whether original language is English or other language) Format: English .pac or .stl | Supplementary Delivery Specification | Section 4 |
| Closed captions (when created for network) | | |
| Paperwork | | |
| Timecoded post production scripts must be provided in the original language, additionally to be provided in English where the original language is not English. | Supplementary Delivery Specification | Section 2 |
| End credits | | Section 2 |
| Short synopsis & Long synopsis in English (with additional original language version where original version is not English) | | Section 2 |
| Shooting script - scripted titles only | | Section 2 |
| Music cue sheet | | Section 2 |
| PasC form (where UK network show paperwork is submitted to Silvermouse or alternatively completed PasC form is sent to ITVS Studios Legal) | | Section 7 |

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| Legal documents | | | |
|--|--|-----------|--|
| E&O Certificate - only when producer is not ITV Studios majority owned | | Section 8 | Delivery Date |
| Chain of Title to all scripted titles | | Section 8 | Prior to signature of the Distribution Agreement |
| Publicity | | | |
| Episodic images / Unit stills | Supplementary Delivery Specification | Section 5 | Delivery date - 3 months |
| Behind-the-scenes images | | Section 5 | |

Updated May 2020

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