

RTÉ
Programme Specification Form

Headings:	Specifications:
Production Company	
Programme Title - <i>subject to change by RTÉ</i>	
Number of Episodes	
Episode Duration - <i>inclusive of main and end titles</i>	
Programme Genre	
Programme Reference Number (RTE commissioning)	
Proposed Broadcast Slot - <i>subject to change by RTÉ</i>	
Production Budget	
RTÉ Contribution	
Third Party Production Funding (<i>if applicable</i>)	
Synopsis of Programme Editorial Content - <i>to include details of creative, directorial, writer and design briefs and all elements of core content and style – interviews, GVs, written and visual archive, reconstructions if any (dialogue or non-dialogue, other stylistic features), narration or otherwise to be specified, music – composed or commercial, what style, other audio elements, any other visual elements including colour grading, shooting and editing style etc. Specify any distinct creative or content elements which are intended to be deployed in the production.</i>	
Source Material - <i>specify the source material for the Programme, the nature of such source material, the nature of the producer's access to, and corroboration of, such source material, and whether such source material and/or the use/reliance on it in the Programme is likely to involve public controversy and/or dispute.</i>	
Key Personnel (<i>as applicable</i>)	
<i>Executive Producer</i>	
<i>Series Producer</i>	
<i>Director</i>	
<i>Producer/Line Producer</i>	
<i>Key on-screen talent (including presenter(s), performers, contributors, cast)</i>	
<i>Any on-screen talent (including presenter(s), performers, contributors, cast) aged under 18</i>	
<i>Script Writer</i>	
<i>Key Advisors/Consultants</i>	
<i>Narrator/Voiceover Artist</i>	
<i>Casting Director (Drama & Comedy)</i>	
<i>Production Designer</i>	
<i>Celebrity Booker (Entertainment)</i>	
<i>Director of Photography or Cameraperson</i>	
<i>Editor</i>	
<i>Composer (if using music specially commissioned for</i>	

the Programme)	
<p>Legal</p> <p><i>Specify if any potential legal difficulties relating to the Programme and its production arising from such issues as the origin and use of the source material, rights clearance in respect of material to be used in the Programme, defamation, privacy, confidentiality, data protection, contempt of court, and surreptitious filming/recording.</i></p> <p><i>Specify the Producer's legal advisor(s) in respect of the Programme.</i></p> <p><i>Surreptitious filming/recording (tick applicable box)</i></p>	<p><i>No surreptitious filming / recording</i> <input type="checkbox"/></p> <p><i>There will be surreptitious filming/recording and the prior written approval of RTÉ has been obtained for such surreptitious filming/recording</i> <input type="checkbox"/></p>
Production Schedule	
<i>Length (incl. dates) of pre-production</i>	
<i>Period (incl. dates) over which shooting will take place</i>	
<i>Number of days filming</i>	
<i>Length of post-production (in weeks)</i>	
<i>Intervals at which cost statements to be delivered(where appropriate)</i>	
<i>Intervals at which programme editorial progress reports to be delivered (where appropriate)</i>	
<p>Viewing Arrangements Programmes will typically require a minimum of two viewings by RTÉ and the Programme needs to be in a potentially transmittable state at the first viewing. Edits are subject to such amendments as may be required by the RTÉ Commissioning Editor or his/her nominee</p>	
<i>Date of first viewing with Commissioning Editor</i>	
<i>Schedule of dates for subsequent viewings and RTÉ editorial sign off of final cut</i>	
<i>Date for delivery of proposed screen credits for RTÉ approval</i>	
Programme Delivery Date(s)	
<i>Programme broadcast files and tapes</i>	
<i>Programme rushes (if required by RTÉ)</i>	
<i>Promotional tapes, stills and any other promotional materials</i>	
<i>Promotional material for Programme website</i>	
<p>Programme Ancillary Rights Exploitation - <i>confirm that there has been a review by RTÉ and the Producer of potential for exploitation of ancillary rights such as programme sales rights, dvd rights, merchandising rights, publishing rights etc .</i></p>	

Interactive/Web - confirm that the Programme has been discussed with RTÉ publishing to review potential for interactive/web/mobile activities relating to the Programme.																												
Production																												
<i>Filming type</i>	<p>Please tick relevant box (es)</p> <table border="0"> <thead> <tr> <th></th> <th style="text-align: center;">Studio</th> <th style="text-align: center;">Location</th> </tr> </thead> <tbody> <tr> <td>Single-camera</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Second Unit</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Multi camera</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Pre-recorded</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Live</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>As-live</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Drone</td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other- please Specify</td> <td colspan="2" style="text-align: center;">_____</td> </tr> </tbody> </table>		Studio	Location	Single-camera	<input type="checkbox"/>	<input type="checkbox"/>	Second Unit	<input type="checkbox"/>	<input type="checkbox"/>	Multi camera	<input type="checkbox"/>	<input type="checkbox"/>	Pre-recorded	<input type="checkbox"/>	<input type="checkbox"/>	Live	<input type="checkbox"/>	<input type="checkbox"/>	As-live	<input type="checkbox"/>	<input type="checkbox"/>	Drone		<input type="checkbox"/>	Other- please Specify	_____	
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Access Services	<p>Please specify if your Programme will be delivered with the following:</p> <table border="0"> <tbody> <tr> <td>Subtitling</td> <td style="text-align: center;">Yes / No</td> </tr> <tr> <td>Irish Sign Language (ISL)</td> <td style="text-align: center;">Yes / No</td> </tr> <tr> <td>Audio Description (AD)</td> <td style="text-align: center;">Yes / No</td> </tr> </tbody> </table>	Subtitling	Yes / No	Irish Sign Language (ISL)	Yes / No	Audio Description (AD)	Yes / No																					
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Special Effects – specify range and scale of any special effects/CGI																												

<p>Geographical Location of Filming</p>	<p><u>Ireland</u></p> <p style="text-align: right;"><i>No of Days shooting</i></p> <p><i>Dublin based (within M50)</i> <input type="text"/></p> <p><i>Non-Dublin based</i> <input type="text"/></p> <p><i>Fixed location</i> <input type="text" value="No"/></p> <p><u>Foreign Filming</u></p> <p><i>Country</i> _____</p> <p><i>No of Days</i> <input type="text"/></p> <p><i>Hostile Environment</i> <input type="text" value="Yes / No"/></p>
<p>Health & Safety</p> <p><i>Confirm your company has a current Health & Safety Statement in place, that it is up to date and is in accordance with applicable Irish legislation, regulations, orders and codes and has been prepared by someone who has sufficient training, skills and knowledge appropriate to preparing that documentation, evidence of such training, skills and knowledge to be provided to RTÉ on RTÉ request.</i></p> <p><i>Confirm that proper management arrangements will be in place for managing risks associated with the production and that specific risk assessments will be done.</i></p> <p><i>N.B. Where children are involved, the production risk assessment must take account of their particular vulnerabilities which will include child protection issues (see Child Protection Policy & Procedures below).</i></p> <p><i>Specify any special potential health & safety risks related to the production e.g. any dangerous activities/stunts. Also specify what steps the Producer is taking to deal with such risks.</i></p> <p><i>Specify if it is intended to use drones for filming and, if so, what steps the Producer is taking as regards obtaining any necessary permissions and also dealing with any health & safety risks related to such drone usage.</i></p>	<p><i>Please tick to confirm:</i></p> <p><i>Please tick to confirm:</i></p> <p><i>Please tick to confirm:</i></p>
<p>Child Protection Policy & Procedures</p> <p><i>Specify if production (incl. shoot) involves children / young persons under 18 years of age. If “yes” confirm that you have a Child Protection Policy and</i></p>	<p><i>Please tick to confirm:</i></p>

<p><i>Procedures document in place, that it is up to date and is in accordance with all applicable Irish legislation, regulations, orders and codes and has been prepared by someone who has sufficient training, skills and knowledge appropriate to preparing that documentation, evidence of such training, skills and knowledge to be provided to RTÉ on RTÉ request.</i></p> <p><i>Specify details of the designated person in charge of child protection.</i></p> <p><i>Also, confirm that details of any shoot involving children / young person's will be included in the production risk assessment. The risk assessment should detail what arrangements are in place for their care and supervision and how these arrangements will be communicated to the appropriate parties.</i></p>	<p>Please tick to confirm:</p>
<p>RTÉ Programme Standards and Guidelines, RTÉ Journalism and Content Guidelines and RTÉ Child Protection Policy</p> <p><i>You confirm that you and the production team working on this production have read, are familiar with and will comply with the above RTÉ guidelines which are available at:</i></p> <p>https://about.rte.ie/commissioning/procedures-guidelines/</p>	<p>Please tick to confirm:</p>
<p>RTÉ Social Media Guidelines</p> <p><i>You confirm that you and the production team working on this production (including without limitation any on-screen talent) have read, are familiar with and will comply with the above RTÉ guidelines which are available at:</i></p> <p>http://www.rte.ie/commissioning/information_for_programme_makers.html</p>	<p>Please tick to confirm:</p>
<p>Specify if any special insurance cover is being taken out by the producer in addition to standard production insurance package (e.g. errors & omissions insurance; event cancellation insurance; key person insurance)</p>	
<p>Please outline any other issues that may affect production</p>	

Signed by
On behalf of the [Producer]

Signed by
[RTÉ Commissioning Editor / Group Head of Genre]

Signed by.....
[Deputy Director of Content / Director of Audiences, Channels & Marketing]

Any subsequent material change to the above agreed specifications must be agreed in advance with RTÉ and incorporated in a revised version of this Programme Editorial Specification Form.