

RTÉ

Programme Specification Form

<b>Headings:</b>	<b>Specifications:</b>
<b>Production Company</b>	
<b>Programme Title</b> - <i>subject to change by RTÉ</i>	
<b>Number of episodes</b>	
<b>Episode duration</b> - <i>inclusive of main and end titles</i>	
<b>Programme genre</b>	
<b>Programme reference number</b>	
<b>Proposed broadcast slot</b> - <i>subject to change by RTÉ</i>	
<b>Production Budget</b>	
<b>RTÉ contribution</b>	
<b>Third party production funding</b> ( <i>if applicable</i> )	
<b>Synopsis of Programme editorial content</b> - <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>	
<b>Source material</b> - <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>	
<b>Key Personnel</b> ( <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 &amp; Comedy)</i>	
<i>Production Designer</i>	
<i>Celebrity booker (Entertainment)</i>	
<i>Director of Photography or Cameraman</i>	
<i>Editor</i>	
<i>Composer (if using music specially commissioned for the Programme)</i>	
<b>Legal</b> - <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, contempt of court, and surreptitious filming/recording. Specify the <b>Producer's legal advisor(s)</b> in respect of the Programme. In the case of any surreptitious filming/recording, confirm that the prior approval of RTÉ has been obtained for such filming/recording</i>	Please tick box to confirm: <input data-bbox="1109 1966 1212 2011" type="checkbox"/>

<b>Production Schedule</b>	
Length (incl. dates) of pre-production	
Period (incl. dates) over which shooting will take place	
Number of days filming	
Length of post-production (in weeks)	
Intervals at which cost statements to be delivered (where appropriate)	
Intervals at which programme editorial progress reports to be delivered (where appropriate)	
<b>Viewing Arrangements</b>	
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	
Date of first viewing with Commissioning Editor	
Schedule of dates for subsequent viewings and RTÉ editorial sign off of final cut	
Date for delivery of proposed screen credits for RTÉ approval	
<b>Programme Delivery Date(s)</b>	
Programme broadcast tapes	
Programme rushes (if required by RTÉ)	
Promotional tapes, stills and any other promotional materials	
Promotional material for Programme website	
<b>Programme ancillary rights exploitation</b> - 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	
<b>Interactive/Web</b> - confirm that the Programme has been discussed with RTÉ publishing to review potential for interactive/web/mobile activities relating to the Programme	

<b>Production</b>																									
Filming type	<p>Please tick relevant box (es)</p> <table> <thead> <tr> <th></th> <th>Studio</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Single-camera</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Second Unit</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Multi camera</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pre-recorded</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Live</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>As-live</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other- please specify</td> <td colspan="2">_____</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"/>	Other- please specify	_____	
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Location/Studio Shooting	Number of location days: _____ Number of studio days: _____																								
Shooting format (including aspect ratio)	<table> <tbody> <tr> <td>DV</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Digi</td> <td><input type="checkbox"/></td> </tr> <tr> <td>HD</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Super 16mm</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other - please state</td> <td>_____</td> </tr> <tr> <td>Aspect ratio</td> <td>_____</td> </tr> <tr> <td>All Colour</td> <td>Yes/No</td> </tr> </tbody> </table>	DV	<input type="checkbox"/>	Digi	<input type="checkbox"/>	HD	<input type="checkbox"/>	Super 16mm	<input type="checkbox"/>	Other - please state	_____	Aspect ratio	_____	All Colour	Yes/No										
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<p><b>Other technical requirements</b></p>	<p>Satellite links                      Yes / No  Interactive                                Yes / No  Online i.e. Web-based                Yes / No  Details                                        _____</p>
<p><b>Special Effects – specify range and scale of any special effects/CGI</b></p>	
<p><b>Geographical location of filming</b></p>	<p><b><u>Ireland</u></b></p> <p style="text-align: right;">No of Days shooting</p> <p>Dublin based                            <input type="text"/> (within M50)</p> <p>Non-Dublin based                      <input type="text"/></p> <p>Fixed location                          Yes / No</p> <p><b><u>Foreign Filming</u></b></p> <p>Country                                  _____</p> <p>No of Days                              <input type="text"/></p> <p>Hostile Environment                Yes / No</p>
<p><b>Health &amp; Safety</b>  Confirm your company has a current Health &amp; Safety Statement in place, and that a copy has been furnished to RTÉ.  Confirm that proper management arrangements will be in place for managing risks associated with the production and that specific risk assessment details will be provided to RTE as they become available.  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 &amp; Procedures below)  Specify any special potential health &amp; 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.</p>	<p>Please tick box to confirm:        <input type="checkbox"/></p> <p>Please tick box to confirm:        <input type="checkbox"/></p>
<p><b>Child Protection Policy &amp; Procedures</b>  Specify if production (incl. shoot) involves children / young persons under 18 years of age. If “yes” confirm that you have an adequate Child Protection Policy and Procedures document in place which has been supplied to RTÉ, including details of the designated person in charge of child protection. Also, confirm that details of any shoot involving children / young persons 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.</p>	<p>Please tick box to confirm:        <input type="checkbox"/></p> <p>Please tick box to confirm:        <input type="checkbox"/></p>
<p><b>RTÉ Programme Standards and Guidelines, RTÉ Journalism Guidelines and RTÉ Child Protection Policy</b>  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:</p>	<p>Please tick box to confirm:        <input type="checkbox"/></p>

<a href="http://www.rte.ie/commissioning/information_for_programme_makers.html">http://www.rte.ie/commissioning/information_for_programme_makers.html</a>	
<b>RTÉ Social Media Guidelines</b> <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> <a href="http://www.rte.ie/commissioning/information_for_programme_makers.html">http://www.rte.ie/commissioning/information_for_programme_makers.html</a>	Please tick box to confirm: <input data-bbox="1129 271 1235 327" type="checkbox"/>
<b>Specify if any special insurance cover is being taken out by the producer in addition to standard production insurance package (e.g. errors &amp; omissions insurance; event cancellation insurance; key person insurance)</b>	
<b>Please outline any other issues that may affect production</b>	

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.***