

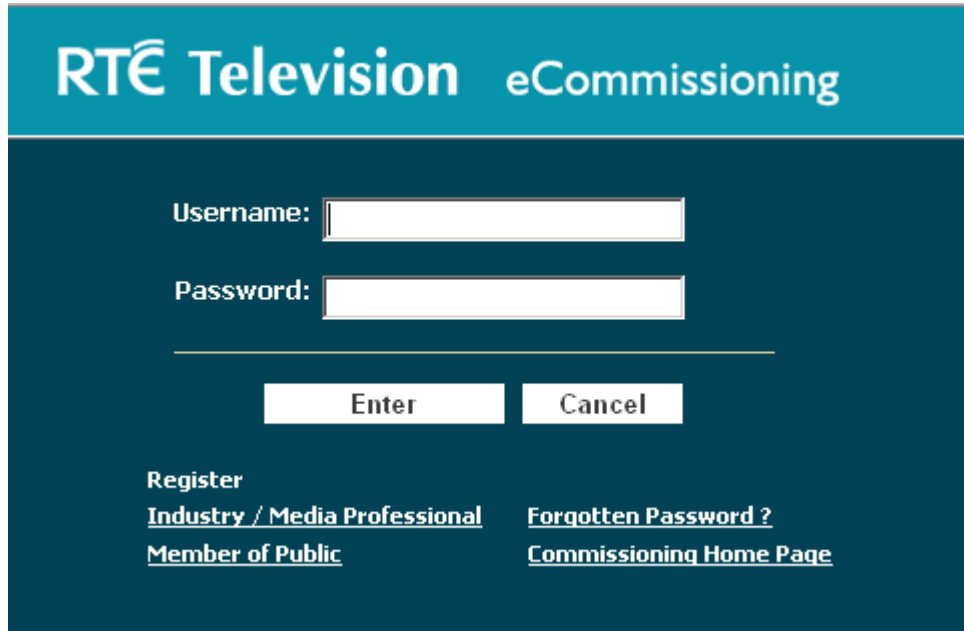
RTÉ eCommissioning

A Guide to Submitting a Proposal

Accessing eCommissioning

Access the system at www.rte.ie/commissioning

Enter user name and password



The screenshot shows the login interface for RTE Television eCommissioning. It features a teal header with the text 'RTÉ Television eCommissioning'. Below the header, there are two input fields: 'Username:' and 'Password:'. A horizontal line separates the input fields from the 'Enter' and 'Cancel' buttons. At the bottom, there are links for 'Register', 'Industry / Media Professional', 'Member of Public', 'Forgotten Password?', and 'Commissioning Home Page'.

RTÉ Television eCommissioning

Username:

Password:

[Register](#)
[Industry / Media Professional](#) [Forgotten Password ?](#)
[Member of Public](#) [Commissioning Home Page](#)

Accessing the proposal form

Click **New Submissions**, this will take you to the **Log A Proposal** screen

RTÉ Television eCommissioning

You are currently logged in

[To Do List](#) [Watch List](#) [New Submissions](#) [Admin](#)

» [To Do Filters](#)

« « ▶ ▶ Page 1 (1 page / 0 folders)

ID	Subject	Updated	Stage	Priority	Deadline
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Accessing the proposal form

RTÉ Television eCommissioning You are currently logged in

To Do List Watch List New Submissions Admin

› [New Submissions](#)

› Forms (1)

Category	Action	Description
eCommissioning	Create a proposal	Submit proposals to be considered for

Click on the **eCommissioning** link to open the proposal form

The proposal form

Mandatory fields are outlined in **RED**

Cancel will close without saving

Click **Save Proposal** when complete

Select **genre** AND **programme category** here the category list will be updated based on the genre you pick

OR if you are responding to a specific **tender**, select here

Enter **programme title** here

Input a short snappy summary here

The **Project Outline** is where you can explain your full programme proposal (1 page A4 max)

Submitting Your Proposal

Programme Genre: **Factual** OR Tender:

Programme Category: **Popular Documentaries**

Details Of Your Proposal

Programme Title (maximum 30 characters): **Pimp my Tadhg**

Programme Description (e.g. TV Guide Billing): **Fashion makeover show where women get a chance to makeover their make partner or sibling and bring them up to date.**

Project Outline (summary pitch, incl. content and style details plus format, if any): **This programme will not only take the man out of the bog, participants will have to take the bog out of the man. Manure covered wellies, snorkel jackets and holey jumpers will be replaced by up to date and available fashions. Programme will showcase make fashion as found in regional outlets. Participants will compete to win a South American dream holiday.**

N.B. Not more than one page to be used - larger submissions may be rejected without assessment.

Buttons: **Save Proposal**, **Cancel**

The proposal form

Proposed **talent** and production staff where known

Specific **timing** or events eg: Christmas, Ryder Cup 2006

If a series has already been commissioned previously please indicate what number is proposed here

Episodes and **duration** must be entered here

Enter total **budget**, expected RTE contribution and other funding here

Where the proposal exceeds the advertised amount explain here

Please tick if suitable for **BCI** (note link to BCI website)

Please include title, reference and genre when sending in material

Time sensitive / Themed or Related Event

On-screen talent proposed or confirmed

Key Production Personnel

Number of Episodes Episode Duration Series Number

Total Estimated Budget Proposed RTE funding Other Sources of Funding

N.B. Where the proposal exceeds advertised amount, explain here, indicating added value.

Tick if this idea is suitable for BCI funding. For further details on BCI funding click [here](#).

Tick if additional material needs to be sent by post. See acknowledgement email for further details.

Tick if this idea has been previously submitted in its current or similar form to RTE.

The proposal form : drama requirements

When you have saved your document, additional options will appear on your screen.

For drama submissions, you will need to add some additional information

The screenshot shows a web browser window titled "RTÉ Television eCommissioning - Microsoft Internet Explorer". The page has a teal header with the logo and navigation tabs for "Proposal Submission" and "Drama Info Submission". The main content area is titled "Submitting Your Proposal" and includes a "Print" button and a red instruction: "Select Add Drama Info at the bottom to provide further details before submitting." Below this are three dropdown menus: "Programme Genre" (set to "Drama"), "Tender" (empty), and "Programme Category" (set to "General"). The "OR" text is positioned between the "Programme Genre" and "Tender" dropdowns. At the bottom, a section titled "Details Of Your Proposal" contains four buttons: "Amend Proposal", "Add Drama Info", "Submit to RTE", and "Delete". A "Close" button is located in the bottom right corner of the form area.

Select **Amend Proposal** to update the current page

Select **Add Drama Info** to add information required for drama programmes

The proposal form : drama requirements

Provide details of channel and target audience for the submission

Outline and premise

Distinctiveness for target audience

Describe and attach the supporting materials available (please do not attach scripts at this stage)

Drama Information


[Save Proposal](#)
[Cancel](#)

Please indicate intended channel and target audience (age, profile and gender, etc.)

Please briefly outline the premise for your story idea. This should clearly explain the concept and include a short tagline.

What makes this project distinctive for its target audience?

Please provide details of any available supporting materials (research documents, published fiction, etc.). Please indicate if draft scripts already exist. Please do not include with this submission.

 Click to add an attachment

Please attach word-processor or spreadsheet files only (not exceeding 1MB in size)

The proposal form : drama requirements

Insert a detailed proposal outline here as described. You may cut and paste from another document, but please note that certain formatting may not copy fully.

To insert attachments click on the relevant attachment symbol, browse to your file, highlight and select **Upload**

Please outline your proposal. This should give a full but brief account of the storyline, i.e. tell all the story including the ending, and give a strong indication of the central character's profiles. This should not extend beyond two sides of A4.

Please attach resumes of the producer, writer, script editor and director, if available (click on a clip to browse and attach the document).

Please attach word-processor files only (not exceeding 1MB in size)

Resume 1 Resume 2 Resume 3 Resume 4

Document Reference

Select a file

Browse...

Cancel Upload

Resumé 1 has now been attached as shown

Don't forget to Save!

Amending your proposal

So far you have input and saved your proposal.

Now you must submit it to RTE, after checking it of course!

RTE Television eCommissioning You are currently logged on as

[To Do List](#) [Watch List](#) [New Submissions](#) [Admin](#)

» [To Do Filters](#)
» eCommissioning (1)

ID	Subject	Updated	Stage	Priority	Deadline	Message
00100238	Pimp my Tadhg	13/07/2007 10:51:58	Draft Proposals	9	31/08/2007 12:00:00	Proposal Logged

Click **To Do List** to work on your proposal

Highlight and select the Proposal you wish to update or submit

Proposal status is logged, but not yet submitted

Amending your proposal

You are now given several options on your screen

RTÉ Television eCommissioning - Microsoft Internet Explorer

Proposal Submission Drama Info Submission

RTÉ Television eCommissioning

Submitting Your Proposal

Select Add Drama Info at the bottom to provide further details before submitting.

Print

Programme Genre OR Tender

Drama

Programme Category

General

Details Of Your Proposal

Amend Proposal Add Drama Info Submit to RTE Delete

Close

Selecting **Amend Proposal** will return you to the proposal screen to make any changes

Print will create a printable HTML document for your files

Submitting your proposal

[To Do List](#) [Watch List](#) [New Submissions](#) [Admin](#)

» [To Do Filters](#)
» eCommissioning (1)

« « Page 1 (1 page / 1 folder)

ID	Subject	Updated	Stage	Priority	Deadline	Message
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Use the **To Do List** to access the proposals you have created

Select the proposal you wish to submit by clicking on it

On the bottom of the new screen, click on the **Submit to RTE** button

« Amend Proposal Submit to RTE Delete » Close

Submitting your proposal

You will be given a final chance to amend your proposal
Once a proposal has been submitted, it can NOT be edited

You must accept RTÉ's
terms and conditions

Click **Cancel** to cancel the submission. It will still be saved in your **To Do List**

Click **Yes** to submit the proposal to RTÉ

RTÉ Television eCommissioning - Microsoft Internet Explorer

RTÉ Television eCommissioning

Tick to confirm acceptance of our terms and conditions and click Yes to submit your proposal

Print

Yes Cancel

Programme Genre OR Tender

Factual

Programme Category

Popular Documentaries

Details Of Your Proposal

Programme Title (maximum 30 characters)

Viewing your Submission

Click **Admin**

[To Do List](#) [Watch List](#) [New Submissions](#) [Admin](#)

› [Admin](#)

› Forms (1)

◀ ▶ Page 1 (1 page / 1 form)

Category	Action	Description
eCommissioning Management	My Proposals Status	Display status of your submitted proposals

Use **eCommissioning Management** to access previously submitted proposals

Viewing your Submission

RTÉ Television eCommissioning - Microsoft Internet Explorer

RTÉ Television eCommissioning

My Proposals Status

Page 1 of 1

Title	Reference	Submitted On	Current Status
Pimp my Tadhg	00100177	12/07/2007	Acknowledged

Cancel Save and Close

Click on the proposal you wish to view

Save and close to close this window