


Delivery items February 2024

Identify your [BBC programme delivery contact](#)

ASSET:	DELIVERY DETAILS & DESTINATIONS:
DURING PRODUCTION:	
Facilities House Letter: (not required for Children's)	Email to BBC business affairs contact.
	On BBC approved template:
	

Additional photography

- < A minimum of 20 behind-the-scenes images showing key cast and production crew across all episodes.
- < Artists in hair and make-up (especially for anything particularly ambitious eg prosthetics).
- < Clean (ie not featuring cast) back-plates of key locations/sets for later art-working.
- < The minimum digital file size of each image should be 45MB uncompressed.

Artwork

- < Title treatment/programme logo as a transparent layered file.
- < The Primary Font • based on logo or subheading (NB Font must be cleared for all marketing and publicity use without additional payment by the BBC).

[Please also follow this link to view additional general picture requirements, style-guides and tools.](#)

Publicity Stills DRAMA (WHEN RELEVANT TO THE COMMISSIONING GENRE):

Unless otherwise agreed with a BBC Pictures representative you are required to deliver:

Iconic/key art photography

- < An iconic image that best represents the whole series for a BBC Audience.
- < The iconic image/key art should be delivered in both landscape and portrait format. If this image is a digital artwork then a layered file must be provided. Creative concepts with briefs will be provided to and agreed with Production by BBC Pictures.
- < Gallery or special shots that are generic in nature of each character on their relevant sets/locations – a minimum of 5 frames per character.
- < A range of set-up shots of all of the major characters (single portraits and full length shots in costume and make up) against a plain background to allow later art-working - a minimum of 5 frames per character.
- < Minimum digital file size 60MB uncompressed.
- < RAW and high res JPEG versions of all images are required.
- < An adequate amount of time (agreed with BBC Pictures) should be set aside within the shooting schedule for shooting the BBC Pictures Iconic, with key cast (with key cast being agreed between BBC Pictures and production).

Unit stills per episode

- < A minimum of 20 varied stills per episode:
- < Comprised of a selection of key moments/action points, characters and key relationships. Images to capture key cast in moments that are drama-filled, intriguing and engaging.
- < Action shots should clearly display the face(s) of all main characters.
- < Main characters, individually and collectively, within settings which are significant to the storyline.
- < To be delivered in a mix of landscape and portrait formats.
- < The minimum digital file size of each image should be 45MB uncompressed.
- <

Artwork

- < Title treatment/programme logo as a transparent layered file.
- < The Primary Font • based on logo or subheading (NB Font must be cleared for all marketing and publicity use without additional payment by the BBC).

[Please also follow this link to view additional general picture requirements, style-guides and tools.](#)

Publicity Stills DAYTIME (WHEN RELEVANT TO THE COMMISSIONING GENRE):

Unless otherwise agreed with a BBC Pictures representative you are required to deliver: For series

Iconic/key art photography

- < One image that best represents the whole series for a BBC Audience.
- < *The iconic image/key art should be delivered in both landscape and portrait format. If this image is a Digital Artwork then a layered file must be provided.*
- < Gallery or special shots that are generic in nature of all major characters/presenters/contributors on their relevant sets/locations – a minimum of 3 frames per character.
- < Minimum digital file size 35MB uncompressed.

Unit photography

- < Between 8 - 15 varied stills that include main characters/presenters/contributors within settings significant to the programme content.
- < Minimum digital file size 35MB uncompressed.

For one off programmes

- < Between 8 - 15 varied stills that include main characters/presenters/contributors within settings significant to the programme content including a group shot if relevant.
- < Minimum digital file size 35MB uncompressed.

Artwork

- < Title treatment/programme logo as a transparent layered file.
- < The Primary Font • based on logo or subheading (NB Font must be cleared for all marketing and publicity use without additional payment by the BBC).

[Please also follow this link to view additional general picture requirements, style-guides and tools.](#)

Publicity Stills COMEDY (WHEN RELEVANT TO THE COMMISSIONING GENRE):

Unless otherwise agreed with a BBC Pictures representative you are required to deliver:

Iconic/key art photography

- < An iconic image that best represents the whole series for a BBC Audience.
- < The iconic image/key art should be delivered in both landscape and portrait format. If this image is a digital artwork then a layered file must be provided. Creative concepts with briefs will be provided to and agreed with Production by BBC Pictures.
- < Gallery or special shots that are generic in nature of each character on their relevant sets/locations – a minimum of 5 frames per character.
- < A range of set-up shots of all of the major characters (single portraits and full length shots in

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- < Main characters, individually and collectively, within settings which are significant to the storyline. If the programme is a contest format, then episode specific images of presenters (not featuring contestants) and all featured contributors/contestants should be provided for each episode.
- < To be delivered in a mix of landscape and portrait formats.
- < Minimum digital file size 45MB uncompressed per image.

Additional photography for live action

- < Behind-the-scenes images showing key cast and production crew across all episodes.
- < Artists in hair and make-up (especially for anything particularly ambitious e.g. ambitious)

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upload:

Uploaded files named as follows: ProgrammeName_ep# (eg EastEnders_ep1) NOT FD38429389/01

Titles should also include the series number ie S4 (series four)
Titles should not be too long and can be abbreviated where necessary

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- < Please confirm that the content has been watched in full and is signed off as compliant with the BBC's Editorial Guidelines and Online Guidelines.
- < Programme clip name (per delivery requirements)
- < Programme title/series no
- < Episode number/UID
- < A 90 character clip description
- < Senior production sign off (at producer level or above)
- < Name of commissioning editor

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Copy for retention (Programme Copy):	The Producer shall retain a copy of the Programme in accordance with General Term 11.
TV compliance form:	<p>Send to BBC programme delivery contact via PTK Compliance.</p> <p>Duly signed by Executive Producer named in the Commissioning Specification.</p> <p>Information and how to submit via PTK Compliance can be found on the Production and delivery website.</p>
Audio Stems/Split Tracks: (for BBC Three or as requested)	<p>Contact the BBC programme delivery contact to discuss delivery.</p> <p>Please also contact Content Delivery Operation for Media Shuttle setup.</p> <p>Alternative (Split-track) audio mixes delivered as BWF (sometimes called 'B-WAV') files.</p> <p>Information on how to deliver and technical requirements can be found on the Production and delivery website.</p>
WITHIN V	

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	password protect it before emailing to recipient. Please then email the password separately.
WITHIN SIX WEEKS OF DELIVERY OF THE FINAL EPISODE:	
Albert Carbon Action Plan Approved Email:	Email to BBC programme delivery contact. Information on sustainability can be found on the Production and delivery website .
Albert Final Carbon Footprint Approved Email:	Email to BBC programme delivery contact. Information on sustainability can be found on the Production and delivery website .

A step by step guide to delivering a programme to the BBC including all forms, documents, specifications, publicity assets and contacts can be found on the [Production and delivery website](#).