

DELIVERY REQUIREMENTS FOR BBC ALBA PROMOTIONS

Producers are contractually obligated to deliver ONE promo PER single one-off programme. Longer series *could* require up to 3 promos, but this will be agreed with the presentation team ahead of delivery. All promo materials should be delivered **6 weeks before transmission** of the programme, or sooner if possible. A delivery date will be issued by the presentation team. If, for any reason, you have problems meeting this deadline please contact kathryn.macleod@mgalba.com. Any deviation from the 6 week deadline must be agreed in writing by the presentation team.

As a general rule, promotions should be suitable for transmission pre-watershed. Any plan to vary from this should be discussed beforehand.

Promos should be **30 seconds** duration, but there can be room for negotiation on this with the presentation team ahead of delivery.

All promos should be delivered with:

- An AAF file (all audio, including voiceover)
- A voiceover script, complete with **FINAL** programme title
- a completed Music Reporting Form
- a Promo Compliance form, signed by the producer.

NB - All promotions will have to pass a technical review. In the case of failure, or failure to conform to any of the delivery requirements in this document, amended promos should be delivered A.S.A.P. **Failure to meet this requirement could result in delivery payments to producers being delayed or withheld.**

EDITORIAL

- Each submission must begin and end with a straight video cut. NO fades up from, or especially down to, black.
- All material should be untreated with video effects and graphics (including subtitles). Colour grading, except as this accurately reflects the grade or look of the corresponding programme, should also be avoided.
- Promos should NOT feature video from the programme title sequence.
- Following delivery, all promos will be finished by the addition of the BBC ALBA custom matte transition and information graphic. To facilitate this, please observe the following technical requirements:
 - The **final image** should not feature the title graphic of the programme; it should be a stable image (no camera movements); it should last **6 seconds**, and should contain a **focal point to the right of frame**. E.g. if the promo is 30sec duration, the final shot should come in at 24secs.
 - The cut to the final shot should include no dissolves or wipes.

AUDIO STANDARDS

All submissions should be accompanied with a matching AAF or OMF. If an OMF is supplied please ensure it's an OMF 2.0.

This should feature all audio as separate elements, and all media embedded within the AAF/OMF, as 24 bit, 48khz WAVs with 100 frame handles on the media. All audio must be untreated by effects.

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Accompanying voice overs should be recorded in a suitable booth or studio. Audio should be recorded with no dynamic compression, as 24bit, 48Khz WAV.

VIDEO STANDARDS

All promos must be delivered in the following format;

- MXF AVC Intra 100 (Op1-a)
- HD (1920 x 1080)
- 25 frames per second
- Interlaced (50i) upper field first
- Square pixel aspect ratio

Any audio embedded in the video file, will only be used for reference, not for broadcast.

All video must adhere to the BBC Technical guidelines as specified in Section 1 of the link below,

<http://dpp-assets.s3.amazonaws.com/wp-content/uploads/specs/bbc/TechnicalDeliveryStandardsBBCFile.pdf>

VOICEOVER

All producers should record their own voiceover, but we will accept a script to be recorded by BBC ALBA's presentation team in some cases.

All promo voiceovers should end with the following information in the following order:

PROG TITLE
DAY
TIME
CHANNEL (BBC ALBA)

For example : *Prògram: Diluain aig deich air BBC ALBA*

Voiceovers should be delivered with four versions:

TX weekday

a-màireach or **an-ath-oidhch'** (tomorrow or tomorrow evening)

an-diugh or **a-nochd** (today or tonight)

a dh'aithghearr (soon)

Please note the following naming convention:

- **a-màireach** should be used for programming which will transmit **before 1900**
- **an-ath-oidhche** for programmes transmitting **after 1900**

DELIVERY

Promos will be delivered to MGALBA's onsite FTP, below is the info;

HOST: <ftp01.mgalba.com>

USER: promo_delivery

PASS: Mgalba!Delivery18

We recommend the use of an FTP transfer manager such as Filezilla.

PLEASE ENSURE YOUR PROMO IS CORRECTLY IDENTIFIED WITH PROGRAMME TITLE & EPISODE NUMBER (IF APPLICABLE).

All promo content must comply with the BBC Editorial & Technical Guidelines, For full info, visit:

www.bbc.co.uk/guidelines/dq/contents/television.shtml & www.bbc.co.uk/editorialguidelines/