

DELIVERY MATERIALS
(ALL GENRES)

The Delivery Materials mean each of the following:

PROGRAM MATERIALS:

(a) **File delivery:**

Where HD file delivery is the specified Delivery Format:

- MXF (OP1a) AVC-Intra HD 100Mbit/s 1080i50 or Apple Pro Res 422 (HQ) HD 1080i50, 16:9FH, 25 fps, texted with textless elements, Full Mix Stereo on Tracks 1 & 2 and M&E on Tracks 3 & 4; and
- in accordance with the Technical Specifications available at http://www.abc.net.au/tv/independent/doc/delivery_specification_for_standard_definition_and_high_definition_programs_as_files.pdf [Note Open Captions must comply with the Technical Specifications];
- Aspera upload is the program file transfer delivery method to Australian Broadcasting Corporation. Only the Program file is to be delivered via Aspera upload. All other Delivery Materials must be delivered separately as per the specifications below.

Where SD file delivery is the specified Delivery Format:

- MXF (OP1a) IMX SD D-10 50Mbit/s 576i50 or Apple Pro Res 422 (HQ) SD 576i50, 16:9FH, 25 fps, texted with textless elements, Full Mix Stereo on Tracks 1 & 2 and M&E on Tracks 3 & 4; and
- in accordance with the Technical Specifications available at http://www.abc.net.au/tv/independent/doc/delivery_specification_for_standard_definition_and_high_definition_programs_as_files.pdf [Note Open Captions must comply with the Technical Specifications]
- Aspera upload is the program file transfer delivery method to Australian Broadcasting Corporation. Only the Program file is to be delivered via Aspera upload. All other Delivery Materials must be delivered separately as per the specifications below.

- (b) a document setting out all information relating to the transmission of the Program, including the title, episode number, mode of original recording, names of the director and producer, duration, completion date, opening cue and closing cue (files to be provided as Word and PDF and PC formatted);
- (c) One (1) preview file of each episode of the Program provided on a hard drive (PC & MAC formatted) or via a downloadable link to the file/s - H.264 format MP4, 1920x1080 pixels, aspect ratio 1:1 square pixels, progressive, 25 frames per second, max bitrate & target bitrate 5Mbps, VBR, 1 pass.
- (d) Digital Content Materials (other than Social Media Materials) where specified in the Contract Details - High Resolution video files (technical specifications to be advised by the ABC) delivered on external hard drive (PC & MAC formatted) or provided by download (to be agreed);
- (e) One (1) Copy of theme music as MP3 File provided on disc;
- (f) Clean dialogue tracks (SFX & music not required) for the Program, provided as .wav files on disc and in addition, clean audio stems for promotional use; and
- (g) a copy of all other Ancillary Content of the Program, if requested by the ABC.

The following documentation to be provided on a hard drive (PC & MAC formatted) or via a link to a cloud based storage system (files to be provided as Word and PDF and PC formatted):

- (h) One (1) copy of post-production scripts provided;
- (i) For Factual and Documentary/Arts programs, annotated scripts for the Program to be delivered to the ABC commissioning editor by rough cut, with updates for any subsequent additions to the program to be provided by picture lock and on delivery. The scripts must be annotated to include at least two substantiating sources confirming accuracy of each factual assertion made in the Program (unless otherwise approved in writing by the ABC). Please see Guidance Note on Annotated Scripts for more detailed information, available at: <https://www.abc.net.au/independent/contracting-delivery/14112066>;
- (j) Completed ABC TV On Screen Portrayal Form (**OSPF**) available at: http://www.abc.net.au/tv/independent/doc/ABCTVOnandOffScreenDiversityPortrayalForm2016_Updated_22-11-2017.pdf;
- (k) List of any indigenous creatives and on-screen talent involved with the Program;
- (l) Music cue sheets setting out: (i) the titles of the compositions, the position in the soundtrack, duration of the compositions, and the name of the owners of copyright and the name and address of the arranger(s) and of the publisher(s) of the compositions if published; and (ii) the track titles of the sound recordings, the position in the soundtrack, duration used of the sound recordings, the catalogue numbers and the name of the record labels;
- (m) One completed (1) copy of copyright licences and clearance documentation, including all writers' contracts, performer's agreements, music commission agreements, release forms for persons appearing in the Program and all other copyright documentation. The Producer must provide a list of all performers and writers contributing to the Program. The Producer must include the following matters in relation to all copyright contracts and clearance documentation it obtains:
 - (i) identify material;
 - (ii) owner of material;
 - (iii) name and contact details of person for whom clearance obtained;
 - (iv) purpose for which material cleared;
 - (v) territory for which material cleared;
 - (vi) any limitations or other terms in relation to use of the material;
 - (vii) details of the negotiated fees and any other amounts payable to writers and actors to enable exploitation of the Program in any form; and
 - (viii) such other information to enable the ABC to clear further underlying rights in the Program;
- (n) Certificate of currency for errors and omissions insurance where such insurance is specified in the Insurances listed in Schedule 1
- (o) Final list of credits provided as a Word document. If additional credits are to be included on the Program webpage, these must be provided as a separate "clean" Word document.

PUBLICITY MATERIALS (MARKETING ASSETS):

Publicity Materials

- (p) For all programs, a Word document of a first class professional standard to be delivered in electronic copy (on hard drive or USB thumb drive (PC & MAC formatted)) or by File Transfer Protocol (FTP) (via Dropbox, Google Drive,

WeTransfer, Hightail, or any other cloud-based file-sharing service) no later than eight (8) weeks after completion of principal photography and in any event no later than 6 weeks prior to the Delivery Date (or where staggered delivery is agreed in Schedule 1, the first Delivery Date) (unless required earlier as specified) comprising:

- (i) in the case of Drama programs, prior to the commencement of principal photography, an 'in production' press kit, including series synopsis/overview, key cast biographies, and production details, to assist with on-set media visits where applicable;
- (ii) a detailed synopsis of the Program (or series overview) consisting of a minimum of 400 words (equivalent to one A4 page);
- (iii) a description of the Program (or overview of the series) that is equivalent to a maximum of 225 characters including spaces, and does not include the title of the program (for use in the EPG);
- (iv) a one line (20-25 words) description of the Program;
- (v) a detailed synopsis of each episode (if applicable) consisting of a minimum of 250 words (equivalent to half an A4 page) per episode;
- (vi) a description of each episode (if applicable) that is equivalent to a maximum of 225 characters including spaces and does not include the title of the Program (for use in the EPG);
- (vii) a one line (20-25) description of each episode (if applicable);
- (viii) background production and 'making of' notes, which may include stories or incidents which occurred during the making of the Program, consisting of a minimum of 250 words (excluding animation programs), where requested;
- (ix) up-to-date biographies of the Producer/Director and Key Creatives plus a program maker's personal statement regarding the Program consisting of a minimum of 250 words (equivalent to half an A4 page), where requested;
- (x) up-to-date biographies of Key Cast/Key Talent/Voice Talent, including quotes and comments regarding the Program;
- (xi) a list of agreed talent/featured expert social media accounts and profiles, where requested;
- (xii) character descriptions of major characters of the Program, minimum 250 words (equivalent to half an A4 page) per character, where requested;
- (xiii) in the case of documentaries/dramatised documentaries, accurate background information for the Program (i.e. pertinent historical facts, including a timeline or statistics where useful, information on the region or further information on the subject) consisting of a minimum of 400 words (equivalent to one A4 page);
- (xiv) key bibliographic references in any media (e.g., book, film or web), where requested;
- (xv) any graphics material available including title graphics, composite images from title sequences, maps, sales brochures or video, to be delivered in jpeg format;
- (xvi) mobile phone and email contact details and/or website address of the production company or filmmaker and (if applicable) useful links to relevant websites, agents for key cast, unit publicist (of applicable);
- (xvii) credit line for the Program as a whole, together with copies of all logos, to be used in publicity, crediting production companies and any other funding partners as required to meet the Producer's contractual obligations in relation to credits;

- (xviii) credit line to be used in publicity, crediting cast, creative personnel and members of the production team as required to meet the Producer's contractual obligations in the relation to credits;
- (xix) such other promotional material relating to the Program as the producer may have available;

Photography

- (q) A sample of unit photography must be supplied to the ABC as a preview of the style being used within five (5) days of principal photography for approval by the ABC. The Producer must supply photographic material of a first class professional standard, by an ABC approved photographer, shot on digital camera with the images in JPEG format (no less than 300 dpi resolution, dimensions to be not less than A4 size) and the file for each photo to be captioned (e.g. program name_ actor_ character_ episode #), to be pre-approved by cast and crew as required and delivered no later than eight (8) weeks after completion of principal photography, and in any event no later than four (4) weeks prior to the Delivery Date comprising:

For Narrative and Entertainment programs:

- (i) **taken at a gallery shoot:** (in a combination of portrait and landscape)
 - (A) minimum of 6 group images of the Key Cast together;
 - (B) minimum of 4 individual portraits of each member of the Key Cast in character (with at least 1 full length shot of each);
 - (C) minimum of 4 individual portraits of each lead actor (not character based, with at least 1 full length shot of each);
- (ii) **taken on set:** (in a combination of portrait and landscape)
 - (A) minimum of 8 images per episode, depicting key storylines; and
 - (B) additional photography, where required by the ABC:
 - (I) minimum of 15 behind-the-scenes images;
 - (II) minimum of 6 behind-the-scenes images exclusive to the ABC;

For Documentary and Factual/Arts programs:

- (i) a minimum of 8 images per episode, reflecting the content of the Program including Key Talent (presenter/producer) in a relevant location. These may include archival images cleared for publicity use.

For Animation programs (high resolution layered Photoshop files with selection of square ratio/thumbnails to be provided for (i) – (v) below -Note: screen grabs are unacceptable):

- (i) 8 to 12 x digital still images per episode (Episodic);
- (ii) 8 to 12 x group shots of key characters in situ;
- (iii) 8 to 12 x group shots of key characters on transparent backgrounds;
- (iv) 8 to 12 x digital still images in situ of each key character (Individual characters stills);
- (v) 8 to 12 x digital still images on transparent backgrounds of each key character (Individual characters stills);
- (vi) 10 group images of each lead actor/Voice Talent;
- (vii) 10 individual portraits of each lead actor/Voice Talent;
- (viii) 5 group images of each Key Creative/s; and

- (ix) 5 individual portraits of Key Creative/s.

If the ABC is not satisfied with the photographs submitted, the Producer will use its best endeavours to submit further photographs to meet the ABC's requirements, whether by seeking further approvals or otherwise.

Photography – considerations and context for guidance:

KEYART: For programs nominated by the ABC, specific key art or hero photography will be required. In such instances, the ABC will propose concepts and brief photographer on requirements. In such instances, photography will generally be shot in studio with no more than 3-5 key cast. Background plates will be captured on location/set and may be composited afterwards.

GALLERY STILLs used for publicity purposes and require in-character/out of character photography.

IN CHARACTER STILLs: provide selection of full body images – no cropping. These stills should reflect the character being played with facial expressions and variety of poses. Eyeline variation recommended including eyeline to camera/off camera, towards other cast members.

EPISODIC STILLs will be used on ABC iview and likely to be used in very small sizes. Action should be centre frame. Ensure dynamic photography from a variety of scenes. Due to small sizes, minimal people in shot – recommend single/double shots only.

ENVIRONMENTAL STILLs: provide selection of clean background plates for potential composition. Factual/Art programs should provide a variety of location stills, if relevant.

For more details see: Guidelines for TV Publicity Deliverables on the ABC TV Independent Production website.

Social Media Materials (to be provided to the ABC at least 5 weeks before TX)

- (r) For programs nominated by the ABC:
 - (i) list of agreed talent/featured expert social media accounts and profiles;
- (s) For all programs:
 - (i) ABC premiere video clip extras/assets of 60 seconds to 2 minutes each, with a 30 day exclusivity period for ABC TV/iview use, prior to the first primary broadcast, comprising of:
 - (A) Minimum 2 x behind-the-scenes interview clips with Key Cast/Key Talent as determined in collaboration with ABC social media rep;
 - (B) Minimum 2 x additional behind-the-scenes clips e.g. location, special effects, outtakes, bloopers, as determined in collaboration with ABC social media rep; and
 - (C) Additional deliverables as determined in collaboration with ABC social media rep.

For more details see: Guidelines for Social Media Deliverables on the ABC TV Independent Production website
 - (ii) Video clip extras/assets 'information sheet', identifying the video clips with a description, whether it is from a particular episode or generic to the series, length, any limitations on timing (ie pre or post screening of the episode- to avoid spoilers).
- (iii) Transcript of all clips.

Social Media Materials Technical Specifications

For acceptable quality compression, ABC TV Digital and Social team requires high resolution Quicktime (.mov) files **exported** from editing software such as Premiere Pro which adhere to the following file specifications:

File Format	Quicktime Movie .mov or AVC-Intra 100 .mxf – Self Contained, must have VISIBLE file extension
Video Codec	Apple Pro Res 422HQ, 444HQ (HD) In addition, please also provide a clean version of the file (no supers or graphic overlays)
Frame Rate	(25 fps)
Pixel Dimensions	HD (1920x 1080) only
Audio Codec	Linear PCM
Audio Sample Rate	48kHz
Audio Bit Depth	16 or 24 bit
Tracks	One stereo pair (2 tracks) only– all files delivered must have 2 audio tracks, even if the tracks contain no audio. Provide separate stems as .wav files.
File Naming	Social Clips should be named relative to the series and episode that they relate to - for example: (where ABCID is known): ZW0681A006S00MA1D1_BringinOurStoriesHome_SOC_01.mov (where ABCID is unknown): BringinOurStoriesHome_SOC_01.mov
Other details	Files must be labeled clearly and must begin on first frame of vision (ie. No Bars & tone, No countdown, No ident card) and must finish on the last frame of the credits.