Silvermouse for production paperwork

Independent production companies: The Front Page form

The Front Page form is the cover for the BBC Programme as Broadcast (PasB) or Programme as Completed (PasC) paperwork and contains all the key information about the programme or content. As the PasB or PasC is the only official record of the programme or content, the Front Page is an essential element of the paperwork.

This helpcard will show you how to complete the Front Page form correctly and accurately.

Please note: The data in this helpcard is for training purposes only. Please click in the Table of Contents below to navigate to a specific section quickly.

Contents

The Front Page....2

Complete the Front Page Form....2

- Production Information....3
- Co-Funder/Rights Holder(s)....4
- For Audio only content: Production Team....4
- For Audiovisual content: Programme Details....5
  - Producer and Director....5
- Synopsis....5
  - Pull the Synopsis, Producer and Director(s) from the Programme Descriptions form....6
- Restrictions....6
- Contact for Queries about the programme or content....6
- Film, VT and Audio Details....7

The Front Page

The Front Page form is the cover for the BBC Programme as Broadcast (PasB) or Programme as Completed (PasC) paperwork. The Contributors and Copyright forms form the remainder of the PasB or PasC.

These are critical documents to complete accurately and diligently, as:

- With the Cue Sheet, it is a complete written record of all the clearances which were completed at the beginning of the production process, for example, locating rights owners, negotiating fees and the signing of contracts. It should provide details of all the rights already obtained or explain where to find information about clearance required for further use of the material. The PasB or PasC record needs to be completed for every programme, repeated programme or piece of content.
- It fulfils the BBC's financial and/or legal obligations to other organisations, such as the Department for Culture, Media and Sport (DCMS)
- It should state details of restrictions of rights on the entire content which may affect its future exploitation
- It ensures the correct payments are made to the contributors, and the correct clearance has been sought for the copyright items
- The PasB or PasC needs to be approved within 14 days of the programme's transmission or publication of the content

You must amend the PasB or PasC to update any incomplete or incorrect entries which were made prior to airing.

The PasB or PasC provides essential information to various departments within the BBC, for example:

- BBC Commercial Rights and Business Affairs teams can calculate repeat fees for artists
- BBC Studios Distribution can identify whether a programme or content can be sold, and subsequently pay any residual fees
- Programme Acquisitions can use the total durations to complete Sequence or Purchase Programme agreements
- BBC Archives can catalogue material for possible re-use

The Front Page contains information which is not already in the Header.

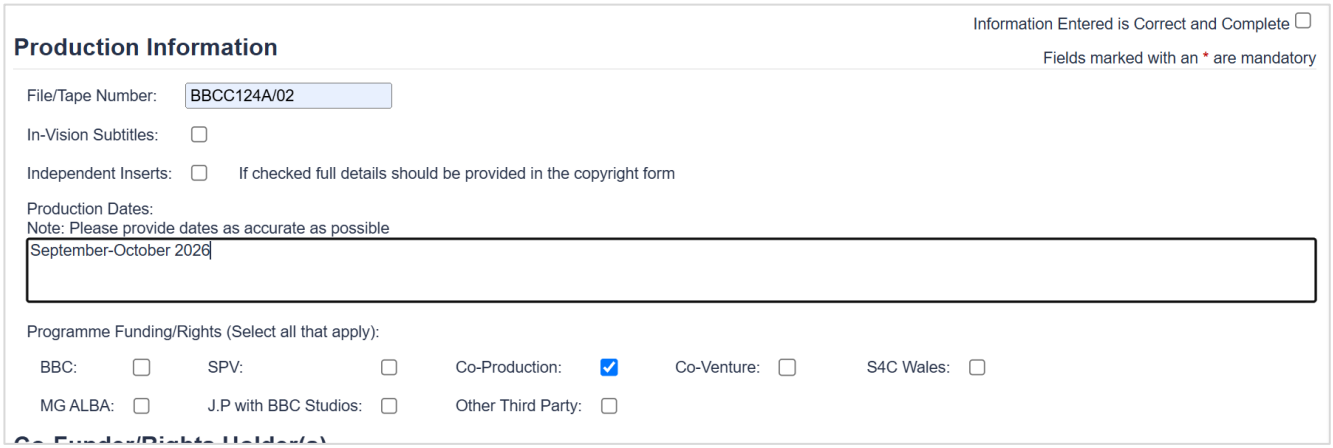
It is important to consider data protection when entering information into Silvermouse, especially when using free text fields. **No personal or financial information** should be included.

Complete the Front Page Form

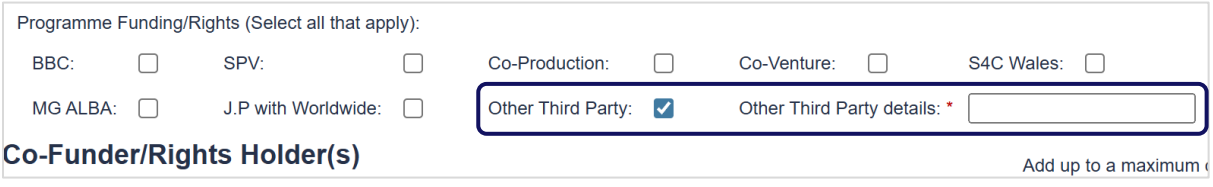
When completing the Front Page form, the following information is required:

- Production Information
- Co-Funder/Rights Holder(s)
- Production Team for audio programmes
- Film, VT and Audio Details

Production Information



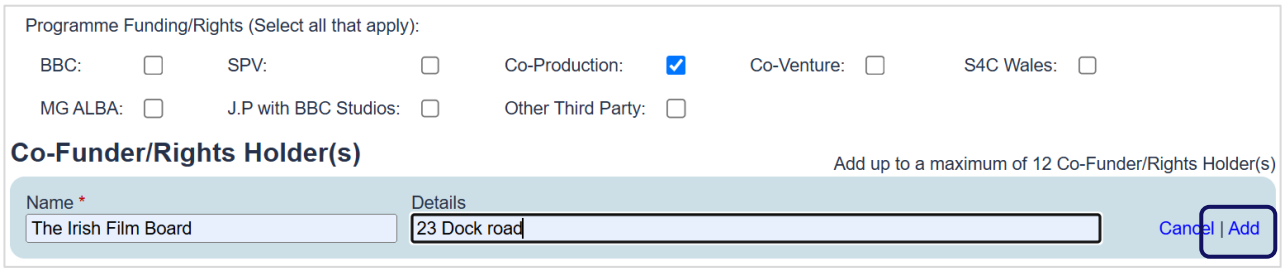
- In **File/Tape Number**, specify the file number or tape spool number for the programme. This is only for the programme that was sent for air, and should not include any digital clones or safety copies of the programme. For non-linear content, please type in the filename of the content being submitted
- Select **Independent Inserts** if there are any inserts from an independent production company, whether specifically commissioned for the programme or content or as archive material. The full details of each insert must be included in the Copyrights form
- In **Production Dates**, enter the dates the recording took place, when the material was being gathered. It does not include pre-production when the production office started planning, or post-production when the audio or rushes were sent for edit. The dates should be as accurate as possible, but do not need to be exact if the content was collated over several months. This information will be used by BBC Archives for cataloguing
- In **Programme Funding**, select all the checkboxes that apply:
  - **BBC**
  - **SPV (Special Purpose Vehicle)**
    This is not relevant to independent production companies
  - **Co-Production**
    Select this when there is third-party investment in exchange for certain exploitation rights; for example, from a distributor (excluding BBC Studios Distribution – see below), or another broadcaster of VOD service
  - **Co-venture**
    This is not relevant to independent production companies
  - **S4C Wales**
  - **MG Alba**
  - **J.P with BBC Studios**
    This is a joint production between the BBC and BBC Studios (mostly) when the third party invests in a BBC programme or content in exchange for certain exploitation rights
  - **Other Third Party**
    This should be selected for additional third-party investments, for example tax credit funding, location incentives, and gap financing. Once selected, a further field is displayed so details can be added



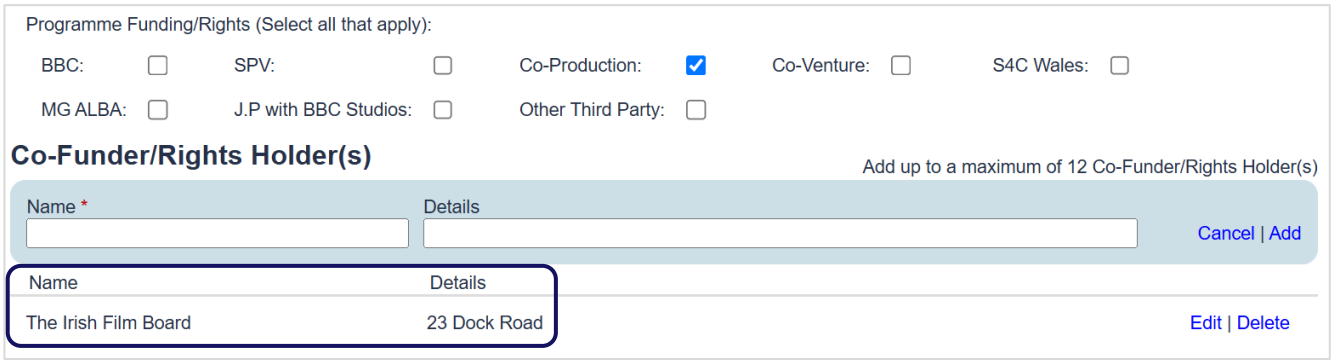
Co-Funder/Rights Holder(s)

To add a co-funder to the Front Page:

- In **Name**, type the name of the co-funder
- In **Details**, type the first line of the co-funder's address
- Click on **Add**



The newly added co-funder will be displayed below where the data was entered:



A maximum of twelve co-funders can be added to the Front Page form; they can be edited or deleted as required.

For Audio only content: Production Team

For audio content, production team members can be recorded on the Front Page form for archive purposes. They are not added to the Contributors form, as they won't be owed any residual payments. There is no limit to the number of roles you can enter, but at least one is required.

- In **Name**, type the name of the member of the production team member
- From the **Role** drop down list, select the person's appropriate role
- From the **Contract Type** drop down list, select the relevant contract type for the person, identifying if they are a freelancer or a member of staff (which includes people on Fixed Term Contracts)
- Click on **Add** to add the person's details to the form
- Repeat for key members of the production team

Some team roles with a Literary Copyright Type, such as script writers, are due repeat fees and should be added to the Contributors form rather than the Production Team section of the Front Page form. This can include writers of interview questions or discussion panellists.

For Audiovisual content: Programme Details

Producer and Director

By default, the Producer and Director details are mandatory for audiovisual content. If there is no Producer or Director for the programme or content, de-select the checkbox on the left; details will not be required.

- In **Producer Name**, type the name of the producer for the programme or content
- From the **Producer Contract Type** drop down list, select the relevant contract type for the producer, identifying if they are a freelancer or a member of staff
- In **Directors Name**, type the name of the director for the programme or content
- From the **Directors Contract Type** drop down list, select the relevant contract type for the director, identifying if they are a freelancer or a member of staff (which includes directors on Fixed Term Contracts)

A total of three directors can be added to the Front Page. To add another director:

- Click on **Add Another**



To remove additional director(s):

- Click on **Remove**



If the Producer and Director is the same person, they must be entered in both fields.

Synopsis

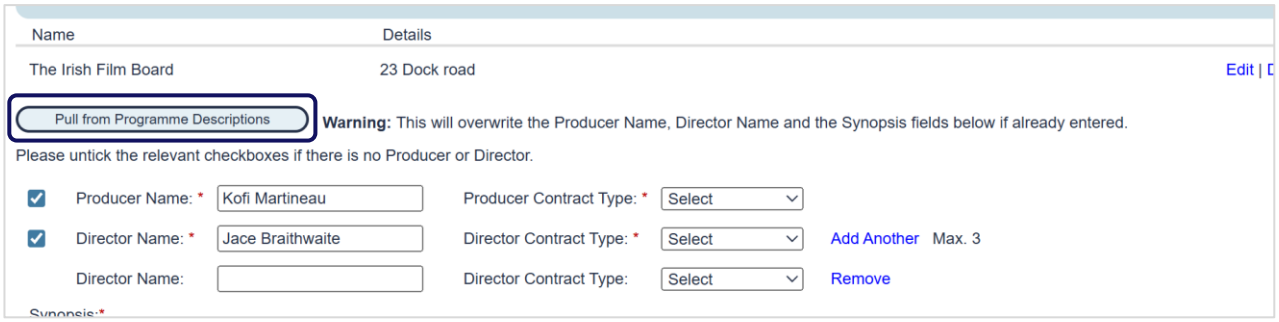
The Front Page Synopsis is used for cataloguing the programme or content for archiving and other purposes and has a 5,500 character limit. Where applicable, the following information should be included:

- Explanation of concept/genre/format unless obvious (for example, long running shows such as The Archers, EastEnders or Blue Peter)
- Description of the plot, characters, outcomes, performers, venues, etc.
- Information about individual items within a magazine or sketch programme
- Any topics of discussion in interviews
- Any significant or unusual events/reactions in the production
- Locations used
- Related interactive television or mobile services content
- Interaction with viewers, such as voting via phone, text or email
- Titles of sketches and items are also useful, to identify any repeat fees due to artists or contributors

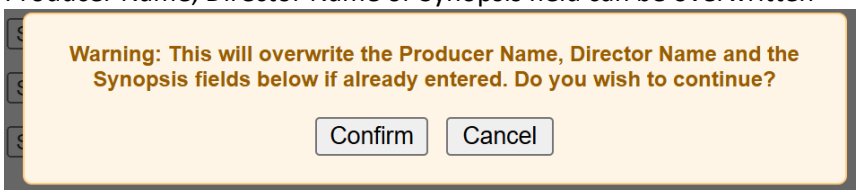
Pull the Synopsis, Producer and Director(s) from the Programme Descriptions form

The Long Synopsis, Producer and Director(s) in the Programme Descriptions form can be pulled into the Front Page form:

- Above the Producer Name, click on **Pull from Programme Descriptions**



- In the confirmation window, click on **Confirm** to confirm any existing entries which are already in the Producer Name, Director Name or Synopsis field can be overwritten



Please remember, the synopsis you pull in from the Programme Descriptions form is promotional and would not disclose how the full storyline ends; however, the synopsis in the Front Page form should provide a complete breakdown of the programme or content. The Pull from Programme Descriptions option should only be used as a starting point, and further amendments will be required.

If Pull from Programme Descriptions is used, any text in the Synopsis field will be erased and replaced by the Long Synopsis text in the Programme Descriptions form; it is not possible to reverse this action.

For non-linear content, you will only be able to use the Pull from Programme Descriptions option if the content is published on BBC iPlayer or BBC Sounds, since the Programme Descriptions form is only issued for content aired on those platforms.

Restrictions

It's important to note any restrictions that are relevant to the entire programme or content in the Front Page form, as this will be the first official document reviewed when exploring exploitation of the content.

- In **Restrictions**, type any restriction details that relate to the programme in its entirety. Examples are:
  - UK Only
  - BBC Public Service Only
  - One Transmission Only

Restrictions on individual items within the prog or content should be listed in the Rights section of the relevant item in the Contributors and/or Copyrights forms. For non-linear content, any restrictions should also be detailed in the Non-Linear form, in the Restrictions section.

Contact for Queries about the programme or content

- In **Queries To Be Addressed To**, type the full name of the most appropriate person to answer any queries about the PasB or PasC in the future

- In **Job Title**, add the job title of the person in the Queries To Be Addressed To box



Film, VT and Audio Details

Although the Film, VT and Audio Details are not mandatory, please complete as much detail as possible.

- In **Shoot/Recording description**, enter details of how the programme or content was made and how it was shot. Examples are:
  - Specially shot tapeless on location
  - Recorded in studio with tapeless inserts
  - OB recorded in the Royal Albert Hall on broadcast WAV file
  - Mainly archive documentary with introduction from presenter
- In **Edit Details**, include details about the edit; what kit was used at top level (e.g. offlined and onlined using Avid Media Composer). Some productions might wish to add other details, such as:
  - where the edit took place
  - who the editor was
  - who the crew were
  - where the rushes are stored
- In **TX Format**, indicate whether the programme is tapeless, and provide any further details. This is to avoid confusion and to ensure the information is still valid if the File/Tape Number format ever changes, such as
  - Tapeless. AMWA AS-11 UKDPP HD Shim
  - Tapeless. Broadcast WAV



- When all the information has been added, mark the form as complete, and click on **Submit to Broadcaster**