



Awards Information & Entry Form

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IMPORTANT: PLEASE READ

There are some exciting changes to the British Academy Television Craft Awards this year. For the first time, we are offering all entrants the opportunity to make their programmes available online to BAFTA's voting membership as a catch-up service from January through to March, when online voting takes place. This new service will be hosted on a secure web page of the BAFTA website which will only be available to BAFTA voting members. In addition, all jury viewing will be online; further details of this service can be found on page 5.

Part of the Academy's remit is to promote excellence to as large an audience as possible. In order to fulfill this, we intend to make clips of the nominated programmes for the British Academy Television Craft Awards available to the public on the BAFTA website, www.bafta.org.

By entering your programme for consideration, you are consenting to any clips (including any accompanying soundtrack synched with the clips) to be made available on the BAFTA website for non-commercial purposes in the context of the Awards for one year from 23 May 2010.

This is a very important step for the Academy and we thank you for your support.



Notes for Entrants

FILM AWARDS OR TELEVISION CRAFT AWARDS?

An entry can be made **either** to the Television and/or Television Craft Awards **or** to the Film Awards, not to both. If an entry receives its first exhibition as a public, paid-entry cinema screening then it should be entered for the Film Awards. If an entry receives its first exhibition as a television broadcast then it should be entered for the Television and/or Television Craft Awards.

If an entry is simultaneously released into cinemas and on television, then it will be eligible **either** for the Television and/or Television Craft Awards **or** the Film Awards, but not for both.

For the Film Awards, there is a further specification that the film should be over 60 minutes long and have had a theatrical run of at least seven consecutive days. If an entry of over 60 minutes has had a theatrical release of fewer than seven consecutive days before its television broadcast, then it will be eligible for the Television and/or Television Craft Awards, but not for the Film Awards.

WHO CAN ENTER A PROGRAMME?

Entries can be submitted by broadcasters, producers and individuals. Individuals may enter a different episode of a series already entered by a broadcaster or production company. Programmes must have had their first transmission in the UK between 1 January 2009 and 28 February 2010. In the Interactive Creative Contribution category, entries may not be resubmitted from a previous year unless the entry has been substantially reworked and contains new content.

HOW TO ENTER A PROGRAMME

When entering a programme into a category, you must list the person(s) responsible for the specific episode being entered. You may enter different episodes of the same series into different categories, but only one episode in each category. In the event of being shortlisted for jury consideration, the episode submitted on the Entry Form will be considered, and no other. **Please note that the names submitted here will form the official nominations and cannot be subsequently altered.** A maximum of three names per category will be permitted with the exceptions of Entertainment Production Team and Sound, which can extend to four names. **All entries must be made using the official Entry Form.**

ENTRY FEES

No. of entries	Fee	VAT	Total per entry
0-5	£55.00	£9.63	£64.63
6-20	£50.00	£8.75	£58.75
21-50	£45.00	£7.88	£52.88
51-100	£35.00	£6.13	£41.13
101+	£30.00	£5.25	£35.25



Notes for Entrants (cont.)

1. Programmes must have had their first transmission in the UK between 1 January 2009 and 28 February 2010 on a terrestrial, cable, satellite or digital channel.
2. Programmes may be regional or networked.
3. International television productions are ineligible in all categories, unless they are co-productions (both financially and creatively, and provided the first transmission was in the UK).
4. **Entry deadline: Friday 12 February 2010.**
5. All entries will be grouped into categories and BAFTA voting members will be informed. Once BAFTA voting members have cast their votes, the top six in each category – along with Broadcasters' entries – will form the shortlist. This shortlist will go to a selected jury specialising in that particular category. Each jury will comprise between seven and nine industry practitioners across a range of broadcasters and independent companies and will be chaired by a member of the BAFTA Television Committee. The jury selects the nominations and the winner.
6. The following categories will be submitted to the relevant BAFTA chapter for voting:
Editing: Factual; Editing: Fiction;
Photography: Factual; Photography & Lighting: Fiction; Sound: Factual; and Sound: Fiction. A chapter is made up of over 70 Academy members with expertise and experience in a specialised field.
7. If your programme is shortlisted for jury consideration, you will be required to upload your entry to www.bafta.org/videoupload by **Tuesday 23 March**. In addition, you will need to supply two copies of the programme on DVD, one of which needs to be a time-coded version. These programmes must be the same form and content as originally broadcast, minus commercial breaks.
You will be asked to confirm the names of potential nominees at this stage.
8. If names cannot be decided upon, you may opt for 'Production Team' and you will be asked to supply up to three names of representatives from this team (four names for Entertainment Production Team, Sound: Factual and Sound: Fiction). These representatives must be part of the programme's creative team and a list of acceptable job roles will be sent to you upon request.
9. If you are entering a series or a serial, you must choose one episode. In the event of selection by the jury, the names submitted must pertain to that specific episode and will go on to form the official nominations.
10. Up to three BAFTA Awards (masks) and three certificates for both nominees and winners will be issued for the Production Team (four for Entertainment Production Team, Sound: Factual and Sound: Fiction).



Rules and Regulations

1. BAFTA's Board of Trustees is the final judge of all rules and procedures.
2. The nominations will be announced at least four weeks before the Awards ceremony.
3. All individual nominees will receive a nomination certificate. Winners will receive a bronze BAFTA Award (mask) and a winner certificate.
4. BAFTA does not issue replicas of its Awards.
5. BAFTA reserves the right not to enter into correspondence with entrants on any subject.
6. To receive voting privileges you must be a BAFTA member. For information, please call the Membership Department on 020 7734 0022.
7. Correct entry information is the responsibility of the entrant. BAFTA is not liable for errors in listings that are the result of incorrect information on the Entry Form.
8. BAFTA cannot be held responsible for programmes being entered into the wrong categories.
9. The BAFTA Award may not be reproduced or used in any commercial manner unless otherwise agreed by BAFTA.
10. The BAFTA Award may not be sold or in any way passed on to any third party other than beneficiaries of the winner's estate (heirs). If the winner (or descendants or beneficiaries hereof) wish to part with the BAFTA Award, it shall be returned to BAFTA and BAFTA shall pay £1 as good and valid consideration upon its return.
11. In the event of loss or theft of the BAFTA Award, BAFTA should be notified immediately.
12. Any entry which does not comply with these conditions may be disqualified.

BAFTA LOGOS

You may only use the BAFTA logo online, in print and in broadcast once you have received a nomination and signed a BAFTA permission agreement. Logos and permission agreements will be provided by the Academy before the nominations are announced, for advance artwork preparation, but may only be used if the programme receives a nomination.

The Academy kindly invites broadcasters and producers to respect these rules and regulations.



Uploading your Programme

This year, the Academy is working with Brightcove to offer all entrants the opportunity to make their programmes available online to BAFTA voting members.

This service replaces the previous screener option and allows BAFTA voting members to review television programmes online ahead of casting their votes in March.

Programmes which are made available online will be accessed via a secure area of the BAFTA website and voting members will be notified of which programmes are available at the time.

Programmes will also be available to view in the secure online voting application. Again, this is password-protected and only accessible to BAFTA voting members.

To upload your programme, please visit www.bafta.org/videoupload. This page will contain a form allowing you to enter details of your programme and upload your digitised file to the Brightcove platform.

This upload service will be available from **18 January to 1 March 2010**.

IMPORTANT

Please note before uploading your programme:

You warrant that you are entitled to upload the Programme to the Brightcove player for the purposes of streaming or downloading the Programme and that the exercise of such rights will not (a) infringe the copyright or any other personal or property rights of any person or be in breach of any statute or regulation or (b) entitle any person to claim any payment from us or from any of our licensees. You warrant that any person(s) appearing in the Material have given their consents to enable us to make use of the Programme as detailed.

Files can be in either Flash or MPEG 4 format. The recommended video source file specifications for encoding your programmes are as follows:

VP6 (FLASH) ENCODING RECOMMENDATIONS

Video Code On2 VP6

Encoding 2-pass VBR

Resolution Standard 4:3 aspect ratio: 480x360px
Widescreen 16:9 aspect ratio: 480x270px

Maintain Aspect Ratio Off (the above standard resolution settings will provide the correct aspect ratio)

Frame Rate Same as source

Video Data Rate 464 kbps

Audio Data Rate 48 kbps

Total Data Rate 512 kbps

Keyframe At least every six seconds

H.264 (MPEG 4) ENCODING RECOMMENDATIONS

Encoding 2-pass H.264

Keyframe At least every six seconds

More detailed instructions on the encoding and uploading process will be available at www.bafta.org/videoupload.



Categories

BREAK-THROUGH TALENT

This Award pays tribute to emerging talent in any part of the behind-the-camera production process. It is designed to recognise those who have made a significant impact, for the first time, in programmes aired between 1 January 2009 and 20 February 2010. An entry might comprise one piece of work or a number of productions, each of which must have been transmitted during the eligibility period.

COSTUME DESIGN

The programme should contain a significant amount of original design.

DIRECTOR: FACTUAL

DIRECTOR: FICTION

EDITING: FACTUAL

EDITING: FICTION

ENTERTAINMENT PRODUCTION TEAM

Awarded to a creative team working in entertainment programming. Entries will be judged on craft skills such as editing, photography and lighting, sound and production design. The Award will normally go to Heads of Department up to a maximum of four names. Entertainment programmes include general entertainment programmes, variety shows, game shows, stand-up comedy, quizzes, panel games and celebrity chat shows.

INTERACTIVE CREATIVE CONTRIBUTION

Awarded to an individual or creative team working in the area of interactive media development. They must have demonstrated excellence in their work during the last year on projects that are interactive, entertaining and focussed on video-based moving images and/or rich media. The Award is to recognise the creative individuals behind ground-breaking new media productions, from programmers to writers to designers or any aspect of production.

MAKE UP & HAIR DESIGN

The programme should contain a significant amount of original design.

ORIGINAL TELEVISION MUSIC

The programme should contain a significant amount of original music. Music accompanying opening and closing credits will be considered, in addition to complete scores. If a programme is shortlisted, then along with a DVD, cue sheets will also be required.

PHOTOGRAPHY: FACTUAL

The programme should consist mainly of material shot specifically for the programme.

PHOTOGRAPHY & LIGHTING: FICTION

PRODUCTION DESIGN

The programme should contain a significant amount of original design within its transmission period. In the event of the programme being shortlisted, a supporting statement will be requested to highlight the original work in any continuing series.

SOUND: FACTUAL

SOUND: FICTION

TITLES

This Award is to recognise originality and excellence within the title sequence of a programme. Excludes interstitials and idents.

VISUAL EFFECTS

This is for post-production visual effects only, and includes CGI.

WRITER

Entries can be cross-genre from factual, drama, comedy and entertainment.

FACTUAL OR FICTION?

Programmes whose drama content accounts for no more than 50% of the total and which very closely and accurately recreates specific historical events and identified individuals should be entered in the Factual categories (Director: Factual, Editing: Factual, Photography: Factual and Sound: Factual). Those which broadly represent historical events should be entered in the Fiction categories.



Entry/Payment Form Please complete in BLOCK CAPITALS

PAGE 1 OF 2 – PROGRAMME DETAILS

All programmes entered must have had their first transmissions between 1 January 2009 and 28 February 2010.

PROGRAMME DETAILS

Category Entered		
Programme Title		
Episode		
Duration (minutes)		
Date of first TX		
Broadcast channel		

PRODUCTION COMPANY CONTACT DETAILS

Company Name		
Contact Name		
Address		
Email		
Telephone		Fax

PRODUCTION CREDITS

You should list the people responsible for the programme entered only. **If you are entering a series or serial, you must choose one episode from the series and then state the names relevant to that episode.** Please indicate name and job title in each case. Alternatively the 'Production Team' as a whole can be nominated. **Note that in the event of a nomination, the names submitted on this entry form will become the official nominations and cannot be subsequently altered.**

CRAFT PERSON DETAILS

Craft Person 1		
Email		Tel
Craft Person 2		
Email		Tel
Craft Person 3		
Email		Tel

ENTRY CONTACT DETAILS

Entry submitted by		
Contact email		
Contact telephone		

PLEASE RETURN TO Lisa Prime, Head of Television Craft & Children's, BAFTA, 195 Piccadilly, London W1J 9LN or email to lisap@bafta.org.

CLOSING DATE for all entries is **Friday 12 February 2010.**



Entry/Payment Form Please complete in BLOCK CAPITALS

PAGE 2 OF 2 – PAYMENT DETAILS

ENTRY FEE

No. of entries	Fee	VAT	Total per entry
0-5	£55.00	£9.63	£64.63
6-20	£50.00	£8.75	£58.75
21-50	£45.00	£7.88	£52.88
51-100	£35.00	£6.13	£41.13
101+	£30.00	£5.25	£35.25

Fees are calculated **PER CATEGORY, PER PROGRAMME**.
For instance, if a programme is entered into the Costume Design, Production Design and Titles categories, this amounts to three entries and the cost would be £165+VAT (£55+VAT, multiplied by three). Likewise, if three separate programmes are entered into Costume Design, this still counts as three entries and the cost would again be £165+VAT.

PAYMENT METHOD Place an 'X' in one box

Credit/Debit Card Cheque Please invoice me

CREDIT/DEBIT CARD DETAILS

Card Type Visa Mastercard Solo Maestro
 Card Number / / /
 Valid From / Expires / Issue number
 Security Code Please debit my card in pounds sterling £

CARDHOLDER/INVOICEE CONTACT DETAILS Please complete this section if paying by card or invoice

Name
 Email
 Address
 Town/City
 County Postcode
 Cardholder Tel
 Signature Date

CHEQUE DETAILS

I enclose a cheque in pounds sterling for £ *Cheques payable to BAFTA*

INVOICE DETAILS

Please complete 'Invoicee Contact Details' above and give PO number:

DECLARATION

I have read, understood and agree to abide by the conditions of entry to the Awards and the terms & conditions of the British Academy of Film and Television Arts.

Signature Date

PLEASE RETURN TO Lisa Prime, Head of Television Craft & Children's, BAFTA, 195 Piccadilly, London W1J 9LN
 t 020 7292 5820 f 020 7292 5868 e lisap@bafta.org

CLOSING DATE for all entries is **Friday 12 February 2010**.

VAT REGISTRATION NO: 653 3113 65 Office Use Only CR / ENT / 10 /