

British Academy Television Craft Awards

Rules and Guidelines 2011/2012

British Academy of Film and Television Arts

British Academy Television Craft Awards

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TIMETABLE

Eligibility: 1 March 2011 – 15 February 2012

2011

Friday 4 November	Entry Portal opens (http://entryportal.bafta.org)
Wednesday 16 November	Viewing Portal opens

2012

Monday 23 January	Entry deadline (for all programmes except those transmitted 21 January - 15 February 2012)
Friday 27 January	Video upload deadline (for all programmes except those transmitted 21 January - 15 February 2012)
Wednesday 15 February	Entry deadline (for programmes transmitted 21 January - 15 February 2012)
Tuesday 21 February	Voting opens to BAFTA Members
Tuesday 28 February, 12pm	Voting closes
Wednesday 29 February	Broadcasters invited to submit Broadcaster Entries
Tuesday 6 March	Deadline for Broadcaster entries and their video uploads
Monday 19 March	Television Craft Juries start
Thursday 22 March	Voting for Editing and Sound Chapter categories (to decide nominations) starts
Friday 30 March	Television Craft Juries finish
Tuesday 10 April, 12pm	Voting for Editing and Sound Chapter categories (to decide nominations) closes
Monday 16 April	Nominations announced
Monday 23 April	Voting for Editing and Sound Chapter categories (to decide winners) starts
Thursday 3 May, 12pm	Voting for Editing and Sound Chapter categories (to decide winners) closes
Thursday 10 May	Nominees Party (tbc)
Sunday 13 May	British Academy Television Craft Awards

INTRODUCTION

The British Academy Television Craft Awards are presented annually to recognise, honour and reward individuals for outstanding achievement in television craft. The awards categories reflect the wealth and diversity of British television.

The Academy also honours individuals with awards in recognition of their contribution to the television industry. These awards are in the gift of the Academy: they are approved by the Television Committee and ratified by the Board of Trustees.

Awards Presented	Rules on page
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<u>Craft Categories:</u>	
2. Break-through Talent	8
3. Costume Design	8
4. Digital Creativity	8
5. Director: Factual	8
6. Director: Fiction	9
7. Director: Multi-camera	9
8. Editing: Factual	9
9. Editing: Fiction	9
10. Entertainment Craft Team	9
11. Make Up & Hair Design	9
12. Original Music	10
13. Photography: Factual	10
14. Photography & Lighting: Fiction	10
15. Production Design	10
16. Sound: Factual	10
17. Sound: Fiction	11
18. Visual Effects	11
19. Writer	11

The Academy may, at its discretion, choose not to present any of the above awards at the Television Craft Awards ceremony.

LONGLIST, NOMINATIONS AND WINNERS

- The longlist and nominations for each category will always be listed in alphabetical order;
- Nominations will be announced approximately four weeks before the ceremony;
- The winners press release is the definitive source of award winners information;
- All individual named nominees will receive a certificate of nomination;
- All individuals named as award winners will receive a BAFTA Award and a winner's certificate;
- The BAFTA Award or logo may not be reproduced or used in any commercial manner unless prior permission has been obtained from BAFTA;
- The BAFTA Award remains the property of the British Academy of Film and Television Arts, to remain in the care of the recipient or his/her descendants. Should the Award leave the care of the recipient or his/her descendants, the Academy reserves the right to purchase the mask back for a fee of £1. The Award must not be sold on to any third party;
- Award winners unable to collect their BAFTA Award(s) on the night of the ceremony must arrange collection from the Academy within 12 months of the ceremony;
- The Academy does not issue replicas of the Award;
- Certain companies directly involved with the winning programmes in certain categories could be eligible to purchase a duplicate winner certificate so that they can have a record of their involvement. No duplicate nomination certificates can be issued.

CLIP USAGE – NOMINATED TELEVISION PROGRAMMES

An important part of BAFTA's charitable remit is to promote excellence in television production to as large an audience as possible. BAFTA will show clips of nominated programmes at the awards ceremony and these clips may form part of its online broadcast in the UK. In the event of your programme being nominated for a BAFTA, you undertake to deliver to the Academy's production company, BAFTA Productions, a programme clip of up to 25 seconds and if you have more than one nomination, you undertake to supply different clips for each nomination on HDCAM or Digital Betacam with a viewing copy on DVD with burnt-in timecode; and a completed BAFTA Productions license, which includes permission for use on BAFTA's website together with a warranty that the licensee is responsible for third party rights. The completed BAFTA Productions license must be accompanied by copies of any necessary permissions and receipts of any costs paid.

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 13 May 2012.

CEREMONY

Film Awards or Television and Television Craft Awards? An entry can only be made either to the Film Awards or to the Television and/or Television Craft Awards.

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 TV broadcast then it should be entered for the Television and/or Television Craft Awards.

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

For the Film Awards, there is a further specification that a film should be over 60 minutes long and have a theatrical run of at least seven consecutive days.

If an entry of over 60 minutes has 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.

Programmes that have previously had a theatrical release and then re-cut for television are ineligible unless a significant amount of new material has been shot specifically for the television broadcast.

For the Short Film and Short Animation categories in the Film Awards, where the minimum theatrical run is not applicable, the principle of first exhibition determining the appropriate ceremony still holds. If the entry first has a public, paid cinema screening and/or a film festival screening it will be eligible for the Film Awards. Otherwise it will be eligible for the Television / Television Craft / Children's Awards.

ELIGIBILITY

- Programmes must have had their first transmission in the UK between **1 March 2011 and 15 February 2012** on terrestrial, cable, satellite or digital channels.
- Programmes may be regional or networked.
- International programmes are not eligible unless they are co-productions (both financially and creatively, and provided the first transmission was in the UK).
- Programmes that have previously entered BAFTA's Children's or Film Awards are not eligible for the Television Awards. However, children's programmes can be entered into all Television Craft Awards categories except Writer (as there is a Writer category within the Children's Awards).

ENTRY

- The Entry Portal opens on Friday 4 November 2011: <http://entryportal.bafta.org>
- The entry deadline is Monday 23 January 2012.
- Information on the online entry process is available on www.bafta.org/television.
- There is a fee per entry based on the total number of entries submitted:
 - 1-5 entries = £70 per entry + VAT
 - 6-20 entries = £65 per entry + VAT
 - 21-50 entries = £60 per entry + VAT
 - 51-100 entries = £50 per entry + VAT
 - 100+ entries = £45 per entry + VAT
- Entry is open to all and includes producers, directors, broadcasters, independent production companies, BAFTA members and all those included on the credits of a programme.
- The names submitted must pertain to the episode submitted.
- If names cannot be decided upon, you may opt to list 'Production Team' as the nomination credit. In this case, you will be asked to supply a maximum of three names of representatives from this team (maximum of four names for Digital Creativity, Entertainment Production Team, Sound: Factual and Sound: Fiction) the stated number of representatives from the team. These representatives must be part of the programme's creative team. These representatives will be the person/s who receive the nomination certificate/s and, should the programme go on to win, they will also be presented with the winner certificate/s and Award/s. Please note that these individuals will not be able to refer to themselves as BAFTA winners: the programme will be BAFTA-winning, but the individuals.
- All entrants will be asked to provide the contact details for the producer of the programme who may then be contacted to confirm credits and roles.

MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS

Round One Voting

- Entrants may make their programmes available to BAFTA members for review via the Viewing Portal. DVD screeners may not be sent to voters.
- The Viewing Portal is available to BAFTA members from Wednesday 16 November. We strongly encourage all entrants to upload videos supporting their entries as early as possible, as this will give BAFTA members a greater opportunity to view all material under consideration.
- The Viewing Portal is username and password-protected and is only accessible by BAFTA members eligible to vote in the Television and Television Craft Awards. Video may be available to either stream or download until Thursday 15 March 2012. After this date content will only be available to jurors or chapter members. For further information on the security controls in place to protect streamed and downloaded content, please visit www.bafta.org/television.

Jury Shortlist

- If shortlisted for jury consideration or qualifying for the second round of Chapter voting, two copies of the programme must be supplied on DVD by Monday 12 March 2012, one of which needs to be a time-coded version. These programmes must be as originally broadcast, minus commercial breaks.
- If shortlisted for jury consideration or qualifying for the second round of online Chapter voting, programmes **must** be made available to jurors via the BAFTA Viewing Portal by Wednesday 7 March 2012.
- Please note in certain craft categories (Costume, Make Up & Hair Design, Original Music, Production Design) entrants may be required to supply DVDs for jury viewing, in addition to the video upload facility.
- Please note that for jury viewing, the digital rights management will be removed from the video to allow jurors the freedom to view the material in the most convenient way to them. Every juror signs a confidentiality form to clarify they must not copy or lend the material to third parties and that the video is for judging purposes only.

Please prepare your video to the following technical specification. Files not prepared to these specifications will not be accepted in the automated system:

Format	mp4 only
Codec – Video	h.264 It is suggested that the data-rate is set higher than 6Mbps but no more than 10Mbps for video Or select quality to 'best output'
Codec – Audio	AAC Most data rates are catered for but above 256Kbps, 44kHz Stereo is recommended
Frame Rate	25 per second
Frame Size	1280 x 720 HD 1024 x 576 SD Strongly recommended: 16:9 We can accept 4:3 pillarboxed to 16:9, frame size as stated above
Please note that mp4 is the only acceptable format. Files where you have just changed the file name will not be accepted unless a true mp4 file. If you need to get your programme/s encoded to the above specification, please contact us as we have preferable rates with Two Four.	

BAFTA accepts no liability for any file created to the wrong specification and is therefore not available to be viewed in the viewing or voting site. It is the entrant's responsibility to make sure the file is to the correct format and to check back on their video once it has passed review by BAFTA.

**CORRECT ENTRY INFORMATION IS THE RESPONSIBILITY OF THE ENTRANT
BAFTA IS NOT LIABLE FOR ERRORS IN LISTINGS THAT ARE THE RESULT OF INCORRECT
INFORMATION BEING SUBMITTED ON THE ENTRY FORM
BAFTA CANNOT BE HELD RESPONSIBLE FOR PROGRAMMES BEING ENTERED
IN THE WRONG CATEGORIES**

AWARD CATEGORIES

AWARD IN THE GIFT OF THE ACADEMY

1. SPECIAL AWARD

- This award is presented at the discretion of the Television Committee; therefore it may not be presented every year. Its purpose is to honour an individual or a team of craftspeople for outstanding creative contribution in the craft sector.

CRAFT CATEGORIES

2. 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 March 2011 and 15 February 2012.

- An entry might comprise one piece of work or a number of productions, each of which must have been transmitted during the eligibility period and demonstrate strong production values.

- Entrants who already have a significant number of credits in any genre will not be considered as eligible.

- Entrants must not have been previously submitted in this category.

- A CV and supporting statement of approximately 250 words will be requested. The statement must be written by someone who has worked with the entrant and not by the entrant themselves.

3. COSTUME DESIGN

- The programme should contain a significant amount of original design.

- Eligibility is limited to the costume designer.

4. DIGITAL CREATIVITY

- Entries must have been broadcast by a UK-based terrestrial or multi-platform broadcaster and should be for interactive projects focussed on video-based moving images and/or rich media.

- Awarded to individuals or a creative team working in the area of interactive media development.

- Individuals should have worked on the design, technical or back-end development of the project. Producers and executives are not eligible.

- A maximum of four names may be submitted. Additional names will not be considered. Alternatively, a maximum of four company names may be submitted.

- Supporting statements will be required outlining the project as a whole and for the role of each individual or company.

5. DIRECTOR: FACTUAL

- Eligibility is limited to the Director(s) of the specific episode entered for consideration.

6. DIRECTOR: FICTION

- Eligibility is limited to the Director(s) of the specific episode entered for consideration.

7. DIRECTOR: MULTI-CAMERA

- Eligibility is limited to the Director(s) of the specific episode entered for consideration.

- Programmes considered may include entertainment programmes, game shows, live events, news, reality shows, sports, studio sitcoms and talk shows.

8. EDITING: FACTUAL

- Eligibility is limited to the Editor(s) of the specific episode entered for consideration.

- Assistants are not eligible.

9. EDITING: FICTION

- Eligibility is limited to the Editor(s) of the specific episode entered for consideration.

- Assistants are not eligible.

10. ENTERTAINMENT CRAFT TEAM

- Awarded to a creative team working in entertainment programming.

- Entertainment programmes include general entertainment programmes, variety shows, game shows, stand-up comedies, quizzes, panel games and celebrity chat shows.

- A maximum of four individual names may be submitted and may include the following roles:

- Choreographer
- Composer/Music Supervisor
- Costume Supervisor
- Director of Lighting
- Editor
- Graphic Designer
- Make-Up Supervisor
- Production Designer/Set Designer
- Sound Supervisor
- Writer

- Producers and executives are not eligible.

11. MAKE UP & HAIR DESIGN

- Eligibility is limited to a maximum of three artists directly responsible for the make-up and hair design in the programme.

- Individuals responsible for a particular performer only are not eligible.

- Assistants are not eligible.

- Exceptionally, where an individual has been responsible for a character or characters which make an outstanding contribution to the overall achievement of the programme, they may be

considered for nomination alongside those responsible for the overall design of the programme. The final decision on eligibility rests with the Academy's Television Committee.

- A supporting statement of approximately 250 words will be requested from the supervising designer if a programme is included on the jury shortlist. This should also highlight the original work in any continuing series.

12. ORIGINAL MUSIC

- Where available, cue sheets should be provided for all programmes entered for this award.

- A programme will be eligible if more than 50% of its music is original composition created specifically for it.

- Original songs may contribute to the total amount of original composition.

- Eligibility is limited to the composer(s) of the original score, responsible for the conception and execution of the work as a whole.

- Where the composer created less than 50% of the original music, additional contributors may be considered.

13. PHOTOGRAPHY: FACTUAL

- Eligibility is limited to the Director of Photography or principal members of the Camera Team.

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

14. PHOTOGRAPHY & LIGHTING: FICTION

- Eligibility is limited to the Director of Photography.

15. PRODUCTION DESIGN

- Eligibility is limited to the Production Designer and Set Decorator.

- The programme should contain a significant amount of original design.

- A supporting statement of approximately 250 words will be requested from the Production Designer if a programme is included on the jury shortlist to highlight the original work in any continuing series.

16. SOUND: FACTUAL

- A maximum of four names may be submitted and may include the following roles:

- Sound Recordist

- Sound Designer

- Production Sound Mixer

- Re-recording Mixer

- Supervising Sound Editor

- Assistants are not eligible.

17. SOUND: FICTION

- A maximum of four names may be submitted and may include the following roles:
 - Sound Recordist
 - Sound Designer
 - Production Sound Mixer
 - Re-recording Mixer
 - Supervising Sound Editor
- Assistants are not eligible.

18. VISUAL EFFECTS

- Eligibility is limited to those individuals with primary creative responsibility for the visual effects achieved within the production;
- Consideration is given to post-production visual effects only and includes CGI.
- Title sequences that use post-production visual effects, including CGI, can be considered in this category.
- A maximum of three names may be submitted. Additional names will not be considered. Alternatively, a maximum of three company names may be submitted.
- The individuals put forward should be those responsible for the most significant and outstanding effects within the programme, generally the Visual Effects Supervisors. BAFTA recommends that senior Visual Effects Supervisors are fully consulted in the process of selecting nominees.
- VFX producers, coordinators and executives are not normally eligible unless it can be shown that they are also directly and creatively responsible for the effects achieved.
- A supporting statement of approximately 250 words will be requested from the Visual Effects Supervisor if a programme is included on the jury shortlist.

19. WRITER

- Writers of both original and adapted teleplays are eligible.
- Eligibility is limited to the Writer(s) of the original teleplay or the Writer(s) credited with adapting the original source material: 'story by' or similar credits are not eligible.
- Entries can be from any genre: factual, drama, comedy and entertainment.
- A shooting script will be requested if a programme is included on the jury shortlist.

THE TELEVISION COMMITTEE IS THE ARBITER OF ALL CATEGORY ELIGIBILITY.

VOTING PROCESS

The Special Award is in the gift of the Academy and is not open to voting by members at any stage.

Nominations and winners of all other Awards are decided by Television Voting Members, Chapters and juries.

Prior to the first round of voting, all Voting Members are informed of voting rules and must vote or register their abstention. They may vote for up to six programmes/individuals per category but may register their abstention from any category where they feel unqualified to vote. The top six go forward for jury consideration or, where there is a Chapter vote, to the second and third round of online Chapter voting.

Voting in Round One is restricted to registered Voting Members and Chapter Members. Voting is conducted online.

Voting in Rounds Two and Three is restricted to registered Chapter Members. Voting is conducted online.

All voting is authenticated by the Academy's appointed scrutineers.

Broadcaster Entries

After the first round of voting each broadcaster has the opportunity to enter an additional programme per category, per channel. In the case of terrestrial channels that have digital channels, the broadcaster can only choose one of their digital channels in which to put a programme forward; this does not affect their right to enter their terrestrial channels. The deadline for this entry is Tuesday 6 March 2012. For further information on entering please contact Lisa Prime (see Contact List).

Juries

The top six, as voted for by the membership, is compiled with the broadcaster entries to form the jury shortlist. The juries then decide the four nominations and overall winner in each category.

ALL DECISIONS MADE BY BAFTA AND ITS JURIES ARE FINAL AND NO CORRESPONDENCE WILL BE ENTERED INTO AS TO WHY PARTICULAR ENTRIES WERE OR WERE NOT NOMINATED

BAFTA LOGOS

- You may 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 BAFTA before the nominations are announced for the purpose of advance artwork preparation, but may only be used if the programme receives a nomination.
- The official event logo must be used; use of the mask alone is not permitted.
- Please contact Nick Williams (see Contact List) for permission to use the BAFTA event logo.

PIRACY

- The Academy takes a very serious view of piracy and will work with broadcasters and production companies to help prevent it.
- All BAFTA Voting members sign up to a code of conduct setting out their responsibilities regarding piracy. This code is available upon request from Jim Bradshaw (see Contact List).

CONTACT LIST

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