

GUIDE TO DELIVERABLES

KEY CONTACTS

- Director of Originals and Talent – Di Carter; diana.carter@hearstnetworks.com
- Director of Compliance – Sebrina Zeki sebrina.zeki@hearstnetworks.com
- Director of Legal (for all contract inquiries) – Yasmin Mahmout yasmin.mahmout@hearstnetworks.com
- Director Of Production – Anne Davies anne.davies@hearstnetworks.com
- Acquisitions Manager - Hannah Gray hannah.gray@hearstnetworks.com
- Programming Manager - Laura Kelly laura.kelly@hearstnetworks.com
- Content Management ContentManagementMailbox@hearstnetworks.com
- Tech Ops TechnicalOperations@hearstnetworks.com
- Hearst Networks EMEA Picture Desk picturedesk@hearstnetworks.com

DELIVERY

Your Programming Manager and Content Management contact will be in touch to set up an onboarding call to make sure all is set up for you, to provide smooth delivery for TX files and all additional materials.

PUBLICITY

Publicity of any Programme(s) must be approved by Hearst Networks EMEA's press department by contacting David Clifton david.clifton@hearstnetworks.com

PHOTOGRAPHY & ARTWORK

We will connect you to Hearst Networks EMEA Picture Desk at the beginning of production. Please refer to the Hearst Networks Production Photography Guidelines and discuss with your Picture Desk liaison about requirements on what to capture during your production and delivery specifications.

Please deliver photography and artwork with completed stills log to Hearst Networks EMEA Picture Desk, as well as to your Content Management and Programming contacts.

TRANSCRIPTS

Please refer to 'Scripts Requirements Doc' for full requirements

SYNOPSES

Provided in MS Word/non-copy protected PDF format:

- Detailed series synopsis (at least 200 words) - Please could this be available soon after greenlight for PR purposes.
- Detailed episodic synopsis (at least 100 words) – Please could these be available 8 weeks before TX.
- 400 character series synopsis for digital platforms
- 150–250 character episodic synopses for digital platforms

BIOGRAPHIES

All main talent/contributors featured in the Programme(s) 100 words minimum, available 8 weeks before TX.

FULL MUSIC CUE SHEET

Please get in touch with your Sky Music Contact as sent to you by Programming Manager for details on how these are to be created and entered.

PROGRAMME AS COMPLETE FORM (PasC)

Please refer to template; to be completed for each episode.

LOGO/TITLE GRAPHIC

This will be provided for you by your Programming/Content Management contact. Provided electronically in a layered PSD format including any specifics for lower thirds/captions. Please refer to the Tech Spec for more details.