



### Delivering to Hearst Networks EMEA – Script Requirements

- A. Scripts delivered Hearst Networks EMEA must be in an editable format and include as a minimum the following:
1. File name:
    - a. Clearly identifiable (not first initial of words)
    - b. Consistent file naming throughout the series
  
  2. A cover page with:
    - a. Script type (postproduction/as-recorded/as-broadcast, etc.)
    - a. Series name
    - b. Season number
    - c. Episode name
    - d. Episode number
    - e. Run time of media asset
    - f. Full name of media asset (which cut/edit version; texted, textless)
  
  3. The main script must include in separate fields:
    - a. Timecode (T/C IN, T/C OUT, and start and end T/C of each video segment/part if relevant)
    - b. Speaker ID
    - c. Dialogue (verbatim speech, incl. non-English contributions)
    - d. Burnt-in subtitles (identifying language of the audio if different from main source audio)
    - e. Onscreen text (incl. main start/end credits and any warning slates/end slates)
- B. We recommend that all scripts include below features:
1. A consistent, clearly identifiable file name (not initials of words)
  2. A cover page with:
    - b. Script type (postproduction/as-recorded/as-broadcast, etc.)
    - c. Series name
    - d. Season number
    - e. Episode name
    - f. Episode number
    - g. Run time of media asset
    - h. Full name of media asset (which cut/edit version; texted, textless)
    - i. First frame of picture & last frame of picture

- j. First dialogue occurrence (T/C IN) & last dialogue occurrence (T/C OUT)
  - k. Full media asset name (which cut/edit version; texted, textless)
  - l. Audio type (5.1, 2.0, mono, split M&E or mix minus narration)
  - m. Main language of the source audio
  - n. Presence of other languages (indicate if foreign audio is translated/untranslated)
  - o. Presence of burnt-in subtitles
  - p. Presence of OST (onscreen text)
  - q. Presence of plot-relevant songs
  - r. Production year (if not available on source script, write “Not available”)
  - s. Production company (if not available on source script, write “Not available”)
  - t. Short episode synopsis (100 words)
  - u. Glossary of Terms (key names and places, recurrent idioms or expressions worth incl. in a glossary for continuity purposes when localising content into different languages). This can be provided as an appendix to the main script.
3. The main script must include in separate fields:
- a. Timecode (T/C IN, T/C OUT, and start and end T/C of video segments/parts if relevant)
  - b. Speaker ID
  - c. Dialogue (verbatim speech, all human utterances [coughs, laughs, etc], non-English contributions)
  - d. Flag if the narration is not on a separate audio track (mix minus narration)
  - e. Burnt-in subtitles (identifying language of the audio if different from main source audio)
  - f. Onscreen text (incl. main start/end credits and warning slates/end slates)
4. Must be supplied in an editable format (.doc, .docx, etc. Not PDFs) AND .xml

NOTE: Once the content has been released to broadcasters, very few people get to view the content until the Language Service Providers send it to translators, by the time it is often too late to find out that a piece of content has foreign dialogue, lots of OST, plot-relevant songs, etc. Capturing this information upfront really helps with timelines and briefing translation teams, all factors contributing to ensuring we maintain the quality and original creative intent. We recommend you use Take 1 who understand our script requirements. Please contact Claire Brown to ensure our A+E script template is used:

[claire.brown@take1.tv](mailto:claire.brown@take1.tv)