



PCIS: HOW TO GUIDE

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Overview

The Production Company Information System (PCIS) is the system for the completion of the following post production paperwork for all Paramount UK commissioned titles:

- Transmission information
- Compliance form
- Contributor form
- Copyright information
- Music rights information

Programme Management sign off the Contributor form, Transmission form, Copyright form and Compliance form.

The Music department will sign off the music rights.

For Diamond Diversity Data entry please contact

For Q registry to complete your cue sheets please contact allinmusicservices@channel5.com

For Albert registration please contact albert@bafta.org

Signing up

To access PCIS please click the following link: <https://productionhub.paramount.uk.vimn.com/>

Once logged into the portal, scroll to the bottom of the homepage and select sign up. On the homepage you will also find all our user guides and production documents including:

- A PCIS User guide
- Production guide
- Deliverables list
- Filming guidelines

PRODUCER RESOURCES

To complete your post production paperwork, please log in to PCSI below

COVID AND HEALTH & SAFETY

- » COVID-19 Case Report Form
- » COVID Letter from Ben Frow to Producers
- » COVID Industry TV Production Guidance
- » COVID BFI Drama Production Guidance

PRODUCTION DOCUMENTATION

- » Commissioning Specification Template
- » Commissioning Progress Report Template
- » Commissioning Specification Template
- » Commissioning Amendment Template
- » Final Production Declaration Template
- » Commissioning Amendment Template

PRODUCTION FINANCE

- » ViacomCBS - International Supplier Registration Walkthrough Guide
- » Directors UK Fees
- » Invoice Submission Guide

WELFARE & COMPLIANCE

- » Anonymising Guidelines for Producers
- » ViacomCBS Child Protection Policy Part II (Working with U18s)
- » Filming Guidelines with Go Pro's, Fixed Cameras & CCTV
- » Child Walk-Ons, Support Artists & Basic Disclosure Checks
- » On and Off Screen Expert Guidelines
- » Essential Supporting Artist Background Checks
- » ViacomCBS Child Protection Policy Part I

PRESS, PROMOTION & MARKETING

- » Competition Delivery Specification
- » Billings and Synopsis Form
- » Photography Guidelines
- » Promotional Material - Your Obligations
- » CC & MTV Episodic Information
- » Photography Caption sheet

TECHNICAL DELIVERABLES

- » MTV Re-Delivery Request.doc
- » Channel 5 Full Technical Specification for File Deliveries
- » MTV UK Delivery Specification
- » Channel 5 VOD Image Guidelines
- » CC & MTV Commissions Delivery Grid
- » Loudness & Maximum Level of Audio Signals
- » Channel 5 Presentation Specification March 2020
- » Channel 5 Deliverables
- » Comedy Central UK Delivery Specification
- » Channel 5 Full Technical Specification for Live Deliveries
- » CC Re-Delivery Request.doc

POST PRODUCTION REPORTING

- » Diamond Diversity Actual User Guide
- » Albert Calculator - Quick Start Guide
- » Diamond - Contributors User Guide
- » Albert Certification - Quick Start Guide
- » CC & MTV Post Production Scripting Instructions
- » Made Outside of London and D&I end of production report
- » BAFTA Albert Calculator
- » Diamond Diversity Perceived User Guide
- » Music Usage and Costs Guidance
- » Music Reporting Guide
- » CC & MTV Post Production Scripting Template

Post Production Paperwork must be submitted online please log in below
For PCSI account or paperwork support please contact PostProductionpaperwork@btinn.com

Log in
Password

[Register](#) / [Forgot Password](#)

When you sign up, you will have two options, depending on your position at your production company:

HEAD OF PRODUCTION OR EQUIVALENT

If you are a Head of Production/Line Producer or equivalent who is across the entire production.

PRODUCTION MANAGER/CO-ORDINATOR

If you are a Production Manager/Coordinator/Secretary who is working on just one programme within the production company.

To register:

- Fill out your email address (NB only official company email addresses, not Hot-mail/Gmail etc)
- Create a password
- Select Role 'Head of Production or Production Manager/Coordinator'
- Select the Production Company you work for
- Select the productions you need access to (Production Manager/Coordinator only)
- Click Sign up

Register with the Hub

Email

Password


Confirm password

[Password Policy](#)

Select Role
 Head of Production
 Production Manager/Co-ordinator

Production company

Programmes

I'm not a robot 

[Sign up](#)

For registration or post production paperwork support contact PostProductionpaperwork@channel5.com

A green banner will display at the top of the page when the user has been set up. You will receive an email like the one below when your registration is completed successfully. This email is automatically generated, so if you do not have this within 5 minutes of registering please check your junk folder. If you still cannot see it, repeat the sign up process. Once the registration email is received please contact postproductionpaperwork@vimn.com to approve your account.

An email will arrive looking like the below:

New user request in the Five programme information system

From: <PostProductionpaperwork@channel5.com >
Date: 2017-02-09 09:44

Hello,

You have requested for the new access to below details :

Role applied for : Head of production.

The Production company was : dummy company
The programme(s) associated was : Access to all the programmes.

This request has been sent for approval. You will be notified regarding the status of this request via your registered email address.

Kind regards,
Five Programme Delivery Team

Programme Management will either approve or reject the request.

New user request has changed status in the Five programme information system

From: <PostProductionpaperwork@channel5.com >
Date: 2017-02-09 09:45

Hello,

Your request for the access is been changed:

The Production company was : dummy company
The programme(s) associated was : ALL PROGRAMMES.

The status of the request :ACCEPTED

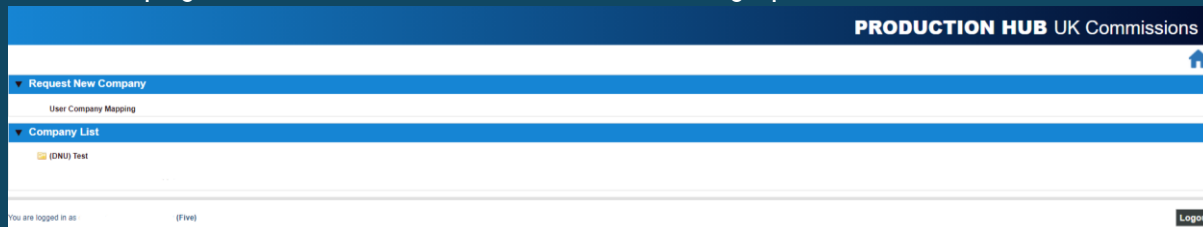
The comment associated with the change was:
Not applicable.

Kind regards,
Five Programme Delivery Team

You can now log on and access all the programme forms.

Production Company Homepage

Your homepage will look like the below with the following options.



Request New Company

This is to be used:

- If your company has multiple smaller brands within it. For example under Paramount UK we would have MTV, Channel 5, Nickelodeon etc.
- To add additional programmes from your production company to your user account.

To register for an additional subsidiary or to add new programmes to your account, click on User Company mapping which will take you through to the below.

A form for requesting a new company. It includes the following fields:

- Email**: A text input field with an envelope icon.
- Role ***: Two radio button options: 'Head of Production' and 'Production Manager/Co-ordinator'.
- Production company ***: A dropdown menu with the placeholder text 'Select a company'.
- Programmes ***: A dropdown menu with the placeholder text 'Select Programme(s)'.

A blue button labeled 'Request Company' is positioned at the bottom right of the form.

Your email address will automatically be filled in. Select the relevant role, and the production company and programme(s) the same as initial registration. Then click request company. Once completed, email the post production paperwork team for approval.

Company List

This will show you which production companies your account is mapped to Click through to see each individual programme.

If any of the production company details are incorrect, please inform the Production Management team and they will update it accordingly.

Relevant programme titles are listed at the bottom of the page under 'In Progress'. Click on the title you are completing paperwork for.

The screenshot shows the 'Company Details' page for a production company. The header is 'PRODUCTION HUB UK Commissions' with a home icon. Below the header is a navigation bar with 'Back to Production Company Home'. The main content area is titled 'Company Details' and contains the following information:

- Name: (DNU) Test
- Address: Havley Cres, Camden Town, London
- Postcode: NW1 8TT
- Country: United Kingdom
- Telephone: 020 3580 2000
- Head of Production: [Redacted]

Below the company details is a section for 'Programmes'. Under 'In Progress', there is one item: 'Test Programme'. Under 'Completed', it states 'This company has no Completed programmes'.

Click on each individual episode to bring up the episodic pages for completion as below:

The screenshot shows the 'Programme Details' page for a programme. The header is 'PRODUCTION HUB UK Commissions' with a home icon. Below the header is a navigation bar with 'Back to Production Company Home'. The main content area is titled 'Programme Details' and contains the following information:

- Name: Test Programme
- Programme ID: C598705
- Running Time: 00:00:00
- Production Region: London
- Production Manager: N/A
- Contact Address: Havley Cres, Camden Town, London
- Phone Number: N/A
- Email: [Redacted]
- CC Email: brandan.vesty@channels.com
- Commissioning Editor: N/A
- Commissioning Channel: [Redacted]

Below the programme details is a section for 'Episodes'. Under 'In Progress', there are two items: 'Episode 1 (C598705/0001A)' and 'Episode 2 (C598705/0002A)'. Under 'Completed', it states 'This programme has no in progress episodes'.

Compliance Form

The screenshot shows a web-based form with several sections:

- Versions**: A dropdown menu.
- Episode Details**: Fields for Programme (Test Programme), Episode Title (Episode 2 (2 of 2)), CB Number (CB987650002A), Commissioning Editor (N/A), Company (CBU) Test, Address (Haley Dirs, Camden Town, London), and Contact (N/A (N/A)).
- Technical Details**: A dropdown menu for Format (SD).
- Program Contents**: A section with four text input fields labeled General Comments, Part Timings, Suggested Warnings / On-Air Announcements, and Legal Comments.
- Program Times**: A table with columns for Programme Start, Credits Start, Programme End, and Total Duration. Each cell contains a time input field (HH:MM:SS). Below the table is a 'Save Version' button.
- Comments**: A section with a message: 'There are no comments for this form'.

Run through each section filling in the relevant information.

Format

Select if the programme is HD/SD.

General Comments

Use this field to share any information that may be deemed helpful to accompany the programme. Such as support groups, advice lines etc or any websites used to gather facts/stats or any other useful information. If there isn't anything to add, please just put N/A.

Part Timings

Use this field to tell us the part timings which should also include the break bumper. Please list the in and out timecode for each part as well as the part duration. As we expect a continuous file deliver with one single bumper, in your timings include this twice. Please also include any pre titles and credits within your timings. An example below:

Part Timings		
Part 1:	10:00:00 - 10:09:15	- Duration: 09:15
Part 2:	10:09:15 - 10:21:10	- Duration: 11:55
Part 3:	10:21:10 - 10:34:30	- Duration: 13:20
Part 4:	10:34:30 - 10:45:15	- Duration: 09:45

Suggested Warnings/Announcements

If you have any notes back from Content Legal please add them here.

Legal Comments

Use this field to include any detailed information between Content Legal/Production Lawyer that we should be made aware of.

Programme Times

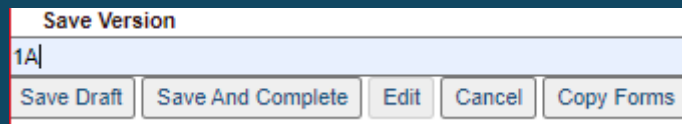
The Programme by default will start at 10:00:00. Then add the time code of when the credits start. The Programme End time is both editorial and the end credit timings and then finally the total duration of the programme.

If the programme has delivered hard parted do not include the black between each part in your total duration.

SAVING FORMS

If you want to save the form but not submit it yet, type the version or date where it says '**SAVE VERSION**' and then click **SAVE DRAFT**. You can return to the form at any time.

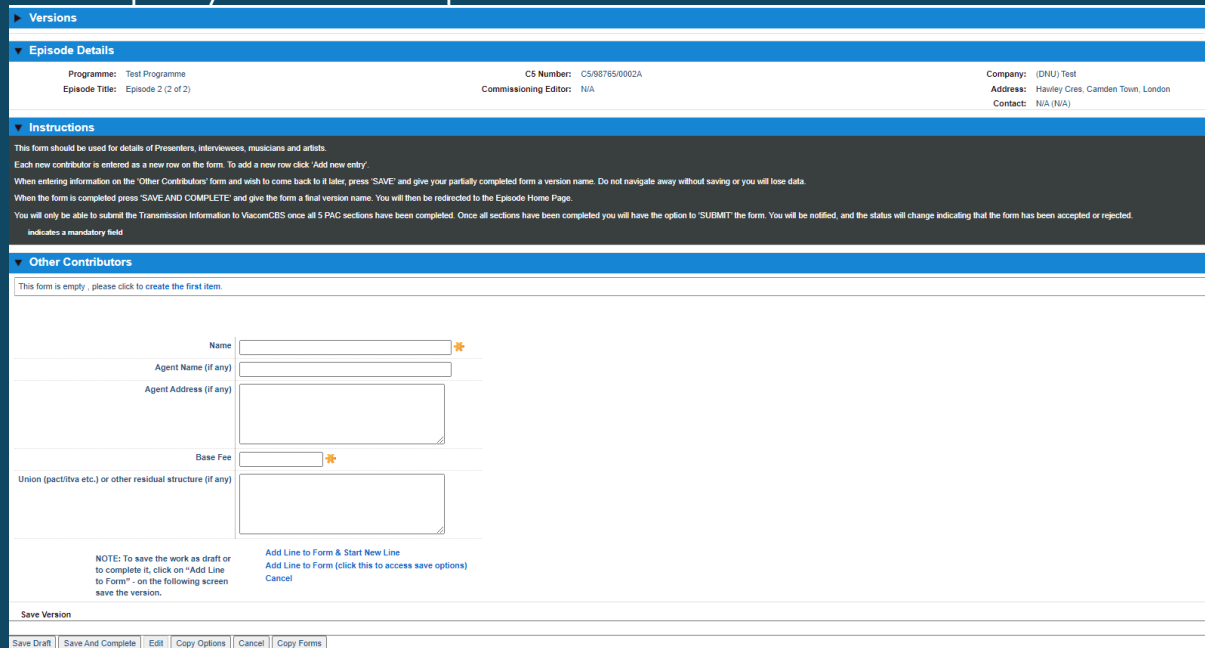
When you have completed the form, type the version or date you wish to save it under where it says **SAVE VERSION** and click **SAVE & COMPLETE**. This will save the form but doesn't send it to Paramount UK as this is done at the end when all forms are completed.



Other Contributors

This form lists all people who appear on screen that have signed a release form or given on camera consent as well as the narrator or voice over where applicable.

Click to "Add new entry". This will open up the page below. Fields marked with an asterisk are compulsory and must be completed.



If the contributor has been contracted or a fee agreed for participating/loss of earnings then add this into the 'base fee'. The base fee can either be added as a per episode fee (if

applicable) or a series fee. Please be sure to note the correct currency. Talent (voice-over/presenter/host) will need agent details completed. For interviewees, members of the public or talent who self represent, add N/A to the relevant boxes.

If this is the only or last contributor to be added, please click 'Add Line to Form' (click this option to access save options).

If more contributors are to be added, please click on 'Add Line to Form & Start New Line'.

If your contributors are the same for each episode please go to page 14 and read about copying forms.

SAVING FORMS

If you want to save the form but not submit it yet, type the version or date where it says '**SAVE VERSION**' and then click **SAVE DRAFT**. You can return to the form at any time.

When you have completed the form, type the version or date you wish to save it under where it says **SAVE VERSION** and click **SAVE & COMPLETE**. This will save the form but doesn't send it to Paramount UK as this is done at the end when all forms are completed.

Transmission Information

This form holds information relevant to its Broadcast. Fields marked with an asterisk are compulsory and must be completed. All sections on this form are free text except for the Director section.

The screenshot shows a web form titled 'Transmission Information' with several sections:

- Versions**: A blue header bar.
- Episode Details**: A section containing:
 - Programme: Test Programme
 - Episode Title: Episode 2 (2 of 2)
 - C5 Number: C598765/0002A
 - Commissioning Editor: N/A
 - Company: (DNJ) Test
 - Address: Havley Cres, Camden Town, London
 - Contact: N/A (N/A)
- Instructions**: A section with text explaining the saving process and submission requirements. It includes a note: 'indicates a mandatory field'.
- Directors**: A section with a form for adding directors. It includes fields for Surname, First Name, and a dropdown menu. There are 'Add ->' and '<- Remove' buttons. Below the form is a note: 'Enter the name of the director(s). If there was no director, please enter the name of the nearest creative alternative (such as the producer)'.
- Safety Copy**: A section with a note: 'State the name, address & telephone number of the post production facility where the safety copy is stored.' It includes fields for Name, Address, Phone Number, and Email Address.
- Synopsis**: A section with a text area for entering the synopsis.

The screenshot shows a form with the following sections:

- Restrictions**: A header with a blue bar and a sub-header "Any restrictions on ancillary use of material from the programme (e.g. clip usage, promotional use, use in trailers, internet use)". Below is a large empty text area.
- Full Cast List**: A header with a blue bar and a sub-header "Including presenter, narrator and main contributors". Below is a large empty text area.
- List of Credits**: A header with a blue bar and a sub-header "As they appear on screen". Below is a large empty text area.
- Save Version**: A section containing a row of buttons: "Save Draft", "Save And Complete", "Edit", "Cancel", and "Copy Forms".
- Comments**: A header with a blue bar and a sub-header "There are no comments for this form". Below is a large empty text area.

Directors

To complete this section please add the surname then the first name in the relevant boxes and then click add. This will then be added to the form in the box underneath as per the below, this allows you to add multiple names if there are one or more Directors.

Safety Copy

Tell us where you have a back-up of your TXM; this is required should there be a request for redelivery in the event of an emergency.

Synopsis

This is the billings listings for each ep. A series summary if applicable and then the episodic synopsis.

Restrictions

This is where you should outline any clips that can't be used for Promo/Social/Marketing purposes. List the time codes and a brief description of the shot/clip.

Cast List

List the Presenters/Narrator/Actors/ Interviewees/ Experts and any other prominent contributors.

Credits List

Add in the credits as they appear at the end of the programme. If you have additional credits at the top end of the programme (in dramas for example) and these are not duplicated in the final credits please add these first and clearly indicate which credits are which.

SAVING FORMS

If you want to save the form but not submit it yet, type the version or date where it says '**SAVE VERSION**' and then click **SAVE DRAFT**. You can return to the form at any time.

When you have completed the form, type the version or date you wish to save it under where it says **SAVE VERSION** and click **SAVE & COMPLETE**. This will save the form but doesn't send it to Paramount UK as this is done at the end when all forms are completed.

Copyright Material

This form holds all information relating to third party material that has been used in the programme (excluding music). Please tick the 'Not Required' box on the Episode Home Page as highlighted below if no copyright has been included in your programme.

PRODUCTION HUB UK Commissions

Episode Details

Episode Title: Episode 1
CS Number: CS/98765/0001A
Running Time: 00:00:00

Company: (DNU) Test
Programme: Test Programme

Edit Episode Details
Back to Programme Home Page

PAC Form (Completed)

Music Call Sheet	SUBMIT VIA Q	Printable Version	Export to Excel	
Music Rights	(Completed)	Printable Version	Export to Excel	Submit Music Rights page
Compliance Form	(Accepted by Channel S)	Printable Version	Export to Excel	Submit
Other Contributors	(Accepted by Channel S)	Printable Version	Export to Excel	
Transmission Information	(Accepted by Channel S)	Printable Version	Export to Excel	
Copyright Material	(Accepted by Channel S)	Printable Version	Export to Excel	<input checked="" type="checkbox"/> Not Required?

you are logged in as brandon.wells@channels5.com (Five)

Logout

Please note fields marked with an asterisk are compulsory and must be completed.

Please make sure that if any of the copyright is not cleared worldwide, all media, in perpetuity then the rights must be noted down as per the contract.

To add a line of copyright, click add. This will open up the page as below:

Versions

Episode Details

Programme: Test Programme
Episode Title: Episode 2 (2 of 2)

CS Number: CS/98765/0002A
Commissioning Editor: N/A

Company: (DNU) Test
Address: Hatley Cres, Camden Town, London
Contact: N/A (N/A)

Instructions

Once you have completed the form and pressed "Save" the form can then be submitted to ViacomCBS for approval. In order to submit the form, click on the "submit" link on the episode home page. ViacomCBS will not receive the form until it is submitted. Once the form is submitted no further changes can be made unless the request is subsequently rejected.

Copyright Material

This form is empty - please click to create the first item.

Type of Material: (Any Other Underlying Rights) *

Description of Material: *

Start Timecode: HH MM SS *

Duration: HH MM SS *

Source of material: *

Rights Obtained & Length of License Period: *

Cost of rights: *

NOTE: To save the work as draft or to complete it, click on "Add Line to Form" - on the following screen save the version.

Add Line to Form & Start New Line
Add Line to Form (click this to access save options)
Cancel

Save Version

Save Draft Save And Complete Edit Copy Options Cancel Copy Forms

Comments

There are no comments for this form

Click on the drop down list to select the copyright type. The options are:

- Archive Footage
- Original & Adaption/Format Agreement/Quotations/Poetry/Books/Paintings
- Stills
- Any Other Underlying Rights.

In Material description, add in a brief description of the clip/image/book title and the product code (from an archive source if applicable). For example, 'Child running through flowers' Image12345.

Add the in timecode and the clip duration into the following 2 lines. Ensure the in timecode starts with 10: 11: or 12: depending on its placement in the programme. And for the duration leave the HH as 00:

For Source of Material, please include either the website, archive source, person's name/estate or web page. For example: YouTube, Getty, Dylan Dylan's, Facebook etc.

In Rights obtained, ensure the length of license, allowed platforms and territory are all noted down. For example: worldwide, all media, in perpetuity or 5 years, UK & EIRE only, all media excluding theatrical release etc. These details can be pulled from the individual agreements.

For cost of rights, please add the cost paid for the copyright with the correct currency. If no costs were paid, please add N/A to the box. Add 'Fair Deal' or 'Await Claim' to applicable fair dealt or best endeavours copyright only. To note, please only add in the cost of the copyright in the first instance of the copyright shown, if a piece of copyright is repeated throughout the programme please add 'repeat' into the cost box.

If this is the only or last entry for copyright to add please click "Add Line to Form (click this option to access save options)".

If more copyright is to be added please click on "Add Line to Form & Start New Line"

NOTE: To save the work as draft or to complete it, click on "Add Line to Form" - on the following screen save the version.

Add Line to Form & Start New Line
Add Line to Form (click this to access save options)
Cancel

Once all copyright information has been , you can either save this version to review and/or update later or Save and Complete if all the information has been added.

SAVING FORMS

If you want to save the form but not submit it yet, type the version or date where it says '**SAVE VERSION**' and then click **SAVE DRAFT**. You can return to the form at any time.

When you have completed the form, type the version or date you wish to save it under where it says **SAVE VERSION** and click **SAVE & COMPLETE**. This will save the form but doesn't send it to Paramount UK as this is done at the end when all forms are completed.

If your copyright is the same for each episode or for a cutdown episode, please see the below about copying forms.

Copying Forms

There is a copy function on the contributor and copyright pages that allows you to copy details from one episode to another. It's better that the episode you are copying to is blank to avoid duplicate entries.

To do this go to the episode you wish to copy the information *from* and click on "copy", this will bring up the following page:

▼ Copy all lines to episodes in the same series

You have chosen to copy lines FROM the Music Rights section of the PAC form of Episode "Episode 1" of Programme "Test Programme", C5 number: C5/98765/0001A.

ALL lines on the original record will be copied TO the following selected Episode(s):

Select	C5 Number	Episode Title	Notes
<input type="checkbox"/>	Episode 2	C5/98765/0002A	0 lines already exist - new lines will be added

Copy Now Cancel

Select the episode you wish to copy the information to and click “copy now”.

Once all information has been added, you can either save this version to review and/or update later or Save and Complete if all the information has been added.

Submitting Forms for approval

All forms must be saved and completed before submitting to Paramount UK. Music rights can be submitted separately to the other forms. To submit all other forms, music rights must show as either in progress, completed or submitted before sending or else this will show the following error. Please update the music rights status and try again.

Production Company Information System
(UAT Environment For Testing)
[Home](#)

An Error Occured

Sorry, an error has occurred. If the error continues, please contact ViacomCBS telling them your username and what you were doing when the error occurred.

[Return to home page](#)

Once all forms are saved and completed, a submit button will appear on the Episode Home Page as shown below:

PRODUCTION HUB UK Commissions

▼ Episode Details

Episode Title: Episode 2 Company: (DMU) Test
 C5 Number: C5/98765/0002A Programme: Test Programme
 Running Time: 00:00:00

Edit Episode Details
[Back to Programme Home Page](#)

▼ PAC Form (In Progress)

Music Cue Sheet	SUBMIT VIA Q	Printable Version	Export to Excel
Music Rights	(In Progress)	Printable Version	Export to Excel
Compliance Form	(Completed)	Printable Version	Export to Excel
Other Contributors	(Completed)	Printable Version	Export to Excel
Transmission Information	(Completed)	Printable Version	Export to Excel
Copyright Material	(Completed)	Printable Version	Export to Excel <input type="checkbox"/> Not Required?

Production Management
[Submit](#)

You are logged in as brandon.wells@channeil.com (Five) [Logout](#)

Click the submit buttons.
This will open up change status page, click ok.

After submission you will not be able to change the details on the form. Do you wish to continue?

PRODUCTION HUB UK Commissions

Episode Details

Episode Title: Episode 2
CS Number: C550765/0002A
Running Time: 00:00:00

Programme: Test Programme

OK Cancel

Exit Episode Details
Back to Programme Home Page

PAC Form (In Progress)

Music Cue Sheet	SUBMIT VIA Q	Printable Version	Export to Excel
Music Rights	[In Progress]	Printable Version	Export to Excel
Compliance Form	[Completed]	Printable Version	Export to Excel
Other Contributors	[Completed]	Printable Version	Export to Excel
Transmission Information	[Completed]	Printable Version	Export to Excel
Copyright Material	[Completed]	Printable Version	Export to Excel

Production Management
Submit

Log out

If there are any comments you wish to add at the time of submission add them here:

Please enter a comment

The status of the form is being changed to 'Submitted to Channel 5'. No comment is required, however if you would like to attach a cover note or comment please do so below. To complete submission process press 'Continue & Submit' button.

Continue & Submit Cancel

Click Continue & Submit.

This page has now been submitted to Production and Programme Management for review and sign off.

PRODUCTION HUB UK Commissions

Episode Details

Episode Title: Episode 2
CS Number: C550765/0002A
Running Time: 00:00:00

Comps: (DR) Test
Programme: Test Programme

Exit Episode Details
Back to Programme Home Page

PAC Form (In Progress)

Music Cue Sheet	SUBMIT VIA Q	Printable Version	Export to Excel
Music Rights	[In Progress]	Printable Version	Export to Excel
Compliance Form	[Submitted to Channel 5]	Printable Version	Export to Excel
Other Contributors	[Submitted to Channel 5]	Printable Version	Export to Excel
Transmission Information	[Submitted to Channel 5]	Printable Version	Export to Excel
Copyright Material	[Submitted to Channel 5]	Printable Version	Export to Excel

Not Required?

Log out

If once you've submitted you need to make any amendments or updates, email postproductionpaperwork@vimm.com with the clock number and form that requires rejecting.

Music Reporting

Please email allinmusicservices@channel5.com to be set up on Paramount UK's internal music reporting system Q to complete music cue sheets and how to complete the music reporting form on PCIS.

Post Production Paperwork contacts

General queries	postproductionpaperwork@vimn.com
Music reporting Channel 5: MTV: Comedy Central:	Allinmusicservices@channel5.com MMLUK&INTL@vimn.com musiclicensing@bskyb.com
Albert paperwork	info@wearealbert.org postproductionpaperwork@vimn.com
Silvermouse paperwork approval	Postproductionpaperwork@vimn.com
Silvermouse set up & help	Silvermousehelpdesk@silvermouse.com
Delivery / Tech Spec Enquires: Channel 5:	Alfie.Sanderson@paramount.com allinbroadcastoperations@channel5.com allinprogramme.compliance@channel5.com
MTV and Comedy Central:	GCS_AMS_Contentops@vimn.com Dave.Ritchie@paramount.com

Frequently Asked Questions

The same piece of copyright is used throughout the programme can I copy this information?

Yes, you can use the copy function to the left of the line on the form and copy the information. The only detail to be updated would be the in timecode and the duration.

Do I have to enter each time the copyright is used in the programme or can I put in a total duration?

No, please add in each time a piece of copyright appears on screen.

Do I have to add in everyone who walks past on screen to the contributor section?

No, this section is for anyone who has give verbal or written consent to appear in the programme as well as the presenter(s) and VO artist(s).

Do I include the credits in my timings for the final part?

Yes, the final part timings should include credits and endboard until the screen goes black.

Do I have to add the cost of the copyright everytime it appears?

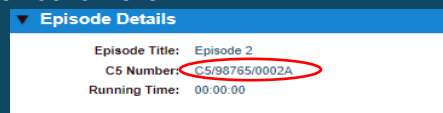
No, you can put in the cost for the first time the copyright appears and for every repeat add the word 'repeat' to the costs box.

When will my programme show up on PCIS?

The programme is added after BBAM approval but you won't be able to see it until it's mapped to your account. Please use the User Company Mapping tool to add the programme to your account. If you can't see it listed after using this tool then please contact postproductionpaperwork@vimn.com to create the programme.

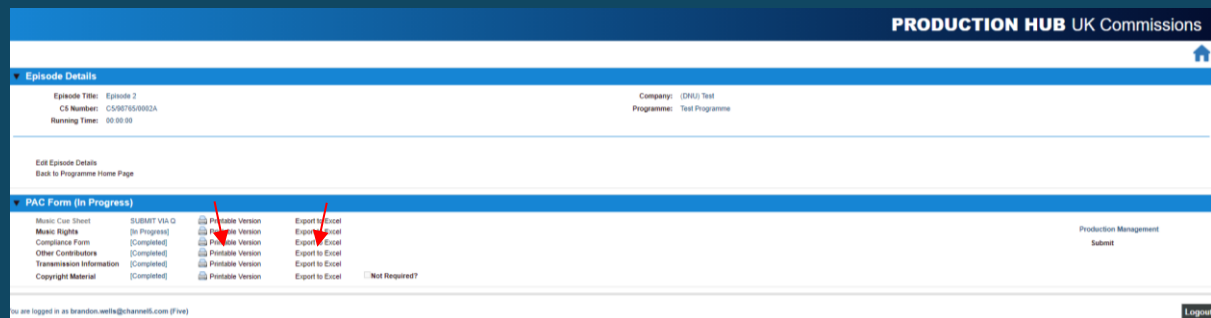
Where can I find my clock number on the hub?

Your clock number can be found here.



How can I get a copy of my paperwork for my records?

You can download PDF or exported Excel versions of your forms from here.



All my forms have been sent back but I only need to make amendments to one. Have I missed something?

We can only reject whole episodes instead of individual forms. Please save and complete the unedited forms before attempting to resubmit your changes.