

PPA Update - Delivery Materials/Images (Appendix C (6))

New Wording from 26 Sept 2023

6. Items (a) – (d) below to be sent to the Publicist by email to pi@channel5.com. Items (e) and (f) below to be sent to the Picture Publicity Manager by email to picturepublicity@paramount.com, both located at Channel 5 Press Office, 17-29 Hawley Crescent, London NW1 8TT pursuant to the terms of the Production Guide made available to Producers by Channel 5 from time to time.
- (a) A set of cast biographies;
 - (b) Series synopsis of 100 - 200 words for the Programme;
 - (c) Episode synopses (no less than 300 words per Episode) plus running order and billing information for each Episode;
 - (d) Production credits for the Series Producer, Executive Producer, Producer/Director;
 - (e) A minimum of 20 colour photographic images per Episode for non-scripted programming and a minimum of 30 photographic images per Episode for scripted content and such aforementioned photographic images for both scripted and non-scripted shall conform to the below list of requirements: -
 - I. Picture quality to be 300 dpi/ 5000-6000 pixels on the longest side (i.e if landscape 5000-6000 pixels on the width and if portrait 5000-6000 pixels on the height) and delivered as JPG and RAW files;
 - II. Images to consist of a mixture of both portrait and landscape format (60/40 in favour of landscape yet subject to any variation of this as requested by and/or discussed with the Picture Publicity Manager/Picture Team) and caption details must be provided specifying from left to right who is in the images;
 - III. Images must be signed off by relevant talent/agents;
 - IV. No images should be captured on mobile phone devices and no screengrabs are accepted by Channel 5 unless requested by and/or discussed with the Picture Publicity Manager/Picture Team;
 - V. All images to be delivered to the Picture Publicity Manager/Picture Team at picturepublicity@paramount.com via legal and secure file sharing services including services such as www.wetransfer.com, www.dropbox.com and www.hightail.com or sent as a hard drive to the Channel 5 address as referenced above a minimum of 4 (four) weeks prior to master programme material delivery;
 - VI. For images being sent via file sharing services, the Producer must ensure that such images being shared to Channel 5 are not restricted to set expiry dates or, where this is not possible, images are only removed from such services by the Producer upon completion of Channel 5's publicity purposes.
 - (f) Caption sheet detailing the following information for each image: Episode number, names/titles of the people featured, what's happening, the location and how this relates to the Programme and copyright details.

Old Wording up until 26 Sept 2023

6. Items (a) – (d) below to be sent to the Publicist by email to pi@channel5.com. Items (e) and (f) below to be sent to the Picture Publicity Manager by email to pictures@channel5.com, both located at Channel 5 Press Office, 17-29 Hawley Crescent, London NW1 8TT pursuant to the terms of the Production Guide made available to Producers by Channel 5 from time to time.
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 - (b) Series synopsis of 100 - 200 words for the Programme;
 - (c) Episode synopses (no less than 300 words per Episode) plus running order and billing information for each Episode;
 - (d) Production credits for the Series Producer, Executive Producer, Producer/Director;
 - (e) A minimum of 12 colour photographic images @ 3000 x 4000 pixels/12mb each, per Episode (no screen grabs), sent via www.wetransfer.com or www.hightail.com to the aforementioned Picture Publicity Manager at pictures@channel5.com, or a DVD (to be sent to the address below) delivered a minimum of 4 weeks prior to master programme material delivery.
 - (f) Caption sheet detailing the following information for each image: Episode number, names/titles of the people featured, what's happening, the location and how this relates to the Programme and copyright details.

Comparite of old and new wording

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