

British Academy Television Craft Awards

Rules and Guidelines 2018

British Academy of Film and Television Arts

British Academy Television Craft Awards

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A. INTRODUCTION and TIMETABLE

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 and teams of craftspeople 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.

Monday 9 October	Entry website opens (http://entry.bafta.org/)
Monday 13 November	Viewing site opens
Friday 1 December	Submission deadline for programmes broadcast 1 January - 30 November 2017 <i>Programmes yet to be transmitted may be entered but will not be made available for viewing until after transmission</i>
Thursday 4 January	Submission deadline for programmes broadcast 1-31 December 2017
Monday 15 January	Round One voting opens (12:00 GMT)
Monday 29 January	Round One voting closes (12:00 GMT)
Tuesday 30 January	Broadcaster entries may be submitted
Wednesday 7 February	Deadline for broadcaster entries (17.00 GMT)
Thursday 22 February	Round Two chapter voting opens for Editing, Sound and Special, Visual & Graphic Effects (12:00 GMT)
Monday 12 March	Juries begin
Tuesday 13 March	Round Two chapter voting closes for Editing, Sound and Special, Visual & Graphic Effects (12:00 GMT)
Friday 16 March	Juries finish
Wednesday 21 March	Round Three chapter voting opens for Editing, Sound and Special, Visual and Graphic Effects (12.00 GMT)
Thursday 22 March	Nominations announced
Tuesday 3 April	Round Three chapter voting closes for Editing, Sound and Special, Visual & Graphic Effects (12:00 GMT)
Thursday 19 April	Nominees Party (TBC)
Sunday 22 April	British Academy Television Craft Awards

B. ELIGIBILITY

- Programmes entered into the British Academy Television Craft Awards must be eligible for the Virgin TV British Academy Television Awards. Please refer to the Television Awards rules and guidelines for criteria and category information
- Programmes must have had their first transmission in the UK between 1 January and 31 December 2017 on terrestrial, cable, satellite or digital channels including web-based broadcasters who commission content (e.g. Netflix)
- Programmes may be regional or networked
- If a show is only eligible for the International category of the Virgin TV British Academy Television Awards, individuals may be considered in the British Academy Television Craft Awards so long as the following criteria are met:
 - The UK is the usual place of residency and employment for the candidate(s) for nomination
 - The craft under consideration has been completed in the UK

Please email awards@bafta.org to confirm eligibility prior to making your entries. The BAFTA Television Committee will make the final decision on the candidate's eligibility

- Programmes that have previously been entered into the British Academy Children's Awards are eligible for the British Academy Television Craft Awards in all categories except Writer: Comedy and Writer: Drama, as the British Academy Children's Awards has its own Writer category
- Programmes that are self-published are not eligible for the British Academy Television Craft Awards
- Programmes scheduled to have episodes in two separate calendar years (e.g. December 2017 and January 2018) cannot enter the same series in two consecutive years and the programme must be entered into the year in which the first episode was first transmitted. For the Television Craft Awards, even when a craftsperson has worked on an episode that has transmitted in the following year, the principle of first TX still applies

C. ENTRY

- All entries should be made via the BAFTA Awards entry website (<http://entry.bafta.org/>)
- Full instructions about the entry process can be found at <http://awards.bafta.org/entry> and more information about the video specifications can be found on [page seven](#) of this document
- The entry site will be open from 09.00 on Monday 9 October until 17:00 on Friday 1 December. Entries for programmes that are broadcast 1 January – 30 November 2017 received after the deadline will not be accepted or eligible for future awards. Supporting videos should also be uploaded by this date
- The deadline for programmes that are transmitted between 1 - 31 December 2017 is **17:00 on Thursday 4 January 2018**
- On the entry site, a synopsis of no more than 1,000 characters (about 250 words) will be requested. This should be a factual synopsis of the episode or the series. It should not include any details of other awards won, ratings or media quotes. BAFTA reserves the right to edit text that does not meet the criteria above
- There is a fee per entry based on the total number of entries submitted:
 - 1 - 60 entries: £90.00 per entry + VAT
 - 61+ entries: £75.00 per entry + VAT
- Entry is open to producers, directors, broadcasters, independent production companies, BAFTA members and all those included on the credits of a programme
- Upon entry, you will be asked to give the names of those individuals who should be listed as nominees should the entry receive a nomination. These are the 'candidates for nomination'. Failure to propose names may render your entry invalid
 - The names submitted must pertain to the episode submitted, as this is the episode that the work is being judged upon and should be those who have made the greatest creative contribution to the programme. Please refer to individual category rules for further information
 - When supplying the names of the candidates for nomination, BAFTA will only accept names if they are part of the creative production team. Commissioning editors and executives who work within the broadcaster commissioning teams will not be accepted
- You may opt to list 'Production Team' as the nomination credit for your entry instead of individual candidates for nomination. In this case, you will be asked to supply the names of the representatives from this team, who must be part of the programme's creative team. Please refer to individual category information for the maximum number of representatives permitted. These representatives will be the person(s) who will receive the nomination certificate(s) and, should the programme win, will also be presented with the winner certificate(s) and the award(s). Please note that, in this case, it is the programme that is being recognised, not the individuals, and these individuals will not be able to refer to themselves as BAFTA nominees or winners. 'Production Team' cannot be entered into the Entertainment Craft Team category

**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 that are entered in the wrong categories.
The BAFTA Television Committee is the arbiter of all eligibility**

MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS

Round One Voting

- Entrants should make their programmes available to BAFTA members for review via the BAFTA voting and viewing website. DVD screeners may not be sent to voters
- The viewing website is available to BAFTA members from Monday 13 November 2017. 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 site is username and password-protected via 2-step verification, and is only accessible by BAFTA members eligible to vote in the Virgin TV British Academy Television Awards and the British Academy Television Craft Awards. Videos may be available to either stream or download until Monday 29 January 2018. After this date, video will only be available to BAFTA jurors. For further information on the security controls in place to protect streamed and downloaded content, please contact awards@bafta.org

Jury Shortlist

If shortlisted for jury consideration, programmes **must** be made available for all jurors to download via the viewing site by **Monday 12 March 2018**

TECHNICAL SPECIFICATION

The BAFTA Awards Entry System aims to provide the best possible viewing experience for your content. In order to achieve this, we request that you provide a high quality version of your file. Our preferred video specification is shown below. Please use our preferred specification where possible, however if your original best quality video is in another format, we would prefer to receive it with minimum encoding to preserve quality.

Contact awards@bafta.org with any questions:

	Preferred specification
File format	.mp4 / .mov
Video codec	H.264 (AVC)
Audio codec	Stereo, 48Khz audio is preferred, in formats: AAC (256k or higher) or Linear PCM
Bit rate	15 – 20 mbps
File size	File sizes up to 100 Gigabytes are supported.
Frame rate	Same as source
Note	Please DO NOT add letter-box or pillar-box to your video. All videos will display correctly.

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 created to the correct format, to check their video once it has transcoded and to confirm the video is associated with the correct entry

D. AWARD CATEGORIES

1. SPECIAL AWARD

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

2. BREAKTHROUGH 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 January and 31 December 2017.

An entry may comprise of 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 or discipline will not be considered as eligible. Entrants must not have been previously submitted in this category.

A CV and supporting statement of approximately 2,000 characters (approx. 250 words) will be requested. The statement must be written by someone who has worked with the entrant and not by the entrant themselves. Further information and examples may be requested from awards@bafta.org.

3. COSTUME DESIGN

The programme should contain a significant amount of original design.

Candidates for nomination

Eligibility is limited to the costume designer.

Additional material

A 2,000 character supporting statement will be requested as part of the entry. This should detail the work involved and should highlight if this is original work for a returning series. Further information and examples may be requested from awards@bafta.org.

4. DIGITAL CREATIVITY

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

Entries must be for interactive projects relating to a television programme broadcast by a UK-based terrestrial or multi-platform broadcaster. These projects can be on any platform, including web, mobile and red button.

This category rewards excellence and innovation in offering audiences a multi-platform television experience.

Candidates for nomination

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. Where appropriate, BAFTA will allow individuals to be credited alongside companies. If you wish to do this, please email awards@bafta.org prior to submission.

Additional material

Supporting statements will be required outlining the project as a whole and for the role of each

individual or company. Emphasis should be on creativity and viewer engagement through the moving image. Further information and examples may be requested from awards@bafta.org.

If download codes are required for jury consideration, 12 codes should be submitted. These must not expire prior to Friday 16 March 2018.

Entrants are responsible for providing any specialist equipment (e.g. VR headsets) that is required for viewing the entry material ahead of the jury sitting.

5. DIRECTOR: FACTUAL

Candidates for nomination

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

6. DIRECTOR: FICTION

Candidates for nomination

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

7. DIRECTOR: MULTI-CAMERA

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

For sports and live events coverage, the submitted entry should be a maximum of 60 minutes. The footage must be as broadcast, but can be segmented to reflect different elements. It must be linear, be clear that it is not continuous footage and be from the same programme.

Candidates for nomination

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

8. EDITING: FACTUAL

Candidates for nomination

Eligibility is limited to the editor(s) of the specific episode entered for consideration. Assistants are not eligible.

9. EDITING: FICTION

Candidates for nomination

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.

Candidates for nomination

A maximum of four individual names, and their role within the production, must be submitted at the point of entry (Production Team credit is not acceptable) and may include the following:

- Choreographer
- Composer / music supervisor
- Costume supervisor
- Director of lighting
- Editor
- Graphic designer
- Make up supervisor
- Production designer / set designer
- Sound supervisor
- Writer

Individuals should have a creative or technical role on the project. Producers and executives are not eligible.

11. MAKE UP & HAIR DESIGN

Prosthetic work will be considered in this category.

Candidates for nomination

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

Assistants are not eligible.

Individuals responsible for a particular performer only 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 BAFTA's Television Committee.

Additional material

A supporting statement of approximately 2,000 characters will be requested from the supervising designer. This should also highlight the original work in any continuing series. Further information and examples may be requested from awards@bafta.org.

12. ORIGINAL MUSIC

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.

Candidates for nomination

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.

Additional material

Cue sheets should be provided for all programmes entered for this award, marked up to indicate which cues were originally composed for the programme and which were not.

13. PHOTOGRAPHY: FACTUAL

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

Candidates for nomination

Eligibility is limited to the director of photography or principal members of the camera team.

14. PHOTOGRAPHY & LIGHTING: FICTION

Candidates for nomination

Eligibility is limited to the director of photography.

15. PRODUCTION DESIGN

The programme should contain a significant amount of original design.

Candidates for nomination

Eligibility is limited to the production designer and set decorator.

Additional material

A supporting statement of approximately 2,000 characters will be requested from the production designer and should highlight any original work in a continuing series. Further information and examples may be requested from awards@bafta.org.

16. SOUND: FACTUAL

Candidates for nomination

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

- Sound recordist
- Production sound mixer
- Re-recording mixer / dubbing mixer
- Supervising sound editor
- Sound designer

Assistants are not eligible.

17. SOUND: FICTION

Candidates for nomination

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

- Sound recordist
- Production sound mixer
- Re-recording mixer / dubbing mixer
- Supervising sound editor
- Sound designer

Assistants are not eligible.

18. SPECIAL, VISUAL & GRAPHIC EFFECTS

This award is for special, visual and graphic effects and recognises achievement in all of these crafts.

Colourists are covered by this category.

Candidates for nomination

Eligibility is limited to those individuals with primary creative responsibility for the effects achieved within the production. Producers should consider individuals responsible for VFX, SFX, picture enhancement and graphics before making their decisions.

A maximum of four names may be submitted. Additional names will not be considered. Alternatively, a maximum of four company names may be submitted. Where appropriate, BAFTA will allow individuals to be credited alongside companies. If you wish to do this, please email awards@bafta.org prior to submission.

The proposed candidates for nomination should be those responsible for the most significant and outstanding effects within the programme, generally the visual effects supervisors, and/or special effects supervisors, and/or colourists. The proportion of craftspeople put forward should be a fair reflection of the proportion of effects within the programme achieved by each of the four crafts. The candidates for nomination should only be from one discipline or company where all or very nearly all of the effects were achieved by that craft. The programme's producer(s) must be fully consulted in the process of selecting those who should be credited.

VFX and SFX producers, coordinators and executives are not usually eligible unless it can be shown that they are also directly and creatively responsible for the effects achieved.

Additional material

A supporting statement about the effects achieved within the production, of no more than 4,000 characters, will be requested to be circulated to the chapter voting members. This statement should explain how the key elements of the production were achieved and should be a fair reflection of the production's special, visual and graphic effects, where applicable. Where appropriate, different statements may be accepted to represent different craft areas.

A short reel may be submitted for circulation to all chapter voters. This reel should demonstrate how key scenes and effects included within the broadcast of the production were achieved. This should be a fair reflection of all the effects input into the production.

The reel may last a maximum of five minutes; 'before and after' footage may be included, there should be no voiceover or talking heads, but factual captions may be used. This reel should be submitted via <http://entry.bafta.org> by the entry deadline. The reel may be representative of the entire series. Where appropriate, different reels may be accepted to represent different craft areas, however the combined maximum should be five minutes.

19. TITLES & GRAPHIC IDENTITY

This award is to recognise originality and excellence within the title sequence and graphic identity of a programme.

To be considered in this category, title sequences, transitions and stings should use special effects and/or post-production visual effects including CGI.

Excludes interstitials and idents.

Candidates for nomination

Eligibility is limited to those individuals with primary creative responsibility for the effects achieved within the production.

A maximum of three names may be submitted. Additional names will not be considered. Alternatively, a maximum of three company names may be submitted. Where appropriate, BAFTA will allow individuals to be credited alongside companies. If you wish to do this, please email awards@bafta.org prior to submission.

Additional Material

The full episode must be submitted as broadcast including the title sequence.

Time codes for the graphic transitions / stings should also be provided if applicable.

A short reel may also be submitted. This reel should demonstrate how key effects were achieved. 'Before and after' footage may be included, there should be no voiceover or talking heads, but factual captions may be used. This reel should be submitted via <http://entry.bafta.org> by the entry deadline.

20. WRITER: COMEDY

Writers of both original and adapted teleplays are eligible.

Candidates for nomination

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.

A maximum of three names may be submitted.

Additional material

A shooting script will be requested at point of entry, to be used if a programme is included on the jury shortlist.

21. WRITER: DRAMA

Writers of both original and adapted teleplays are eligible.

Candidates for nomination

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.

A maximum of three names may be submitted.

Additional material

A shooting script will be requested at point of entry, to be used if a programme is included on the jury shortlist.

**Where the minimum number of entries in any category is not reached, BAFTA, at its discretion, may choose not to present any of the above awards at the Television Craft Awards ceremony, or announce fewer nominations in any category.
The BAFTA Television Committee is the arbiter of all category eligibility**

E. VOTING PROCESS

- The Special Award is in the gift of the Academy and is not open to voting by members at any stage
- All voting is conducted online
- Nominations and winners of all other awards are decided by television voting members, chapters and juries
- Prior to Round One 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 in each category go forward for jury consideration or, where there is a chapter vote, to Rounds Two and Three of online chapter voting
- If there are 10 entries or fewer in any category then this will not go to a membership vote. Instead the category will go straight to jury consideration / Round Two chapter voting
- Voting in Round One is restricted to registered voting members and chapter members
- Voting in Round Two and Round Three is restricted to registered chapter members
- All voting is authenticated by BAFTA's appointed scrutineers

Broadcaster Entries

After the first round of voting, each broadcaster has the opportunity to enter an additional programme per category, per terrestrial 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 February 2018**. Broadcaster entries will not be accepted in categories that go direct to jury for consideration. For further information on entering please contact Gemma Thomas (see [Contact List](#)).

Juries

The top six, as voted for by the membership, is compiled with the broadcaster entries to form the jury shortlist. 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.

F. LONGLIST, NOMINATIONS AND WINNERS

- The 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 award 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 BAFTA within 12 months of the ceremony
- BAFTA 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 up to one year after it has been awarded so that they can have a record of their involvement

G. CLIP USAGE - NOMINATED CONTENT

An important part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. In order to fulfil this, BAFTA will show clips of nominated entries at the Awards ceremony and these clips may form part of its online broadcast in the UK. In the event of your entry being nominated for a BAFTA, you undertake to deliver to the Academy's production company, BAFTA Productions, a clip of 30 seconds and, if you have more than one nomination, you undertake to supply different clips for each nomination on HDCAM or digital file equivalent.

- 1. By entering the British Academy Television Craft Awards, you hereby grant to us and the persons authorised by us the non-exclusive right to record, copy, reproduce, broadcast, transmit, communicate to the public, cut and edit the material and perform all or part of the Material for and/or in connection with the production, exploitation, promotion and/or advertising of the Programme, on all forms of internet distribution worldwide, including but not limited to the sponsors websites and the BAFTA websites www.bafta.org, www.youtube.com/BAFTAonline and <http://guru.bafta.org> for non-commercial purposes in the context of the Awards across all forms of television, including VoD and non-theatric worldwide, for one year from 22 April 2018.**
- 2. You warrant that you are entitled to grant to us the rights referred to above details in Paragraph 1 and that the exercise of such rights will not (a) infringe the copyright or any other personal or property rights of any person or be in breach of any statute or regulation or (b) entitle any person to claim any fee from us or from any of our licensees. You warrant that any persons appearing in the Material have given their consents to enable us to make and exploit the programme in accordance with the above details Paragraph 1.**
- 3. You agree that you will not make any claim against us or our assigns for any further remuneration in respect of the exploitation of the rights set out in Paragraph 1.**

H. BAFTA LOGOS

- All requests for logos should be made via www.bafta.org/media-centre/logos
- Entrants may use the 'Virgin TV British Academy Television Awards', 'British Academy Television Craft Awards', 'BAFTA Nominee' or 'BAFTA Winner' logos online, in print and in broadcasts only once a programme has been nominated for, or won, an award
- Logos are available from BAFTA before the nominations and winners announcements announcement for advance artwork preparation, but may only be used if the programme or individual receives an nomination or wins an award
- A summary of the guidelines for use:
 - The logo cannot be cropped or altered in any way
 - An exclusion zone (half the height of the BAFTA mask all the way around the logo) must be observed
 - Example artwork featuring the logo must be supplied for final approval and permission by BAFTA
 - The positive inversion of the mask is to be used on light coloured backgrounds; the negative on dark
- Each instance of logo use must be approved by BAFTA, with proofs of the logos in situ sent by email
- Contact Nick Williams (see [Contact List](#)) for more information

I. 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 Dale Ellis (see [Contact List](#)) for more information

J. CONTACT LIST

Gemma Thomas

Television and Television Craft Awards
Officer

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Entry and rules

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Nominees

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Logos/ permission agreements

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