



RADIO 1 DOCUMENTARIES - REQUIREMENTS

What we need from you...

6 WEEKS BEFORE TX

Complete the following press billing to

sam.steele@bbc.co.uk.

R1PRESOF@main.bbc.co.uk

Two or three sentences with an exciting description of the documentary, and the interview subjects.

If you would like examples please ask.

| | |
|------------------|--|
| Title: | |
| TX Date: | |
| TX Time: | |
| Producer: | |
| Billing: | |

1 WEEK BEFORE TX:

1. 2 x listening copies on CD to be delivered to:

Sam Steele
Radio 1
Room 201, Yalding House,
152-156 Great Portland Street
London W1A 1AA

2. Most importantly the Colin Murray show team need the following information as soon as possible:

Please send direct to jimmy.devlin@bbc.co.uk and cc to Natasha.lynch@bbc.co.uk and sam.steele@bbc.co.uk

- An overview of what the documentary seeks to prove/expose
- Summary of pre-recorded packages and suggested questions to come off the back of the packages
- 2 x suggested studio guest, including contact number and full background briefing notes.
- Five suggestions for relevant tracks
- A list of the most interesting contributors - to name check.

3. R1 online

If you have any additional information, including photos, for the documentary page, please email them to clare.chadburn@bbc.co.uk

4. News

Any news angle (exclusives etc...) please let email Kevin.silverton@bbc.co.uk or Jack.baine@bbc.co.uk

MONDAY BEFORE TX:

Please deliver the final TX copies - **2 x CD** - to Radio 1.

Track list should be:

- Track 1: Documentary package 1 (8-10 minutes)
- Track 2: Documentary package 2 (upto 10 minutes)
- Track 3: Dry version of package 1
- Track 4: Dry Version of package 2
- Track 5: 2 Minutes of silence
- Track 6: 30 Seconds of Tone @ PPM 3 ¼ per leg. (18 db below peak)

All tracks on CD should be fully labelled as:

1. Documentary title #1
2. Documentary title #2
3. Dry #1
4. Dry #2
5. Silence
6. Tone

The sleeve/label for each should contain:

- Track listing
- Duration of program
- In cue
- Out cue
- End details (ie 'last words at...' etc.)

MUSIC REPORTING

The documentary producer is responsible for reporting all bed music in the pre-recorded packages.

Please email this information to Natasha.lynch@bbc.co.uk

Don't forget a hard copy of all the written information and clips that should have been sent to the programme team already.

A completed compliance form, a blank copy of which can be obtained from Sam Steele

And the following cue sheet...

Radio 1 - Documentary cue sheet

| | |
|------------------------------|---------|
| Programme | |
| TX Date & Time | |
| Producer | |
| Contact no. before TX | |
| Contact no. during TX | |
| | |
| Master format | CD/ VCS |
| Back up format | CD |

Radio 1 - Documentary cue sheet Package 1

| | |
|---|--|
| Package 1 Scripted Intro | |
| PKG 1 cue | In: Out: DUR: |
| Package 1 Scripted outro & throw forward | |

Radio 1 - Documentary cue sheet Package 2

| | |
|--|--|
| Package 2 Script Intro | |
| PKG 2 cue | In: Out: DUR: |
| Package 2 Scripted outro & intro to guest | |

| |
|-----------------------|
| Guest Qs |
| Briefing Notes |