

British Academy Television Craft Awards

Rules and Guidelines 2019

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.

2018

Monday 8 October	Entry website opens (http://entry.bafta.org/)
Mid-November	Viewing site opens
Friday 30 November	Submission deadline for programmes transmitted between 1 January - 30 November 2018 <i>Entrants can also submit entries for programmes yet to be transmitted. These entries will be reviewed by BAFTA but will not be made available for member viewing until after transmission</i>

2019

Thursday 3 January	Submission deadline for programmes transmitted between 1 - 31 December 2018 (17:00 GMT)
Friday 11 January	Round One voting opens (12:00 GMT)
Wednesday 23 January	Round One voting closes (12:00 GMT)
Friday 25 January	Broadcaster entries invited
Friday 1 February	Deadline for broadcaster entries and supporting videos (17.00 GMT)
Monday 18 February	Juries begin
Thursday 21 February	Round Two chapter voting opens for Editing, Sound and Special, Visual & Graphic Effects (12:00 GMT)
Tuesday 12 March	Round Two chapter voting closes for Editing, Sound and Special, Visual & Graphic Effects (12:00 GMT)
Friday 15 March	Juries finish
TBC	Nominations announced
TBC	Round Three chapter voting opens for Editing, Sound and Special, Visual and Graphic Effects (12.00 GMT)
TBC	Round Three chapter voting closes for Editing, Sound and Special, Visual & Graphic Effects (12:00 GMT)
Thursday 25 April	British Academy Television Craft Awards and Virgin TV British Academy Television Awards Nominees' Party
Sunday 28 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 2018 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 Television Awards, individuals may be considered in the 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 Television Craft Awards in all categories except Director: Factual, Director: Fiction, Writer: Comedy and Writer: Drama, as the Children's Awards has its own Director and Writer categories.

Programmes that are self-published are not eligible for the Television Craft Awards.

Programmes scheduled to have episodes in two separate calendar years (e.g. December 2018 and January 2019) 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 craftsman 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 entry site <https://entry.bafta.org/> and more information about the video specifications can be found on page six of this document.

The BAFTA Awards Entry site will be open for entries from 12:00 Monday 8 October until 17:00 on Friday 30 November 2018. Entries for programmes that are broadcast between 1 January – 30 November 2018 received after the deadline will not be accepted after this date and will not be eligible for future awards. Supporting videos should also be uploaded by this date.

The deadline for programmes that are transmitted 1 - 31 December 2018 is 17:00 on Thursday 3 January 2019.

On the entry site, a synopsis of no more than 1,000 characters will also 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 any text that does not meet these criteria.

There is a fee per entry based on the total number of entries submitted:

- 1 - 60 entries: £95.00 per entry + VAT
- 61+ entries: £80.00 per entry + VAT

Entry is open to broadcasters, independent production companies, directors, producers, writers, 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 work within the specific roles listed in the category criteria. Additional members of the production or commissioning teams who have not carried out the crafts being judged will not be accepted.

For certain categories, you may opt to list a team as the nomination credit for your entry instead of individual candidates for nomination, (e.g. Directing Team, Sound Team). In this case, you will be asked to supply the names of the representatives from this team, who must be eligible based on the individual category rules. 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 or Special, Visual and Graphic Effects categories.

On the entry site you will be asked to upload three stills from the programme entered which can be used by BAFTA in the event of a nomination. Images must be high resolution JPEG or TIFF files, and no smaller than 600px wide. Stills representative of the final broadcast production are preferable over promotional photography or artwork. By providing the images, you grant BAFTA all necessary rights and consents (including but not limited to rights of publicity and privacy) to enable BAFTA to use the imagery in whole, or in part, and to edit the same, in such manner and for such purpose as is relevant to the nomination, including, but not limited to, broadcast, online, social media, print and advertising.

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 or for any other incorrect information.

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 BAFTA's viewing and voting website. DVD screeners may not be sent to voters

The viewing site is available to BAFTA members from mid-November. 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 two-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 January 2019. After this date, videos will only be available to BAFTA jurors and/or individuals eligible to vote in the Editing: Factual, Editing: Fiction, Sound: Factual, Sound: Fiction and Special, Visual and Graphic Effects chapters. For further information on the security controls in place to protect streamed and downloaded content, please contact awards@bafta.org.

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. Please upload your video(s) as soon as possible so any viewing issues can be resolved before entries close.

	Preferred specification
File format	.mp4 / .mov
Audio codec	Stereoaudio
Bit rate	15 – 20 mbps (or as high as possible)
File size	File sizes up to 90 Gigabytes are supported.

Please contact awards@bafta.org with any questions

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 2018.

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.

Up to three candidates can be considered for the same programme, providing they all meet the eligibility criteria. If an individual has made a significant impact with more than one programme in the same eligibility period, the BAFTA Television Committee will consider whether both programmes can be considered simultaneously.

A CV and supporting statement of up to 2,000 characters 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 only.

Additional material

A supporting statement of up to 2,000 characters 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.

4. DIRECTOR: FACTUAL

Candidates for nomination

Eligibility is limited to the director(s) of the specific episode entered for consideration. A maximum of two individuals can be submitted in this category.

5. DIRECTOR: FICTION

Candidates for nomination

Eligibility is limited to the director(s) of the specific episode entered for consideration. A maximum of two individuals can be submitted in this category.

6. 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. A maximum of three individuals can be submitted in this category.

7. EDITING: FACTUAL

Candidates for nomination

Eligibility is limited to the editor(s) of the specific episode entered for consideration. Assistants are not eligible. A maximum of three individuals can be submitted in this category.

8. EDITING: FICTION

Candidates for nomination

Eligibility is limited to the editor(s) of the specific episode entered for consideration. Assistants are not eligible. A maximum of three individuals can be submitted in this category.

9. 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.

A supporting statement of up to 4,000 characters will be requested as part of the entry. This should detail the creative work carried out by each member of the team.

10. 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. A maximum of three individuals can be submitted in this category.

Additional material

A supporting statement of up to 2,000 characters will be requested from the supervising designer. This should also highlight the original work in any continuing series.

11. 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. A maximum of three individuals can be submitted in this category.

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.

A supporting statement of up to 2,000 characters will be requested as part of the entry. This should detail the process for creating the score and the use of any non-original material in this process.

12. 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. A maximum of three individuals can be submitted in this category.

13. PHOTOGRAPHY & LIGHTING: FICTION

Candidates for nomination

Eligibility is limited to the director of photography. A maximum of three individuals can be submitted in this category.

14. 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. A maximum of two individuals can be submitted in this category.

Additional material

A supporting statement of up to 2,000 characters will be requested from the production designer and should highlight any original work in a continuing series.

15. SOUND: FACTUAL

Candidates for nomination

A maximum of four individuals 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.

16. SOUND: FICTION

Candidates for nomination

A maximum of four individuals 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. 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.

18. 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.

The same title sequence may not be entered more than once. The same programme may be entered in consecutive years, but only if it has new titles.

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.

A supporting statement of up to 2,000 characters will be requested as part of the entry.

19. 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 individuals 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. If a shooting script is not available, please contact awards@bafta.org for guidance.

20. 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 individuals 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. If a shooting script is not available, please contact awards@bafta.org for guidance.

**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.

Nominations and winners of all other awards are decided by television voting members, chapters and juries.

Voting is conducted online. Prior to the first round of 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 go forward for jury consideration.

Where a category receives fewer than 10 entries, BAFTA may choose not to present the award at the Television Craft Awards ceremony or announce fewer nominations in that category. Any category proceeding with fewer than 10 entries will not go to a membership vote, and will instead go straight to jury consideration. Breakthrough Talent will be judged by jury only.

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 12:00 on Friday 1 February 2019. Broadcaster entries will not be accepted in categories that go straight 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 be listed in alphabetical order.

Nominations will be announced approximately five weeks before the ceremony.

The winners list and winners press release is the definitive source of award winners information.

All individual named nominees and production team representatives 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 nominated and winning programmes 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

Clips from nominated programmes will be shown at the British Academy Television Craft Awards ceremony, and these clips may form part of the online broadcast of the ceremony in the UK and around the world.

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 to the specified technical standard.

Part of BAFTA's charitable remit is to promote excellence to as large an audience as possible. In order to fulfil this, BAFTA intends to make clips of the nominated programmes available to the public on BAFTA's websites and social media channels.

- 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 28 April 2019.**
- 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 for advance artwork preparation, but may only be used if the programme or individual receives a nomination or wins an award.

Cropping or altering the artwork in any way is prohibited.

Each instance of logo use must be approved by BAFTA, with proofs of the logos in situ sent by email.

Contact Joe Lawrence (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 Timothy Hughes (see [Contact List](#)) for more information.

J. CONTACT LIST

Gemma Thomas

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General enquiries

Entry and rules

Voting procedures

Nominees

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