

# British Academy Television Craft Awards

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Rules and Guidelines 2021

British Academy of Film and Television Arts  
British Academy Television Craft Awards  
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## A. INTRODUCTION & 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.

<b>2020</b>	
<b>Thursday 13 October</b>	Entries can be submitted via <a href="https://entry.bafta.org">entry.bafta.org</a>
<b>Mid-November</b>	Entered programmes are available to watch via the voting site
<b>Tuesday 24 November</b>	Submission deadline for programmes transmitted between 1 January - 30 November 2020 (17:00 GMT). <i>Entrants can 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>
<b>2021</b>	
<b>Friday 8 January</b>	Submission deadline for programmes transmitted 1 - 31 December 2020 (17:00 GMT)
<b>Thursday 21 January</b>	Round one voting opens (17:00 GMT)
<b>Thursday 4 February</b>	Round one voting closes (17:00 GMT)
<b>Monday 8 February</b>	Broadcaster entries invited
<b>Friday 12 February</b>	Deadline for broadcaster entries and supporting videos (12:00 GMT)
<b>Friday 19 February</b>	Clips requested for each of the longlisted jury titles
<b>Monday 22 March</b>	Round two chapter voting opens for Editing, Sound and Special, Visual & Graphic Effects (13:00 GMT)
<b>Monday 22 March</b>	Juries begin
<b>Thursday 1 April</b>	Juries end
<b>Tuesday 6 April</b>	Round two chapter voting closes for Editing, Sound and Special, Visual & Graphic Effects (13:00 GMT)
<b>Monday 12 April</b>	Deadline for all jury longlisted programme clips to be received
<b>Wednesday 14 April</b>	Juries finish
<b>Wednesday 28 April</b>	Nominations announcement
<b>Wednesday 28 April</b>	Round three chapter voting opens for Editing, Sound and Special, Visual and Graphic Effects (13:00 GMT)
<b>Wednesday 12 May</b>	Round three chapter voting closes for Editing, Sound and Special, Visual & Graphic Effects (13:00 GMT)

**Monday 24 May**

British Academy Television Craft Awards

## B. ELIGIBILITY

Programmes entered into the British Academy Television Craft Awards must be eligible for the Virgin Media 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 2020 on terrestrial, cable, satellite or digital channels, including web-based broadcasters who commission content (e.g. Netflix, Amazon Prime, YouTube Originals, Apple TV+).

For a programme to qualify for the Virgin Media British Academy Television Awards, the programme must have transmitted in the UK in 2020.

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 two of the following criteria are met:

- The UK is the usual place of residency (currently residing or resident for a minimum of six years when the entry was made)
- The UK is the usual place of employment for the candidate(s) for nomination.
- The UK is the place of birth

Please email [awards@bafta.org](mailto: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-commissioned and self-published are not eligible for the Television Craft Awards.

As the Craft Awards reward the individual craftsman, programmes scheduled to have episodes in two separate calendar years (e.g. December 2020 and January 2021) can enter the same series in two consecutive years as long as it is not the same craftsman being entered into the same category. For example, if a series has two directors, with one directing an episode that aired in 2020, and another directing an episode from 2021, both could be entered into the respective years. If, however, the same director directed one episode from 2020 and another from 2021, they cannot be entered twice.

If you are in any doubt about the eligibility for your programme, please contact the Awards team at [awards@bafta.org](mailto:awards@bafta.org).



## CHOOSING WHICH CEREMONY TO ENTER

An entry can be made either to the Virgin Media British Academy Television and/or Television Craft Awards or the EE British Academy Films Awards, not both:

- If a work was intended to receive its first exhibition as a television broadcast, it should be entered to the Television and/or Television Craft Awards
- If a work was intended to receive its first exhibition theatrically, but does not have a subsequent eligible release, it may be eligible for the Television and/or Television Craft Awards if subsequently broadcast (however, programmes that have had a theatrical release and then been subsequently re-cut for television are ineligible unless a significant amount of new material has been shot specifically for the television broadcast)
- If a work (over 70 minutes) is released into cinemas and on television or online on the same day, then it will be eligible either for the Television and/or Television Craft Awards or for the Film Awards, not both. The first exhibition (anywhere in the world) should be used to define which awards it should be entered into:
- If a work receives its first exhibition online/VOD, it may be eligible for the Television and/or Television Craft Awards
- If a work is intended to receive its first exhibition as a public, paid-entry cinema screening and has a subsequent eligible release, it should be entered to the Film Awards

Programmes commissioned by the children's department and/or intended for an audience of 16 and under should be entered into the Children's Awards.

Dramas, documentaries or animations with running times of between three minutes and twenty minutes may be eligible for the short film categories of the Film Awards and the Short Form Programme category of the Television Awards, but cannot be entered for both. In this case, the principle of intention with the first exhibition will generally apply; films first intended to be shown at a film festival should be entered into the Film Awards, programmes that were first shown on television or an online broadcast platform should be entered into the Television Awards. Content originating from or commissioned by a broadcaster will generally be expected to be entered into the Television Awards regardless of its first exhibition; please contact [awards@bafta.org](mailto:awards@bafta.org) with details of the commissioning process to determine the eligibility of your film.

Programmes previously entered into the British Academy Children's Awards or the EE British Academy Film Awards are not eligible for the Television Awards. Entrants who feel that the programme could be deemed eligible for both the EE British Academy Film Awards and the Virgin Media British Academy Television awards should contact the Awards team at [awards@bafta.org](mailto:awards@bafta.org) for clarification.

For details of eligibility for the Film Awards, see separate rules and guidelines at [awards.bafta.org/entry](http://awards.bafta.org/entry).

## C. ENTRY

### WHO CAN ENTER?

Entry is open to broadcasters, independent production companies, directors, producers, writers, BAFTA members and all those credited in principle craft roles on the credits of a programme.

BAFTA members are welcome to enter and finance the entry on behalf of an individual but will need to seek approval from the programme's rights holder to accept [BAFTA's Clips license](#) on behalf of the entered programme. Members will also be required to provide contact information for the rights holder. There is a fee per entry based on the total number of entries submitted:

- 1 - 60 entries: £120.00 per entry (£100.00 + £20.00 VAT)
- 61+ entries: £102 per entry (£85.00 + £17.00 VAT)

### ENTRY PROCESS

All entries must be made via the entry site [entry.bafta.org](http://entry.bafta.org).

The BAFTA Awards entry site will be open for entries from 12:00 Thursday 15 October until 17:00 on Tuesday 24 November 2020. Entries for programmes transmitted between 1 January – 30 November 2020 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 transmit between 1 - 31 December 2020 is 17:00 on Friday 8 January. The entry site will re-open at 12:00 on Friday 27 November 2020 for these submissions.

### To complete entry online the following will be required for each submission:

- A synopsis of no more than 1,000 characters. This should be a factual synopsis of the episode submitted for consideration. 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
- A PDF/document containing a full list of credits for the series as a whole including both front and end credits (credits that display at the start and end of the programme). If these are not available, a pdf of the crew.
- The names of those individuals who should be listed as nominees should the entry receive a nomination. These are the '**candidates for nomination**' and must be listed as they appear on the accompanying credit reel which you are required to submit. Failure to propose names may render your entry invalid. See [CANDIDATES FOR NOMINATION](#) for guidelines
- Contact email or agent/representative email per candidate where possible as it will be necessary for BAFTA to contact these individuals in the event of a nomination. All emails will be retained in accordance with [BAFTA's Entrant Privacy Policy](#)
- Three stills from the programme episode 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 will be accepted. Promotional photography or artwork will not. 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
- The full episode uploaded to the [Video Management](#) page and associated to the entry. Programmes that are eligible in the News, Sport or Live Event categories of the Virgin Media British Television Awards must not exceed 60 minutes. Refer to individual category guidelines for more information.



**Additional material is required from the following categories:**

Emerging Talent: Fiction & Emerging Talent: Factual

- Candidate CV(s)
- A supporting statement will be required from someone who has worked with the candidate(s) on that project, in addition to a statement from the candidate(s) themselves. Where multiple productions are entered, each must have a separate supporting statement provided by someone who has worked with the candidate(s) on that project. The candidate statement(s) must cover all productions.

Entertainment Craft Team

- Supporting statement

Costume Design, Production Design, Make Up & Hair Design

- Supporting statement
- Supporting images for jurors

Original Music

- Supporting statement
- Percentage of original music, alongside a full cue sheet to support the calculation

Scripted Casting

- Supporting statement from the casting director
- Casting grid that identifies only the original casting pertaining to the episode submitted. All contact details must be removed.

Special, Visual & Graphic Effects

- Supporting statement
- Timecodes for graphic stings/transitions
- An *optional* short reel

Writer: Comedy/Writer: Drama

- Shooting script for the submitted episode

**Full information on additional material can be found in the [AWARD CATEGORIES](#) section below**

**CANDIDATES FOR NOMINATION**

There must be careful consideration of who is proposed as candidates for nomination as changes cannot be made once nominations have been announced.

**Up to six names can be put forward as candidates for nomination.**

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. Editing Team, Writing 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. 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 team 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.

BAFTA reserves the right to remove or query any individuals that are not eligible and the final decision on eligibility rests with BAFTA's Television Committee.

**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.**



## APPEALS

Any proposed candidates for nomination who fall outside of these rules will not be accepted without a formal appeal. Detail of the candidates' creative contribution will be required in the **Credits - Appeals** section on the entry form. Appeals should contain short statements from the programme's producer(s), from the individual(s) concerned and from team members working directly with the individual(s) as appropriate. See [CANDIDATES FOR NOMINATION](#) and [VOTING PROCESS](#) for more information. All appeals should be received in line with the entry deadlines; Tuesday 24 November for programmes airing between January and November, and 8 January for programmes that transmit in December. No appeals will be accepted after these dates.

## ADDITIONAL MASKS

In some circumstances the number of eligible candidates may exceed the six candidates submitted for each category. The entrant may be eligible to appeal for up to a maximum of two additional awards to be purchased should a programme go on to win. Appeals will only be accepted on behalf of candidates who would be eligible based on the rules listed in the [CANDIDATES FOR NOMINATION](#) section and are part of the creative production team. Production companies and broadcasters would not be eligible. Any appeals should be noted on the **Credits - Appeals** section of the entry form. All additional mask requests will be considered by the Television Committee. If additional masks are purchased, the individuals would not be named as nominees or production team representatives.

## MAKING PROGRAMMES AVAILABLE TO VOTERS AND JURORS

Entrants must have uploaded their full programme to the entry site and associated it to their entry in order to make their programmes available to BAFTA members. DVD screeners, online screener links or emails may not be sent to voters.

BAFTA members will be able to start watching entered programmes on the voting site 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 voting site is username and password-protected via two-step verification, and is only accessible by BAFTA members eligible to vote in the Virgin Media British Academy Television Awards and the British Academy Television Craft Awards. Videos will be made available to either stream or download until February 2021. 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](mailto:awards@bafta.org).



## D. TECHNICAL SPECIFICATION

The BAFTA awards entry site aims to provide the best possible viewing experience for your content. In order to achieve this, the entrant must provide a high quality version of the video file with minimum encoding to preserve quality. No time codes, where possible. Videos with broadcaster or production company idents or logos will not be accepted.

	Specification
<b>File format</b>	.mp4 / .mov
<b>Audio codec</b>	Stereo audio (one audio stream with two channels L and R)
<b>Bit rate</b>	15 – 20 mbps (or as high as possible)
<b>Aspect ratio</b>	16:9 (i.e. Full HD: 1920x1080)
<b>File size</b>	Up to 10GB

Please upload the video(s) as soon as possible so any playback issues can be resolved before entries close. After the video has uploaded, please go to the [video management page](#), play the file back, and contact [awards@bafta.org](mailto:awards@bafta.org) if there are any other questions or problems with uploading.

**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. BAFTA accepts no liability for any file created to the wrong specification and is therefore not available to be streamed in the voting site.**

## E. 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. 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.

The supporting statement is required to:

- Be written by the candidate for nomination
- If a returning series, detail the original work
- Only make reference to work visible in the episode submitted

As a guide:

- Detail what the costume concept was and how it was achieved
- Detail what the challenges were, how these were approached, and to what effect
- Detail where the fabrics or clothing were sourced
- If from a series, an explanation as to why this particular episode has been selected

Up to three individual images should also be provided to illustrate the original concepts of the design. Images can include sketches and moodboards, but must only illustrate work visible in the submitted episode. Images must be high resolution JPEG or TIFF file no smaller than 600px wide. Images may also be used for the awards clip package, in brochures, or other BAFTA related content. Images must be high resolution JPEG or TIFF file no smaller than 600px wide.

### 3. DIRECTOR: FACTUAL

#### Candidates for nomination

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

### 4. DIRECTOR: FICTION

#### Candidates for nomination

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

### 5. DIRECTOR: MULTI-CAMERA

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

Where the episode is broadcast for over 60 minutes, 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.

## 6. EDITING: FACTUAL

### Candidates for nomination

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

## 7. EDITING: FICTION

### Candidates for nomination

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

## 8. EMERGING TALENT: FACTUAL \*NEW\*

This award pays tribute to emerging talent in any part of the behind-the-camera production process that is recognised within the Television and Television Craft Awards. It is designed to recognise potential, awarding those who have begun to capture the attention of their peers through demonstrating exceptional talent and ambition within their craft for the first time in factual programming aired between 1 January and 31 December 2020.

### Candidates for nomination

- An individual can be considered for one piece of work, or a number of productions, so long as each transmitted during the eligibility period and demonstrated strong production values in the lead role/craft under consideration
- A team can be considered for one piece of work, or a number of productions, so long as it is only one craft under consideration i.e. a team of writers, or a team of make-up designers,
- Candidates who already have a significant number of lead credits in the role they are entering here will not be considered as eligible
- Candidates who have previously been nominated for a BAFTA will also not be eligible , with the exception of short film, short animation or short form nominees as they may be eligible so please contact [awards@bafta.org](mailto:awards@bafta.org)
- Candidates must not have been previously entered for the Breakthrough Talent award, either as an individual, or as part of a team

### Additional Material

Each entry must be accompanied by:

- Current candidate CV(s)
- Supporting statement(s) written by someone who has worked on the project(s) under consideration. Where multiple productions are entered, each must have a separate supporting statement provided by someone who has worked with the candidate on that project.
- An individual candidate or team statement written by the candidate(s) themselves that covers all entered projects

A **supporting statement** of approximately 2,000 characters will be requested per project by someone who has worked with the candidate(s) on that project.

In as much detail as possible, each supporting statement is required to:

- Detail the role of the candidate(s) within the project
- Address how excellence and ambition have been demonstrated by the candidate for consideration in the work submitted
- Address why the project(s) submitted shows the candidate(s) for consideration have the potential to transition from emerging talent to an established leader of excellence in their craft

As a guide:

- Detail how the candidate(s) became involved with the project
- Detail the brief given and how it was achieved
- Detail the challenges for the candidate(s), how these were approached and to what effect
- If from a series, an explanation as to why this particular episode has been selected
- Detail the critical/audience response to the project

An **Individual candidate statement** of approximately 2,000 characters per project written by the candidate themselves

In as much detail as possible, the individual candidate statement is required to:

- Refer to all projects in consideration
- Detail why this is a defining project(s) in terms of demonstrating excellence, ambition and career progression
- Include a brief overview of career path to date, noting how access to the industry was made, key opportunities that helped along the way and/or challenges faced

A **team statement** of approximately 4,000 characters written collaboratively by the candidates for nomination themselves

The team statement must have had approval from all members of the team, and in as much detail as possible, is required to:

- Refer to all projects under consideration
- Detail why this is a defining project(s) in terms of demonstrating excellence, ambition and career progression
- In equal weighting, detail the role of each candidate's contribution to the project
- Include a brief overview of each candidate's career path to date, noting how access to the industry was made, key opportunities that helped along the way and/or challenges faced

## 9. EMERGING TALENT: FICTION \*NEW\*

This award pays tribute to emerging talent in any part of the behind-the-camera production process that is recognised within the Television and Television Craft Awards. It is designed to recognise potential, awarding those who have begun to capture the attention of their peers through demonstrating exceptional talent and ambition within their craft for the first time in scripted programming aired between 1 January and 31 December 2020.

### Candidates for nomination

- An individual can be considered for one piece of work, or a number of productions, so long as each transmitted during the eligibility period and demonstrated strong production values in the lead role/craft under consideration



- A team can be considered for one piece of work, or a number of productions, so long as it is only one craft under consideration i.e. a team of writers, or a team of make-up designers.
- Candidates who already have a significant number of lead credits in the role they are entering here will not be considered as eligible
- Candidates who have previously been nominated for a BAFTA will also not be eligible, with the exception of short film, short animation or short form nominees as they may be eligible so please contact [awards@bafta.org](mailto:awards@bafta.org)
- Candidates must not have been previously entered for the Breakthrough Talent award, either as an individual, or as part of a team

#### Additional Material

Each entry must be accompanied by:

- Current candidate CV(s)
- Supporting statement(s) written by someone who has worked on the project(s) under consideration. Where multiple productions are entered, each must have a separate supporting statement provided by someone who has worked with the candidate on that project.
- An individual candidate or team statement written by the candidate(s) themselves that covers all entered projects

A **supporting statement** of approximately 2,000 characters will be requested per project by someone who has worked with the candidate(s) on that project.

In as much detail as possible, each supporting statement is required to:

- Detail the role of the candidate(s) within the project
- Address how excellence and ambition have been demonstrated by the candidate for consideration in the work submitted
- Address why the project(s) submitted shows the candidate(s) for consideration have the potential to transition from emerging talent to an established leader of excellence in their craft

As a guide:

- Detail how the candidate(s) became involved with the project
- Detail the brief given and how it was achieved
- Detail the challenges for the candidate(s), how these were approached and to what effect
- If from a series, an explanation as to why this particular episode has been selected
- Detail the critical/audience response to the project

An **Individual candidate statement** of approximately 2,000 characters per project written by the candidate themselves

In as much detail as possible, the individual candidate statement is required to:

- Refer to all projects in consideration
- Detail why this is a defining project(s) in terms of demonstrating excellence, ambition and career progression
- Include a brief overview of career path to date, noting how access to the industry was made, key opportunities that helped along the way and/or challenges faced



A **team statement** of approximately 4,000 characters written collaboratively by the candidates for nomination themselves

The team statement must have had approval from all members of the team, and in as much detail as possible, is required to:

- Refer to all projects under consideration
- Detail why this is a defining project(s) in terms of demonstrating excellence, ambition and career progression
- In equal weighting, detail the role of each candidate's contribution to the project
- Include a brief overview of each candidate's career path to date, noting how access to the industry was made, key opportunities that helped along the way and/or challenges faced

## 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 six 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.

### Additional material

A supporting statement of up to 4,000 characters will be requested as part of the entry.

- Be written by one of the show's producers
- Explain why the names given above have been chosen as the individuals who have made the greatest creative contribution to the episode submitted
- Only make reference to work visible in the episode submitted

As a guide:

- Detail the brief given and how it was achieved by the team
- Detail what the challenges were, how these were approached and to what effect
- If from a series, detail why this particular episode has been selected above others



Where the episode is broadcast for over 60 minutes, the submitted entry should be a maximum of 60 minutes. This 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.

## 11. MAKE UP & HAIR DESIGN

Prosthetic work will be considered in this category.

### Candidates for nomination

Eligibility is limited to 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 up to 2,000 characters will be requested from the supervising designer.

The supporting statement is required to:

- Be written by the make up & hair designer
- Highlight the original work in any continuing series
- Only make reference to work visible in the episode submitted

As a guide:

- Detail the brief given and how it was achieved
- Detail what the challenges were, how these were approached, and to what effect
- If from a series, an explanation as to why this particular episode has been selected

Up to three individual images should also be provided to illustrate the original concepts of the design. Images can include sketches and moodboards, but must only illustrate work visible in the submitted episode. Images must be high resolution JPEG or TIFF file no smaller than 600px wide. Images may also be used for the awards clip package, in brochures, or other BAFTA related content. Images must be high resolution JPEG or TIFF file no smaller than 600px wide.

## 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. 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.

The supporting statement is required to:

- Be written by the candidate for nomination. Where there is more than one, it should fall to the most senior member of the team.
- Be clear about which music is original and which has been sourced
- Detail the process for creating the score and the use of any non-original material in this process
- Only make reference to work audible in the episode submitted
- Make no reference to budget

As a guide:

- Detail the brief given and how it was achieved
- Detail what the challenges were, how these were approached, and to what effect
- If from a series, an explanation as to why this particular episode has been selected

### **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. A maximum of can be submitted in this category.

### **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 up to 2,000 characters will be requested from the production designer.

The supporting statement is required to:

- Be written by the production designer
- If a returning series, detail the original work
- Only make reference to work visible in the episode submitted
- Make no reference to budget

As a guide:

- Detail the brief given and how it was achieved
- Detail what the challenges were, how these were approached, and to what effect
- Detail where the fabrics or clothing were sourced
- If from a series, an explanation as to why this particular episode has been selected

Up to three individual images should also be provided to illustrate the original concepts of the design. Images can include sketches and moodboards, but must only illustrate work visible in the submitted episode. Images must be high resolution JPEG or TIFF file no smaller than 600px wide. Images may also be used for the awards clip package, in brochures, or other BAFTA related content. Images must be high resolution JPEG or TIFF file no smaller than 600px wide.



## 16. SCRIPTED CASTING

This award is designed to recognise excellence in casting on scripted work. Only new casting will be considered for returning series.

### Candidates for nomination

Eligibility is limited to casting director(s) only

### Additional material

A casting grid that highlights original casting must be provided to the Casting chapter and Jury. If the episode submitted is part of a series, the casting grid should only include cast that appear in the episode submitted. If the episode submitted is part of a returning series, the casting grid must only include original casting for the episode submitted. All contact details must be removed by the entrant before uploading.

A supporting statement of up to 3,000 characters (a template is provided via the entry site). This statement should be written by the Casting Director in the first instance, or the Director/Producer in the event the CD is unable to submit. The statement must outline the casting director's creative contribution, and, in the case of a returning series, highlight the new/additional casting undertaken. Only new casting will be considered for returning series.

The statement should outline the casting director's creative contribution and outstanding achievement in their craft, and can include the following:

- How the casting serves the characters and the film
- How the brief was interpreted to reflect the tone of the script and the director's vision
- How the casting director collaborated with the director, producer and writer to enhance the production
- If any of the performers had been cast before they joined the project
- The approach to new talent, diversity and representation
- If any experienced actors have been cast in surprising or career defining roles
- Any challenges specific to the production which they overcame

## 17. SOUND: FACTUAL

### Candidates for nomination

A maximum of six 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.

## 18. SOUND: FICTION

### Candidates for nomination

A maximum of six 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.

## 19. 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.

Programmes that are eligible in the News, Sport or Live Event categories of the Virgin Media British Television Awards that exceed 60 minutes can be submitted but the 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

- The programme's producer(s) must be fully consulted in the process of selecting those who should be credited.
- 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.
- 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.
- A maximum of six individual or company names may be submitted. Where appropriate, BAFTA will allow individuals to be credited alongside their company. If you wish to do this, please ensure you include your reasoning in the 'credits-further info' field.
- 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. If you plan to omit one or more of the craft areas, you must ensure the producer has approved you doing so and that you have included this authorisation in the 'credits-further info' field.
- 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.

For programmes eligible in the International category of the Virgin Media Television Awards, craft areas can only be represented if all of the individuals with primary creative responsibility for the effects achieved within the production meet two of the eligibility requirements below:

- The UK is the usual place of residency (currently residing or resident for a minimum of five years when the entry was made)
- The UK is the usual place of employment for the candidate(s) for nomination.
- The UK was the place of birth

In the instance not all of the craft areas are eligible, the nomination listing would be amended to represent the eligible crafts only. Eg. Special, Visual and Graphic Effects (VFX and Colourisation) or Special, Visual and Graphic Effects (SVFX).

### Additional material

A supporting statement about the eligible 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 eligible. 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 eligible 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.

## 20. 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.

Where appropriate, BAFTA will allow individuals to be credited alongside companies. If you wish to do this, please email [awards@bafta.org](mailto: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.

The supporting statement is required to:

- Be written by the candidate(s) for nomination. Where there is more than one, it should fall to the most senior member of the team.
- Include timecodes for the titles, transitions and stings
- Make no reference to budget

As a guide:

- Detail the brief given and how it was achieved
- Detail what the challenges were, how these were approached, and to what effect

## 21. 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.

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](mailto:awards@bafta.org) for guidance.

## **22. 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.

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](mailto: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.**



## F. 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.

### STAGE ONE: MEMBERSHIP VOTING

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. Emerging Talent: Factual and Emerging Talent: Fiction will be judged by jury only.

Where there is a tie in the first stage membership vote for the sixth place, then all tied results will go through to the next round. If there is a tie in either round two or round three of the online vote the scrutineers will use the results from the previous round to determine the tie.

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.

### STAGE TWO: BROADCASTER ENTRIES

After the first round of voting each broadcaster has the opportunity to add up to two additional candidates per category that did not make the jury list through the membership vote. This stage is intended as an effort to make the jury lists more representative. The entries can either be existing entries that did not pass through the membership vote, or new entries that were not submitted in the first round.

If the broadcaster chooses to put forward two candidates/teams at least one of the two permitted entries must include a candidate from an under-represented group as addressed in the BFI's Diversity Standards. This rule has been implemented to allow for a broader representation in nominees.

The broadcaster entry process opens after the membership vote has been confirmed by BAFTA's external auditors on Monday 8 February and closes at **12:00** on **Friday 12 February 2021**. Broadcaster entries will not be accepted in categories that go straight to jury for consideration. Broadcasters will be invited directly. If you think you qualify for this process and for further information on entering and pricing for this entry stage please contact the awards team (see [CONTACT LIST](#)).

### STAGE THREE: JURIES

The top six as voted for by the membership is combined with the broadcaster entries to form the jury longlist. Jury Chairs are predominantly appointed from the current or past Television Committees but may include other sector committee members. Once a chair is appointed, they work with the Awards team to build the lists of jurors where specific expertise knowledge is needed. Members are invited to put their names forward to be added to a panel of potential jurors each year. These lists are subject to Television Committee approval. The jury decide the four nominations and overall winner. A secure online voting system is used that is audited and monitored by our appointed scrutineers.

BAFTA juries should be diverse and representative and for the Television Awards the following best practice guidelines will be followed:

These juries will endeavour to incorporate a diversity of voice and thought and:

- Will have between nine and 12 jurors, with a quorate of seven, except in instances where a larger number of voices is required
- Will be made up of a majority of experts with significant experience in the relevant discipline, complemented by a number of jurors from other disciplines or genres that represent a broad range of voices
- In order to ensure balance and that the demographic make-up of the jury is as wide as possible, each jury should contain:
  - Good representation of gender (50:50) and under-represented ethnicities
  - Represent a range of diversity indicators and those from underrepresented groups - including but not limited to age, LGBTQI+, D/deaf & disabled, socioeconomic background and location
- A juror cannot participate in the same jury in two consecutive years, apart from on juries where there is specified a need for continuity
- A chair cannot oversee the same jury in two consecutive years, apart from on juries where there is specified a need for continuity
- A juror must not have any conflicts of interest: jurors must not have any direct connection with any of the longlisted programmes: they cannot have worked on them, have a credit on them or have commissioned them. Any possible conflicts of interest, such as personal and professional connections to the candidates for nomination, must be declared to BAFTA before the meeting takes place. The jury chair and BAFTA Awards Team will determine what constitutes a conflict of interest.
- All Jury chairs and jurors must complete bias training prior to the jury meeting, and earlier in the process if possible;
- All jury chairs will attend a Jury chair briefing with members of the Television Committee, to ensure they are fully aware of how meetings should be run, specific rules for their category, etc.
- Jurors and Jury chairs must watch all longlisted titles prior to attending the jury meeting.
- Jury meeting will be run as open, safe environments, enabling all jurors to speak and vote, freely; Jury Chairs will hold members accountable to contributing to this approach;
- During jury meetings, voting is via a secure online system developed by BAFTA and automatically relayed to BAFTA's scrutineers; jurors are not aware of final results with this process;
- The list of jurors is not made public until the day of the ceremony, to avoid lobbying. Jurors are asked to keep their involvement confidential until that time, to avoid lobbying, and sign an NDA to ensure that all discussions within the meeting remain confidential

Any questions about the voting process should be directed to [awards@bafta.org](mailto:awards@bafta.org)

**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.**

## Voting, Chapters and Juries: Summary Table

<b>BRITISH ACADEMY TELEVISION CRAFT AWARDS</b>	<b>Round One voting</b>	<b>Round Two voting – nominations</b>	<b>Round Three voting - winner</b>
<b>Director: Factual</b> <b>Director: Fiction</b> <b>Director: Multi-Camera</b> <b>Entertainment Craft Team</b> <b>Original Music</b> <b>Production Design</b> <b>Titles &amp; Graphic Identity</b> <b>Writer: Comedy</b> <b>Writer: Drama</b>	UK voters*	Jury	
<b>Costume Design</b> <b>Make-Up &amp; Hair Design</b>	Costume Design and Make-Up & Hair Design chapters**	Jury	
<b>Photography: Factual</b> <b>Photography &amp; Lighting: Fiction</b>	Cinematography chapter	Jury	
<b>Editing: Factual</b> <b>Editing: Fiction</b>	Editing chapter	Editing chapter	Editing chapter
<b>Special, Visual &amp; Graphic Effects</b>	SVGFX chapter	SVGFX chapter	SVGFX chapter
<b>Sound: Factual</b> <b>Sound: Fiction</b>	Sound chapter	Sound chapter	Sound chapter
<b>Emerging Talent: Factual</b> <b>Emerging Talent: Fiction</b>	Straight to jury		

\*Voters not based in the UK are only able to vote in four categories of the British Academy Television Awards: International, Mini-Series, Single Documentary and Single Drama.

\*\* The Costume Design chapter and Make-Up & Hair Design chapter are currently combined; members of these chapters vote in both categories.

**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 or Television Craft Awards ceremony, or announce fewer nominations in any category, or send the category straight to jury. Please check each year to confirm.**



## G. NOMINATIONS AND WINNERS

The nominations for each category will be listed in alphabetical order.

Nominations will be announced approximately four 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 mask 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.

### ADDITIONAL CERTIFICATES

Certain individuals and companies directly involved with nominated programmes could be eligible to purchase a duplicate nominees or winner certificate so that they can have a record of their involvement. These can be outside of roles listed in the [ELIGIBILITY](#) section however must be approved by an existing candidate or entrant.

Applications must be made via the [BAFTA entry site](#) any time after nominations, but will not be actioned until after the ceremony.

## H. CLIP USAGE - NOMINATED CONTENT

BAFTA commits that it will not select any clip which could be construed as a 'spoiler' for any viewer who has not yet seen the programme, but otherwise requires the freedom to select suitable clips to illustrate the craft or the individual nominated and to complement the clips selected for the other nominated titles/individuals.

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.

Owners of nominated programmes are obligated to submit to BAFTA a copy of the programme. BAFTA and/or their production company will maintain such material under tight security.

By entering a programme for consideration, the programme's owners are deemed to have conveyed to BAFTA the right to choose excerpts from the programme at BAFTA's sole discretion for incorporation into the worldwide television broadcast of the ceremony and on the BAFTA website and associated websites; including, but not limited to, [bafta.org](#), [guru.bafta.org](#), [twitter.com/bafta](#), [facebook.com/bafta](#), [youtube.com/Baftaonline](#) and [instagram.com/bafta](#); for non-commercial purposes in the context of the Awards for one year from June 2021.

Upon entering a programme via [entry.bafta.org](#) for the Virgin Media British Academy Television Awards consideration, the entrant will be asked to confirm the following:

- That he/she has the authority, on behalf of the programme and programme makers, to agree to grant the above licence
- That he/she agrees to grant the above licence



If you foresee any problems with the granting of this license, please contact [awards@bafta.org](mailto:awards@bafta.org) before entering.

## I. BAFTA LOGOS

All requests for logos should be made via [www.bafta.org/media-centre/logos](http://www.bafta.org/media-centre/logos)

Entrants may use the 'Virgin Media 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 Nick Williams (see [CONTACT LIST](#)) for more information.

## J. 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.

## K. CONTACT LIST

<p><b>Harriet Humphries</b> Television Officer <a href="mailto:awards@bafta.org">awards@bafta.org</a></p>	<p>TV entry and rules Voting procedures Broadcaster entries Juries Nominees Appeals</p>
<p><b>Natalie Gurney</b> Television Officer <a href="mailto:awards@bafta.org">awards@bafta.org</a></p>	<p>TV entry and rules Voting procedures Broadcaster entries Juries Nominees Appeals</p>
<p><b>Jessica Rogers</b> Television Coordinator <a href="mailto:awards@bafta.org">awards@bafta.org</a></p>	<p>General enquiries TV entry and rules Nominees Masks and certificates</p>
<p><b>Nick Williams</b> Marketing and Communications Manager <a href="mailto:website@bafta.org">website@bafta.org</a></p>	<p>Logos/permission agreements</p>
<p><b>Timothy Hughes</b> Membership Officer <a href="mailto:membership@bafta.org">membership@bafta.org</a></p>	<p>Membership enquiries</p>

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