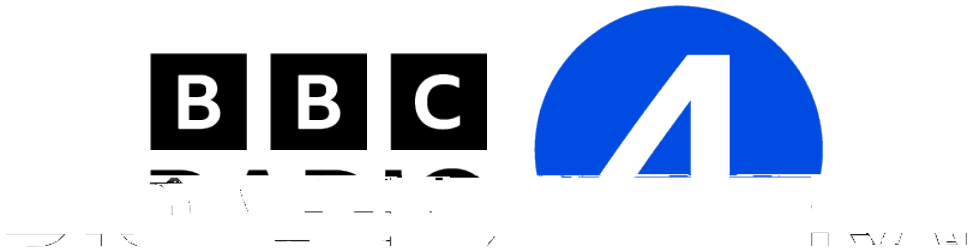
Programme Delivery Guide



V1 updated LL 21.05.24

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1. Delivery timetable

Radio 4 transmits over 30,000 individual programmes annually – a process overseen by a small team. Producers are responsible for the safe delivery of their programmes to the network and for keeping the network informed of **any** changes that might affect delivery by the agreed date.

The required delivery date of your programme is listed on the

contact email	Christine Howard, Scheduling Manager, Transmission & Delivery christine.howard@bbc.co.uk

Programmes can be uploaded to this folder as either .wav or .flac files.

Regardless of whether you're delivering via dira! transfer or the VCS Ingester, the naming of your file is important. It should be composed of the Programme Title (in full – no abbreviations please) and TX date.
eg: 'My New Programme 120824.wav'

If you're delivering multiple episodes of the same series, it's useful for the episode number to be included in each filename.
eg: 'My New Programme Ep3 120824.wav'

You can also add the Proteus Programme Number to the filename if you wish, but it's not obligatory.

Please avoid using any punctuation or special characters in your filename.

As soon as the audio has been deliveredBB9.3199 Tm( )3.6 (v)-2 (er)-5.e Number to ted T16 (ed T16 (ed 2.

Programmes should be uploaded as either .wav or .flac files

3. Presentation Details

Presentation Details are required at the same time that the audio is delivered. For non-topical programmes this is **three weeks before transmission**. For all other programmes this should be in accordance with the required delivery date as specified in Proteus.

Presentation Details should be delivered via Proteus. Please contact the Transmission & Delivery team for further advice if required.

For all programmes, producers **must** provide a time of transmission contact number on the Presentation Details.

Please ensure that you provide any relevant pronunciation guidance using the approved modified spellings which can be provided by the BBC Pronunciation Unit.

email pronunciation@bbc.co.uk

Please use the Technical and Presentation Advice section of the form to alert us to anything in the programme which could cause concern at the time of broadcast. This includes unusually long

On-air Credits (revised for 2024)

We appreciate the importance of credits for teams, however, they need to be proportionate and relevant to our audience. We are therefore adding an extra production credit and on occasion one craft credit. Junctions form a vital part of our station sound and are a crucial way for us to increase our listening hours by moving the audience around the schedule.

Drama and readings credits

Actors' credits

Please remember to put the fictional character first, then the actor, not the other way round. And please ensure that the fictional name in the credits is the one the character is always called. For example, a character may be Mrs Jones, but if in the play everyone calls her Maggie then please call her Maggie in the cast credits and in programme descriptions.

Credits for programmes within a series should include only actors appearing in that episode.

Where original music has been used, the composer and performers may be credited. For a series, this should be done only after the first and last episode.

Authors, writers, abridgers/adapters and dramatists may be credited. If they belong to the Writers' Guild, they should be credited in accordance with the BBC's agreement with the Guild. Readers should also be credited where there is a contractual agreement to do so.

Phone numbers

The only numbers that should normally be heard on air on Radio 4 are the Action line, the Radio 4 information line and phone-

Outside broadcast producers should give Presentation a programme and paperwork (presentation details, script and/or running order) as a standby against line failure. The standby programme should be slightly shorter than the required duration of the live programme and should have suitable pot points to accommodate different line-loss scenarios. These pot points should be clearly indicated on the paperwork.

When long-running strands are broadcast from outside Broadcasting House in London, a substitute/timeless recorded edition of the programme should be given to Radio 4 Presentation, with all the relevant paperwork as outlined above.

contact email Christine Howard, Scheduling Manager, Transmission & Delivery
christine.howard@bbc.co.uk

repeat transmission, or the reference to the phone service should be removed from Pres details. If you are editing your programme for repeat, please ensure you inform the Scheduling team (see Versioned Repeats above).

Producers should ensure that time-specific or topical references such as “Good evening”, “tomorrow” or “next Sunday is Easter Day” are removed. On an exceptional basis it may be acceptable to leave in topical references, so long as the presentation details make clear that the programme was first broadcast on an earlier date. If you are unsure whether to leave in a topical reference, please contact Elaine Boyd.

contact email	Elaine Boyd, Scheduling Manager elaine.boyd@bbc.co.uk

You should also inform the network of any event such as the death of a contributor, which may affect the suitability of a programme for repeat. In these circumstances, it is the producer’s responsibility to ensure that appropriate permissions have been obtained.

Programme Descriptions should be checked and updated if necessary. Updated descriptions must be supplied at least **five weeks** before transmission (unless the repeat notification is issued by the scheduling office after this date, in which case they should be supplied as soon as possible).

Presentation details must be updated and supplied **three weeks** before transmission to Radio 4 Presentation. (Where editorially relevant these should be amended to state when the programme was first broadcast). The final version of the Programme Description should also be submitted at this stage.

8. On-Air Promotion

Radio 4 broadcasts a wealth of programmes across multiple genres. We want to tell the audience what they can expect in any given week. Promotional priorities (trails) are chosen five weeks before transmission. If you have not submitted a Proteus programme description with details of your programme **six** weeks in advance, we cannot guarantee that your programme will be selected.

If your programme has been selected, a member of the Radio 4 Station Sound Trails team will contact you.

To produce the on-air promotion, a broadcast-quality copy of the programme will be required. Please also bear in mind that programmes which have a complicated music mix under the speech are almost impossible to clip. In these circumstances trail makers will often need a clean speech mix of your programme as well.

Occasionally we may ask you to make a trail with your presenter. If you are recording a trail for us, please do not assume announcers will introduce or back-announce them. Your trail should do the whole job itself, ideally ending with the day and time of TX and the length should be no more than 30 seconds in total. T