

# Programme Delivery Guide





## 1.8 Y'j Yfmiha YHUY

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

Programmes **must**



The naming of your wav file is important. It should begin with 'R4', followed by the Programme Title (in full – no abbreviations please) and TX date.  
eg: 'R4 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: 'R4 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.

### 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](mailto: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 silences, the deliberate use of distortion, poor quality archive material and the use of either Big Ben or the GTS (pips).

#### Using the PIPS:

Please note that use of Big Ben or the GTS must be cleared with the Head of Presentation in advance. The GTS cannot be used in its entirety; a maximum of 3 pips is allowable and this **must not** include the final long pip.

Contact	Head of Presentation Katy Hubbard
Email	<a href="mailto:katy.hubbard@bbc.co.uk">katy.hubbard@bbc.co.uk</a>

## ( '5 bbcî bWYa Yblg'

### Opening and closing announcements

**How we present your programme to the audience is part of their experience so please consider these very carefully. Avoid repeating the opening annos said by Continuity at the start of your programme.**

Announcements should be brief, preferably no longer than 15" in total, except when absolutely necessary (e.g. to include Action line information, content warnings or a serial recap).

If necessary Radio 4 Presentation will amend or cut back announcements and/or programmes. Please refrain from pointing the audience to BBC Sounds to listen to the programme that has just been broadcast. Pointers to Sounds are best delivered within the body of the programme by the Presenter if there is something additional to point to. For example further episodes, box sets or other series.

References to times of the day (eg: "Good evening") or other programmes within a series (eg: "in tomorrow's programme) should be referred to only in the continuity announcements which can be amended for future transmissions. This is due to some episodes potentially being repeated out of order or on an ad-hoc basis in future.

**Serials should always include a recap. This should be included in the overall duration.**

### **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









You should also inform the network of any event such as the death of a contributor, which may

## - "Ghw Dfc[ fUa a Yg"

We often commission programmes for Radio 4 as 'stock' programmes.

The aim is to slot them into the schedule should another programme fall out or get delayed, rather than having to reschedule the whole slot or running out of available slots to fulfil business quotas. Having stock programmes is reducing the number of major reschedules we have to carry out, and therefore reducing the level of inconvenience to suppliers.