



MUSIC TELEVISION™

Please file this email for your reference

UK & INTERNATIONAL VIDEO DELIVERY INFORMATION, DEADLINES & SPECIFICATIONS 2011

- 1) Scan/post a completed video submissions form(VSF) and song lyrics directly to MTV before Friday 12 midday addressed to Liz Clarkson to hold your place in the acquisitions meeting
Please email Clarkson.liz@mtvne.com for a link to the submission form

Videos delivered directly to MTV will not be accepted. Videos delivered after this time will not be considered in the subsequent acquisitions meeting but will roll over to the following weeks meeting.

- 2) Send the video and press release to Fastrax by 12pm Friday – details below.

Important: video delivery specifications

***Please supply different versions on separate tapes.**

***Digi betas received with more than one version per tape, will not be accepted ***

Fastrax will then upload the video for review; if your video is required for transmission then Fastrax will send us the broadcast version on request (or to speed things up make sure you tick the box on the submission form which allows your video to be delivered to MTV immediately on request)

If you only sent a DVD copy of your video in to Fastrax for review then you must redeliver a Broadcast quality version to Fastrax.

Please note that on the new video submission form there is a tick box to reflect that these forms now cover International and UK. Please tick where you want it to be available to air.

The UK Acquisitions meeting facilitates the Channels listed below:

In order for your videos to be considered for all UK channels (MTV, MTV+1, MTV Rocks, MTV Classic, MTV Music, MTV Hits, MTV Dance, MTV Base, VH1, VIVA) please ensure you do not miss the weekly deadline.

The Pan European Acquisitions meeting facilitates the regions listed below:

Germany, Austria, Switzerland (G.A.S), Hungary, Italy, France, Poland, Portugal, Denmark, Romania, Russia, Sweden, Finland, Norway, Holland, Belgium, European (This channels covers regions who do not have their own regional MTV channel, in total about 25 regions), Adria, Baltic regions, Base Africa.

If you would like to service a video to the high definition channel **MTVNHD** please go to these links for more information:

http://www.mtvnetworks.co.uk/tam/MTVNHD_Video_Acquisition_Guidelines_2010.pdf

http://www.mtvnetworks.co.uk/tam/MTVNHD_Presentation_Update_2010.pdf

Submissions for UK online platforms should also use the process stated in this document.

If you do not currently use the Fastrax service to deliver your videos to MTV you can find out more by visiting their website www.fastrax.co.uk or email Gareth, Laurien or Lucy at Fastrax@imdplc.com.
For any other queries and to find out how the Fastrax service works or call: 020 74686888.

**Liz Clarkson / Video Acquisitions Manager / Talent & Music / MTV, 17-29 Hawley Crescent,
Camden Lock, London, NW1 8TT / Tel: 0207 284 7632 / Clarkson.Liz@mtvne.com**

WEEKLY DEADLINES

FRIDAY: 12:00 main submissions day

1) Scan/post a completed submissions form and song lyrics directly to MTV before Friday 12 midday addressed to Liz Clarkson to hold your place in the acquisitions meeting for the following Monday.

Deadline for submission: only video submission forms submitted by 12pm on Friday will be considered for the weekly Acquisitions meeting (Monday @ 1:30pm) details below

- The information you provide on the submission form **must** be **complete & correct** (your label copy document should have all this information)
- Accuracy when completing the form is vital, the **onscreen clip titling** will appear on air as it is entered on the submission form (including capitalisation, abbreviations and punctuation)
- This information is also used for reporting purposes, for artist payment (MCPS and the VPL)
- First Airdate for video, **if no airdate is specified MTV shall be entitled to play the video on receipt.**

2) Send a copy of your video and press release to Fastrax by 12pm Friday – details below.

(for viewing only: dvd /digibeta 16:9FHA / for ftp details contact Fastrax directly

(for broadcast only: digibeta 16:9 FHA)

Videos on Mini-DV, CD-ROM, Beta SP, NTSC or website links will not be accepted for either viewing or broadcast.

MONDAY: 13:30 - Weekly Acquisitions Meeting

New videos are considered by the Music Teams for all MTV Channels and by the UK Digital Editorial Team for digital platforms. *If your video is requested for transmission, or online use in the UK, you will be contacted

VIDEOS WILL ONLY BE CONSIDERED FOR PLAYS ONCE WE HAVE RECEIVED A COMPLETED VSF & LYRICS

Due to the number of videos submitted each week unfortunately it is NOT possible to give feedback on unsuccessful submissions.

All broadcast videos must be delivered on **digi beta (pal) 16:9FHA aspect ratio**

TUESDAY: Legal viewing day:

Videos which have been called for on Monday will be viewed by legal on Tuesday(Wednesday) should your video require a re edit in order for us to play your video then we will contact you with the details.

- Many of our MTV channels transmit from the UK and are governed by Ofcom rules.
<http://www.ofcom.org.uk/tv/ifi/>
- Re edits are costly and time consuming. Please see Ofcom's link for detailed information regarding undue prominence of Brands and Luminance / Brightness and Flashing/Strobing issues. If you think your video might have an issue with luminance please ask your video supplier to run it through a Harding machine before you send it in (Please forward me the Harding certificate for our records).
- If in doubt about the content of your video; please try to send it in advance to help prevent first play hold ups.

15:30 Playlist Meeting: - channel playlists are discussed and agreed.

WEDNESDAY:

12:00 – Deadline for broadcast videos to be delivered to fastrax, video delivered after this date will not make weekend plays

17:00 – Playlist is published

FRIDAY 18:00 - New playlist rotations kicks in on all MTV Networks UK channels from 6am.