

## **Submitting a programme to the CBA International Programme Bank**

Step 1) If you have not already done so, sign up to the Bank's general Terms & Conditions of use.

Step 2) Contact Lisa Stribbling to discuss suitability of your programme. We would like to attract a wide range of programmes, reflecting the diversity of the CBA membership. Programmes with international appeal and scope that explore themes like health, science, education and the environment are particularly welcomed.

Programmes should be free of major technical faults that would render the programme unfit for international broadcast. We also need donors to warrant that they own the rights to distribute that programme. That the rights for those programmes are cleared for the territories that they are offered to, and that all underlying rights and clearances have been effected. The CBA will assist you in making this process as simple as possible whilst adhering to the technical and legal requisites.

Step 3) Subject to confirmation of all the above, submit an Initial Programme Submission form, along with a VHS viewing copy of the programme and initial publicity deliverables as detailed on the form. For qualitative and technical reasons a CBA panel will review this viewing cassette. It will also be checked for copyright material and commercial music that would create problems for international distribution. The CBA will contact you with the outcome of this review.

Step 4) Once the programme has been accepted for submission to the Bank, the Confirmation of Materials Availability form should be completed and the paperwork deliverables forwarded as detailed on the form. This enables the CBA to pass on this essential information to prospective licensees. At this stage, a synopsis and generic programme details of your programme will be published in the International Programme Bank catalogue. Members can then request viewing cassettes of your programme from the CBA.

Step 5) Once there is interest from a member broadcaster in licensing the programme, the CBA will send you a Programme Submission Deal Memo and will negotiate with you on the licence period, number of transmissions, territories available, media available etc.

Step 6) On signature of the Programme Submission Deal Memo, the CBA will send you the Request for Programme Master Delivery form which details how to ship your master to the CBA. We will hold the master for the duration of the licence period. The master will be used by the CBA to create further copies for broadcast by those members who licence your programme.

The CBA reserves the right to alter this guide without notice. For latest information visit  
: [www.cba.org.uk/progbank/](http://www.cba.org.uk/progbank/)

