

Guide to the Big Screen

For the Big Screen Portsmouth, Guildhall Square



This is the .pdf version of the rules that apply to all content submitted to the Big Screen Portsmouth. Please read through this guide prior to submitting content.

This .pdf guide was published on **5 September 2016**, please continue to check bigscreenportsmouth.co.uk/guide-to-the-big-screen for further updates that may override old guidelines set in this guide.

1. Understanding the Schedule

Use the tabs above to read about this section. • Last updated: 1 April 2016

1.1 The Schedule

We request that your videos are of the following lengths:

- 6 to 7 minutes in length
- 3 to 4 minutes in length

The Big Screen accommodates for 6 content slots an hour. Two of these are made up of videos lasting 7 minutes in duration and the other four show videos that are 4 minutes in duration. All videos are specifically cut and edited to make the require durations, so as to fit within the schedule.

If the video you send overruns the 7 minute limit, we will edit the video to play in two separate content sections that are next to each other. For example, if your video is 15 minutes long, we will edit that video into 3 parts: Part one and two will last 4 minutes and part three will last 7 minutes, so as to fit within our schedule.

If your video is less than 4 minutes, we will either add Big Screen Branding to extend the video to our specific timings, or, we'll combine it with another video we may have received.

The maximum video length we will accept is 30 minutes.

1.2 Video Content

We welcome all videos that are based in and around the local area of Portsmouth. We want to showcase the culture of the city and anything that highlights places and intriguing things of Portsmouth that's not well known. This love adding videos that are: animations, documentaries and short showcase videos. Your video will usually be played once every other hour although this is dependant on other content that we are currently showing at the time. If we have a lot of content, it's likely to play once every 1-4 hours.

We'll remove videos from our schedule without notice if there no longer become relevant or have been over played.

If you have a video for us to play or you're considering to make to be played on the Big Screen, then please continue down to section 2 labelled, "Uploads".

1.3 Television

1.3.1 Television Listings

Daily, we show content from the mainstream television channels. If there is something that we think our audience will engage with that's relevant, entertaining, cultural or factual, we'll show it.

Commonly, we broadcast the following programmes:

- BBC Breakfast: 7am - 09:15
- BBC News at 1: 1pm - 1:45pm
- BBC News at 6: 6pm - 7pm
- The One Show: 7pm - 7:30pm

The Big Screen Portsmouth holds a TV license which allows us to broadcast content from any free-to-air digital television channel.

1.3.2 Movie Listings

We will try and broadcast any movies, commonly on weekends and during the festive period, that are broadcast on digital channels. It costs us nothing as our already paid for TV licence covers us to show these.

We can of course, show chosen movies at a predetermined time. This requires a £300 licence fee per movie and added hire charge for seating. If you are considering on using the screen to show a movie, it's best to arrange this more than 6 weeks in advance as approval for the licence, via Film Bank, takes time. Please contact us for further information. All films must be rated either PG or U.

For full listings visit: bigscreenportsmouth.co.uk/updates/category/television-listings

1.4 Other

1.4.1 Advertising

We offer some fantastic value for money with our advertising packages. With a footfall of approximately 125,000 a week, we're able to market your product, service or business perfectly to our audience with the addition of sound playing in six advert breaks an hour.

For full details of advertising please visit our website:
bigscreenportsmouth.co.uk/advertising

1.4.2 Public Safety Messages

Every Friday, Saturday and Sunday between the hours of 11pm and 3am, we will show public safety messages in line with Portsmouth City Council, Safer Portsmouth Partnership and Hampshire Constabulary.

1.4.3 RSS Feeds

We are able to display custom RSS Feeds and website data on the Big Screen.

For example, our news on top of the hour and at half past the hour is displayed for one minute with the latest top stories being taken from the BBC News website.

2. Submissions and Uploads

Use the tabs above to read about this section. • Last updated: 1 April 2016

2.1 Video Considerations

2.1.1 Production Companies

At the Big Screen, we would advise anyone looking at producing a submission that doesn't have access to their own camera equipment, to use a local production company. We work with many across the city who already know what's required from videos to be displayed on the big screen.

Therefore, we urge you to visit our production partner page and read up on a few available. Full details can be found at: bigscreenportsmouth.co.uk/partners

2.1.2 Filming Dates & Timings

It can take up to 4 weeks for any submission to be added to the Big Screen. We review all submissions prior to being added to ensure that they meet all of the rule outlines in the Guide To The Big Screen and that you have agreed to all terms and conditions listing on the [online consent form](#). You may wish to carefully consider this time period when planning your submission for broadcast.

2.1.3 Video Stabilisation

We **do not** accept videos that have footage captured from a smart phone or tablet device where the footage has poor quality or where there is no stabilisation. Footage which has not been stabilised can cause nausea and dizziness amongst our viewers, please bare this in mind while filming. This also includes point of view shots from GoPros and other camera devices which can be attached to you body.

2.3 Restrictions

2.3.1 Violence

People can be influenced by and also attempt to imitate what they see, hear and read. Consequently it is important that what is shown does not condone or glamorise acts of violence and anti-social behaviour. This also includes depicting violence in the home, hospitals, school, attempted suicide, self-harm, violence without showing the effect on the victim or the consequence for the perpetrator.

2.3.2 Sex & Nudity

If your material contains full or partial nudity then the context of this must be justified. The use of sexually explicit behaviour and conversation is also not permitted unless the context has been clearly justified.

2.3.3 Language

The use of inappropriate and offensive behaviour is a contentious issue. This is because it depends upon the context, tone and use of the words. In addition to this differing cultures and communities are offended by differing words and phrases. Material with any swearing or offensive content will be rejected.

2.3.4 Portrayal

One of the aims of the Big Screen is to reflect the various cultures and communities that are within the UK. Although the content of material can reflect the prejudice and disadvantage that exists within society, it should be handled appropriately and not gratified. Offensive and stereotypical assumptions should also be avoided.

2.3.5 Alcohol, Smoking, Solvent and Drug Use

The use of illegal drugs, smoking, solvent abuse and misuse of alcohol should not be encouraged, condoned or glamorised.

2.3.6 Suicide & Self-harm

Material depicting how to self-harm and commit suicide should be portrayed with great sensitivity, whether in drama or factual programmes. Care must be taken to avoid describing or showing methods involved.

2.3.7 Music Genre

We do not accept any sort of music related to rap, rhythm & bass, drum & bass, house, heavy metal, or hip-hop. These genres are banned as they do not fit within the target audience we intend to aim at and cause complaints.

2.3.8 On Screen Graphics & Branding

We allow all videos to be credited in form our logos being displayed at the end of a video, including sponsors. These must last no longer than 5 seconds per slide. (For example, you may have your sponsors on one 5 second slide and your production or company logo displayed for a further 5 seconds on a separate slide.) On screen end credits and branding must not last any longer than 10 seconds.

We do not allow any consistent digital on-screen graphics to be shown within videos, unless being used with advertising. For content, all graphics will be replaced with a Big Screen Portsmouth logo, if not removed.

2.4 Documentation

2.4.1 Parental Agreements

Any person(s) who feature in your submission who is under the age of 18 years old, must have a parental agreement completed from their parent or guardian.

While this paperwork must be completed, the Big Screen Portsmouth does not need to see it, though it must be available upon requested. You can upload the parental agreement to our online consent form.

2.4.2 Online Consent Form

The online consent form is the place where you detail information about your submission and declare any parts of it you do not hold the rights to. You must include all license information regarding PRS and provide all contact details to the owner of any footage that has been approved to be used within your submission. All starred terms and conditions must be met in order to complete this form.

This form can be found online for you to complete at:
bigscreenportsmouth.co.uk/online-consent-form

3. Technical Specification

Use the tabs above to read about this section. • Last updated: 1 April 2015

3.1 Video & Images

We understand that most people will make their videos with the intention of putting them on social media and on the Big Screen. To prevent you from making two versions of the video, we encourage that you send us the original one you made for social media in which ever format is comes in. We accept most video formats and will encode all videos so that they are then fit for purpose for the Big Screen.

Please note that we DO NOT accept .wma / .wmv

Send us your video in the format that you have already produced it in. If you are only making it for the Big Screen and are interested in the required video formats, then here are some brief details:

Video: MPEG2, 1024x576, 25 fps, Progressive, Quality 3, CBR, Target 6.00 Mbps

All images should be sent to us as 1024 x 576 pixels with a 300 dpi. They can be sent as either: .jpg, .png, .pdf, .ai or .psd.

3.2 Audio

Just the same as video formats, we accept all audio formats but here are the required audio formats required for the big screen:

Audio: MPEG, 224 Kbps, 48 kHz, Stereo, 16 bit

3.3 Live Events

The big screen has an audio level preset for live events. This preset is louder than the usual broadcast volume and will only be used on live events where requested and movie screenings.

The Big Screen Portsmouth also has the ability for plug and play, meaning that AV equipment can be plugged into the screen's leg and broadcast a live feed. This is great for live events should you require the screen's plug and play input. Your camera will require a coaxial output as well as XLR audio output. You can use a mixers in-between the equipment should you require it. You will have to source all of your own equipment.