

# How to submit

The Big Screen Producer oversees all programming decisions and submissions. We receive a wide variety of queries and digital video/stills material, some but not all might fall under any of the following headings:

- Project work from schools/colleges/universities / Community groups
- Public information announcements
- Text listings for regional events
- Civic projects relating to regional government/infrastructure
- Interactive applications
- Amateur filmmakers
- Filmmaking collectives
- Artistic film & video
- Festivals wishing to tour content
- Site-specific activities

The Norwich screen operates 16 hours a day, 7 days a week, and is continually seeking fresh material. We do not show commercial advertisements.

There is no charge for material accepted for screen playout. All submissions are subject to BBC Editorial Guidelines.

## Accepted formats

Below is a table documenting the formats and file extensions we can currently accept for programming on the Big Screen. Common formats are those you may typically encounter/receive from filmmakers and production companies.

Video material is preferred on Mini-DV or DV-Cam. DVD is acceptable for viewing purposes. If DVD is the only media you have access to, we can still use this for playout but be aware that there may be a slight reduction in quality compared to DV which is a superior means of source material. We would also prefer the film content to be presented in 16: 9 ration.

Please submit an SAE if you wish to have your work returned. Tapes/DVDs without and SAE will be held for 6 weeks only following final broadcast for personal collection (please arrange with manager beforehand).

Common format	Digital files	Graphic files	Audio files
Mini DV	mpg	tga	mpa
DV Cam	mpv	bmp*	wav
DVD	mp2	png	mp3
	swf	gif	wma

	wmv	jpg	
	mva		
	m2v		

\* For .bmp files, these must be no lower than 16 bit depth.

## Playout

**All screenings of local material are subject to change, and randomly selected for the scheduling timings (unless it's a special screening or time specific).** The screen is not simply a static monitor but a dynamic social and broadcasting experiment; responsive to breaking news alerts, national programming interests, live feeds, associated events and interactive testing.

Personal visits to the screen can be attempted on spec, but if press calls, group visits or recording of any sort is to take place, advance notice is appreciated to allow for a contingency back-up.

**After reading all the necessary documents please send your submission, along with the completed consent form to:**

**Becky Betts  
Big Screen Producer  
BBC Norfolk  
The Forum  
Norwich  
NR2 1BH**

**Or email: [becky.betts@bbc.co.uk](mailto:becky.betts@bbc.co.uk) for further information**