



## **SET AND TIMING BREAKDOWN**

**Deadline: Upload to the entry site by October 10, 2019**

### **PILOT EPISODES & SPECIALS DO NOT NEED TO FILL OUT THIS FORM**

The purpose of this form is to establish that a minimum of 60% of the sets/locations in the episode(s) you are submitting are new.

You must complete this form if you are entering a production that features any sets/locations created in a previous season or by a prior team in the current season (e.g. a pilot team or after a change in the current eligible entrants).

Entrants must be identical on all of the episodes entered. An entry is considered different if ANY member of the eligible entrants on the submitted episodes changes.

#### **Instructions:**

1. The script will define what your set/location is called. Please refer to the script for the exact name.
2. List all the new sets and locations that appear in the episode(s) you have submitted. Submit a separate sheet if the list exceeds the space provided.
3. List all the existing sets and locations that appear in the episode(s) you have submitted. Submit a separate sheet if the list exceeds the space provided.
4. If multiple sets/locations share a name, e.g. EXT. STREET, identify them as individual sets/locations with a number, e.g. EXT. STREET (#1), then EXT. STREET (#2) or INT. CAR (#1) then INT. CAR (#2).
5. Please indicate if a set was "redesigned." Any "Redesigned" sets will require further explanation in the notes section at the bottom of this document.
6. Episodes must be entered in the order they aired, up to a cap of three, until the 60% rule is met. Once the "60% new" rule has been met, no additional episodes are eligible.

7. Do you meet the minimum "60% new" requirement?

**These are the four key pieces of information that must be entered directly onto the submission form.**

1. TOTAL RUNNING TIME OF THE EPISODE:
2. NUMBER OF NEW SETS:
3. NUMBER OF OLD SETS:
4. TOTAL RUNNING TIME OF THE NEW SETS:

These numbers should be derived from the Set and Timing Breakdown. You must meet the 60% rule with either running time or number of sets in the episode (s).

**The set and timing breakdown form may be filled out and uploaded using the upload button in the Set/Timing section of your submission form.**

**\*\* This is new this year. \*\* You no longer must enter the set/timing data on the website. (just the four items listed above must be entered on the website.) If your post department has a form with the set/timing information, you also have the option to upload that document instead this one.**

Remember, you may meet the 60% rule with number of new sets or time aired in new sets. If you have questions about how to complete this form, please email [debbie@adg.org](mailto:debbie@adg.org).

SERIES TITLE: \_\_\_\_\_

EPISODE TITLES (up to a cap of three, until the "60% new" rule is met):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Production Designer: \_\_\_\_\_

Did this team change at all during this season/production? \_\_YES \_\_NO

**DEADLINE: THURSDAY, OCTOBER 10, 2019**  
**Upload this form on the Set & Timing Information page**  
**of your submission form.**

**NEW SETS/LOCATIONS**

**SERIES:** \_\_\_\_\_

**EPISODE TITLE #1:** \_\_\_\_\_

(If you are entering the pilot episode of a series you **DO NOT** need to submit this form as all the sets/locations are new. You may not enter additional episodes.)

LIST THE **NEW** SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Enter the Hours, Minutes, Seconds for each set. **Please print clearly!**

**"X"** EXACT NAME OF SET OR LOCATION **AS IT IS DEFINED IN THE SCRIPT,**  
**ONE** e.g. *Holly's bedroom; Holly's Apartment; Street (#1); Street (#2)*

___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>
___	INT	___	EXT	_____	<b>Set Name</b>	<b>HH</b>	<b>MM</b>	<b>SS</b>

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**EXISTING SETS/LOCATIONS**

**SERIES:** \_\_\_\_\_

**EPISODE TITLE #1:** \_\_\_\_\_

LIST THE **EXISTING** SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE.  
Copy this page if additional space is needed. **Please print clearly!**

**"X"** EXACT NAME OF SET OR LOCATION **AS IT IS DEFINED IN THE**  
**ONE** **SCRIPT**, e.g. *Holly's bedroom; Holly's Apartment; Street (#1); Street (#2)*

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

**NEW SETS/LOCATIONS**

**SERIES:** \_\_\_\_\_

**EPISODE TITLE #2:** \_\_\_\_\_

(You may only enter a second episode if you do not meet the "60% new" requirement with the previous single submitted episode. This episode must have aired after the first episode.)

LIST THE **NEW** SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Enter the Hours, Minutes, Seconds for each set. **Please print clearly!**

**"X" ONE** EXACT NAME OF SET OR LOCATION ***AS IT IS DEFINED IN THE SCRIPT***, e.g. *Cat's Street; Cat's Alley; Street (#1); Street (#2)*

<u>INT</u>	<u>EXT</u>	<u>Set Name</u>	<u>HH</u>	<u>MM</u>	<u>SS</u>
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__
__	__	_____	__	__	__

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**EXISTING SETS/LOCATIONS**

**SERIES:** \_\_\_\_\_

**EPISODE TITLE #2:** \_\_\_\_\_

(You may only enter a second episode if you do not meet the "60% new" requirement with the previous single submitted episode. This second episode must have aired after the first episode.)

LIST THE **EXISTING** SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. **Please print clearly!**

**"X"** EXACT NAME OF SET OR LOCATION **AS IT IS DEFINED IN THE**  
**ONE** **SCRIPT**, e.g. *Cat's Street; Cat's Alley; Street (#1); Street (#2)*

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

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\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

**NEW SETS/LOCATIONS**

**SERIES:** \_\_\_\_\_

**EPISODE TITLE #3:** \_\_\_\_\_

(You may only enter a third episode if you do not meet the "60% new" requirement with the previous two submitted episodes. This episode must have aired after the first two episodes.)

LIST THE **NEW** SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. Enter the Hours, Minutes, Seconds for each set. **Please print clearly!**

**"X" ONE**                  EXACT NAME OF SET OR LOCATION **AS IT IS DEFINED IN THE SCRIPT**, e.g. Paul's bedroom; Paul's Apartment; Street (#1); Street (#2)

INT	EXT	Set Name	HH	MM	SS
___	___	_____	___	___	___
___	___	_____	___	___	___
___	___	_____	___	___	___
___	___	_____	___	___	___
___	___	_____	___	___	___
___	___	_____	___	___	___
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___	___	_____	___	___	___

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**EXISTING SETS/LOCATIONS**

**SERIES:** \_\_\_\_\_

**EPISODE TITLE #3:** \_\_\_\_\_

(You may only enter a third episode if you do not meet the "60% new" requirement with the previous two submitted episodes. This episode must have aired after the first two episodes.)

LIST THE **EXISTING** SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. Copy this page if additional space is needed. **Please print clearly!**

**"X" ONE** EXACT NAME OF SET OR LOCATION ***AS IT IS DEFINED IN THE SCRIPT***, e.g. *Paul's bedroom; Paul's Apartment; Street (#1); Street (#2)*

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

\_\_\_ INT \_\_\_ EXT \_\_\_\_\_

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\_\_\_ INT \_\_\_ EXT \_\_\_\_\_



**NOTES:**

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**Please indicate who completed this form. This should be an individual who is able to answer questions about this entry should they arise.**

Name: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

In general, we follow the same rules at the Emmys. This form was adapted from their Set and Timing Breakdown form. It is not identical.

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