

#### **SET AND TIMING BREAKDOWN**

Deadline: Upload to the entry site by October 30, 2023

# PILOT EPISODES, VARIETY SPECIALS, COMMERCIALS AND MUSIC VIDEOS DO NOT REQUIRE 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). If your project does not require a set and timing breakdown form, simply type up a single page document that says why you do not require this form and upload it in place of the detailed form.

Entrants must be <u>identical</u> on all 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@adq.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	

# **NEW SETS/LOCATIONS**

SERIES:_					
EPISODE	TITLE #1:				
		e pilot episode of a series you DO NO tions are new. You may not enter addit			
this page	•	DCATIONS THAT APPEAR IN THE SUBM pace is needed. Enter the Hours, Minu rly!			
		SET OR LOCATION <b>AS IT IS DEFINED</b> com; Holly's Apartment; Street (#1); Street		HE SCR	PIPT,
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	мм	SS
INT _	EXT	Set Name	<u>HH</u>	мм	SS
INT _	EXT	Set Name	<u>HH</u>	мм	SS
INT _	EXT	Set Name	<u>HH</u>	мм	SS
		Set Name	HH	мм	SS
		Set Name	HH	мм	SS
INT		Set Name		мм	SS
INT		Set Name		мм	SS
INT	EXT	Set Name		мм	SS
INT		Set Name		мм	SS
INT		Set Name		мм	SS
INT _		Set Name		<u>MM</u>	SS
INT _	EXT	Set Name	<u>HH</u>	MM	SS

# **EXISTING SETS/LOCATIONS**

SERIES:_		
EPISODE	TITLE :	#1:
		<b>NG</b> SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. additional space is needed. <b>Please print clearly!</b>
"X" ONE		CT NAME OF SET OR LOCATION <b>AS IT IS DEFINED IN THE RIPT</b> , e.g. Holly's bedroom; Holly's Apartment; Street (#1); Street (#2)
INT _	EXT _	
	_	
	_	
INT	EXT	

# **NEW SETS/LOCATIONS**

SERIES:					
(You may requirement aired afte	ent with the r the first ep	er a second episode if you do not n previous single submitted episode. Th isode.)	is epis	sode mi	ust have
this page		LOCATIONS THAT APPEAR IN THE SUBM space is needed. Enter the Hours, Minu Carly!			
"X" ONE	_	NAME OF SET OR LOCATION <b>AS IT IS DE</b> <b>T</b> , e.g. Cat's Street; Cat's Alley; Street (#			
INT _	EXT	Set Name	<u>HH</u>	MM	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	мм	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	HH_	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	мм	SS
INT _		Set Name	<u>HH</u>	мм	SS

## **EXISTING SETS/LOCATIONS**

SERIES:_	
(You may requireme	TITLE #2:  only enter a second episode if you do not meet the "60% new" ent with the previous single submitted episode. This second episode must d after the first episode.)
	<b>EXISTING</b> SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. page if additional space is needed. Please print clearly!
"X" ONE	EXACT NAME OF SET OR LOCATION <b>AS IT IS DEFINED IN THE SCRIPT</b> , e.g. Cat's Street; Cat's Alley; Street (#1); Street (#2)
INT _	EXT
INT	EXT
INT _	EXT

# **NEW SETS/LOCATIONS**

SERIES:					
(You may	previous two	a third episode if you do not meet the "6 o submitted episodes. This episode mus			
this page		LOCATIONS THAT APPEAR IN THE SUBM I space is needed. Enter the Hours, Minuearly!			
"X" ONE		NAME OF SET OR LOCATION <b>AS IT IS DI</b> <b>T</b> , e.g. Paul's bedroom; Paul's Apartment;			
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _	EXT	Set Name	<u>HH</u>	мм	SS
INT _	EXT	Set Name	HH_	мм	SS
INT _	EXT	Set Name	<u>HH</u>	ММ	SS
INT _		Set Name	<u>HH</u>	мм	SS
INT _	EXT	Set Name	HH	мм	SS
INT _		Set Name	<u>HH</u>	мм	SS
INT		Set Name	·	мм	SS
INT		Set Name	·	мм	SS
INT	EXT	Set Name		мм	SS
		Set Name			
		Set Name			SS
INT _	EXT	Set Name	<u>HH</u>	MM	SS

## **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.)					
	<b>EXISTING</b> SETS/LOCATIONS THAT APPEAR IN THE SUBMITTED EPISODE. page if additional space is needed. <u>Please print clearly!</u>					
"X" ONE	EXACT NAME OF SET OR LOCATION <b>AS IT IS DEFINED IN THE SCRIPT</b> , e.g. Paul's bedroom; Paul'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					

NOTES:
; <del></del>
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  $\underline{adapted}$  from their Set and Timing Breakdown form. It is not identical.