



SET AND TIMING BREAKDOWN

Deadline: Upload to the entry site by October 27, 2025

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 identical 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

DEADLINE: MONDAY, October 27, 2025
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	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS
__INT	__EXT	_____	Set Name	HH	MM	SS

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 <i>AS IT IS DEFINED IN THE SCRIPT</i> , e.g. <i>Cat's Street; Cat's Alley; Street (#1); Street (#2)</i>				
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS
___ INT ___ EXT	_____	Set Name	HH	MM	SS

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" 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)

___ 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 #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
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	MM	SS
INT	EXT	Set Name	HH	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.)

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 _____

___ INT ___ EXT _____

___ INT ___ EXT _____

___ INT ___ EXT _____

___ INT ___ EXT _____

___ INT ___ EXT _____

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___ INT ___ EXT _____

___ INT ___ EXT _____

___ INT ___ EXT _____

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Name: _____

Job Title/Position: _____

Email: _____

Telephone: _____

DEADLINE: MONDAY, October 27, 2025
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