

Responses to supplier questions: CBA digital ceremony 2020

Locations for filming

- Who is the MC? Where are they based?
 - Sarah McIntyre (London) and Philip Reeve (Devon) – filming likely to take place in Devon.
- Re. the MC filming are you envisaging this taking place in a venue (e.g. on a stage) or in their home? If a venue do we need to allow for rental, or do you have something in mind?
 - They are expecting to do it in one of their homes.
- Do you think it's feasible to ask some/all authors and illustrators to come to a central location for filming or is the expectation that we would travel to them? If the latter we can travel anywhere across the UK but of course the extent of travel has budget implications. As we don't know the locations it's hard for us to cost this element. Do you have a suggestion re. this?
 - It is unlikely (and certainly out of scope for our budget) that all authors/illustrators could travel to one central location. Most are based across the UK and two are in the USA. We would expect suppliers to manage some, if not all, of this filming remotely. We have often included pre-recorded content provided by publishers in previous ceremonies when individuals have been unable to attend in person.
- Who is the FCBG lead representative? Where are they based?
 - Sarah Stuffins, the national coordinator, who is based in Reading.

FCBG book groups

- Book groups - are you able to provide information on their schedule and whether they currently meet in person?
 - We have 23 groups in locations across England, Scotland and Wales (for a list of locations see below). Most are based in schools and therefore mainly operate during term times. Due to Covid-19 many of their schedules have been disrupted over the last few months. However, we are briefing them on the filming process and they will be keen to be involved.
- What is the age range of children in the book groups?
 - Anything from toddlers up to 18, however the majority will be in the range 8-12. Please note that any children participating will be accompanied by adults to comply with safeguarding.

Content

- Are you wanting use of music in the videos?
 - We have not planned for this but are happy to hear suggestions from potential suppliers
- Who will write the script for the MC and the FCBG rep?
 - All scripts and suggested interview questions will be provided by the FCBG.
- Will a member of the FCBG be available to conduct the category and overall winner interviews?
 - Yes – either the national coordinator or a local representative.
- Portfolios - what format are these / will these be in? Are they paper based or are they / can they be in an electronic format e.g. Powerpoint?
 - They are handmade paper scrapbooks and will be physically be in the care of some of the local groups.
- As well as providing stills of the book covers, will the FCBG be able to provide any other book-related imagery if needed?
 - We can supply a set of the books to the successful supplier if requested. Other requests may need to be referred to the publishers for permissions.
- Will the FCBG provide copies of physical books to use as prompts with the children?
 - All local book groups have copies of all the books as they are using them for voting.
- We're not quite clear what content you're asking for in the penultimate bullet of the As Live content? Please advise.
 - To clarify: we always have children announcing the winners at the ceremony. As this will all be pre-recorded we don't want the children to know ahead of time who has won so will ask the supplier to film them announcing each book in the category. Then a) they will still be excited when they watch the ceremony and b) it minimizes the risk of any leaked information.
- Also – re. the last bullet of the As Live content are these interviews with winners who know they've won?
 - Yes, the winners will know that they have won (assuming filming takes place after 21st September).
- Will you also require some short highlights clips (1 or 2 mins) to post directly to social media? We would recommend these but wanted to confirm before costing as they are outside of scope.
 - We are happy for potential suppliers to suggest elements, such as a highlights package, that are not included in the original outline, but these should be clearly costed as separate items in the quote.

Technical

If the video content is being streamed onto your website from e.g. youtube or vimeo, are we able to get access to your channel to do the necessary uploads etc?

- **Appropriate accesses will be sorted for the successful supplier.**

List of FCBG local book groups

England – South East	England - South West
Hertfordshire	Aldbourn
Ipswich	Mendip
Lewes	North Somerset
North West London	Plymouth
Oxford	Salisbury Plain
Oxted	
Reading	England - Midlands
South Buckinghamshire	Birmingham
Southampton	Dudley
	Northampton
England - North	Solihull
Harrogate	Worcestershire
Wirral	
	Wales
Scotland	West Wales
Dundee	

Sarah Stuffins
CBA National Coordinator
Federation of Children's Book Groups
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