GRANARY DIGITAL

Credits order worksheet (UK)

Set the order of the credits on one sheet, check every name against its source, and get sign-off before the final edit goes out.

How to use this worksheet

1. Collect the signed contracts, the crew list and the cast list before you start. Work from them, not from memory or an old email.
2. Fill in the opening credits first. Enter only the names that must appear there, and delete any row that does not apply.
3. Fill in the closing credits from the principal list agreed with the producer.
4. List the end crawl by department, starting with the production team and ending with the thanks and the company line.
5. Check each name against its source. Confirm the preferred credited name with the person, and note any title that must appear with it.
6. Copy any required credit wording word for word from the contract or the funder's letter, in the section below.
7. Send the sheet to the producer for sign-off, and keep the signed version with the edit. Lock the sheet before the final graphics are made.

1. Production details

Production title	*[title as it will appear on screen]*
Production company	*[company name]*
Director	*[name, as credited]*
Producer	*[name, as credited]*
Client, broadcaster or funder	*[name]*
Version of the sheet	*[version number and date]*
Delivery format	*[for example HD programme, 25 frames per second]*

2. Opening credits

The title and the most important names, in the order they appear on screen.

Order	Credit line	Name exactly as credited	Role or title	Source (contract or crew list)	Confirmed with the person (Y or N)
1					
2					
3					
4					
5					
6					

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3. Closing credits (pre-crawl)

The principal people, in the agreed order.

Order	Credit line	Name exactly as credited	Role or title	Source (contract or crew list)	Confirmed with the person (Y or N)
1					
2					
3					
4					
5					
6					

4. End crawl, by department

List each department in the order agreed. Add rows within a department as needed.

Order	Department	Position	Name exactly as credited	Source	Confirmed (Y or N)
	Production team				
	Camera				
	Sound				
	Edit				
	Graphics				
	Thanks				
	Company line				
	[add department]				
	[add department]				
	[add department]				
	[add department]				

5. Required credits and wording

Any credit a contract, funder or broadcaster requires. Copy the wording exactly.

Required by	Wording, copied word for word	Placement (opening, closing or end crawl)	Logo supplied (Y or N)
[contract, funder or broadcaster]	*[exact wording]*	*[where it must appear]*	*[Y or N]*

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6. Sign-off

Sign off on the version of this sheet that goes to the graphics team. Keep the signed copy with the edit.

Role	Name	Signed	Date
Producer	*[name]*		
Director	*[name]*		
Client or funder (where they have a say)	*[name]*		
Graphics team (version received)	*[name]*		

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