

EASY READ GUILD LINES

JUNE 2024



“The accessible templates and documentation produced during Inside Our Autistic Minds have the power to change the whole media industry for neurodivergent people.

Small changes can have a huge impact.

Being autistic, I am passionate about giving neurodivergent people a deserved a voice in the media and these documents help make that much easier to achieve. Award-winning interviews and programming are only possible with accessibility and flexibility in mind.

When budgets are more critical than ever, efficiency is vital. These documents can improve not just the experience of neurodivergent people but everyone involved.”

Nick Ransom

Assistant Producer on *Inside Our Autistic Minds*



Our Objective

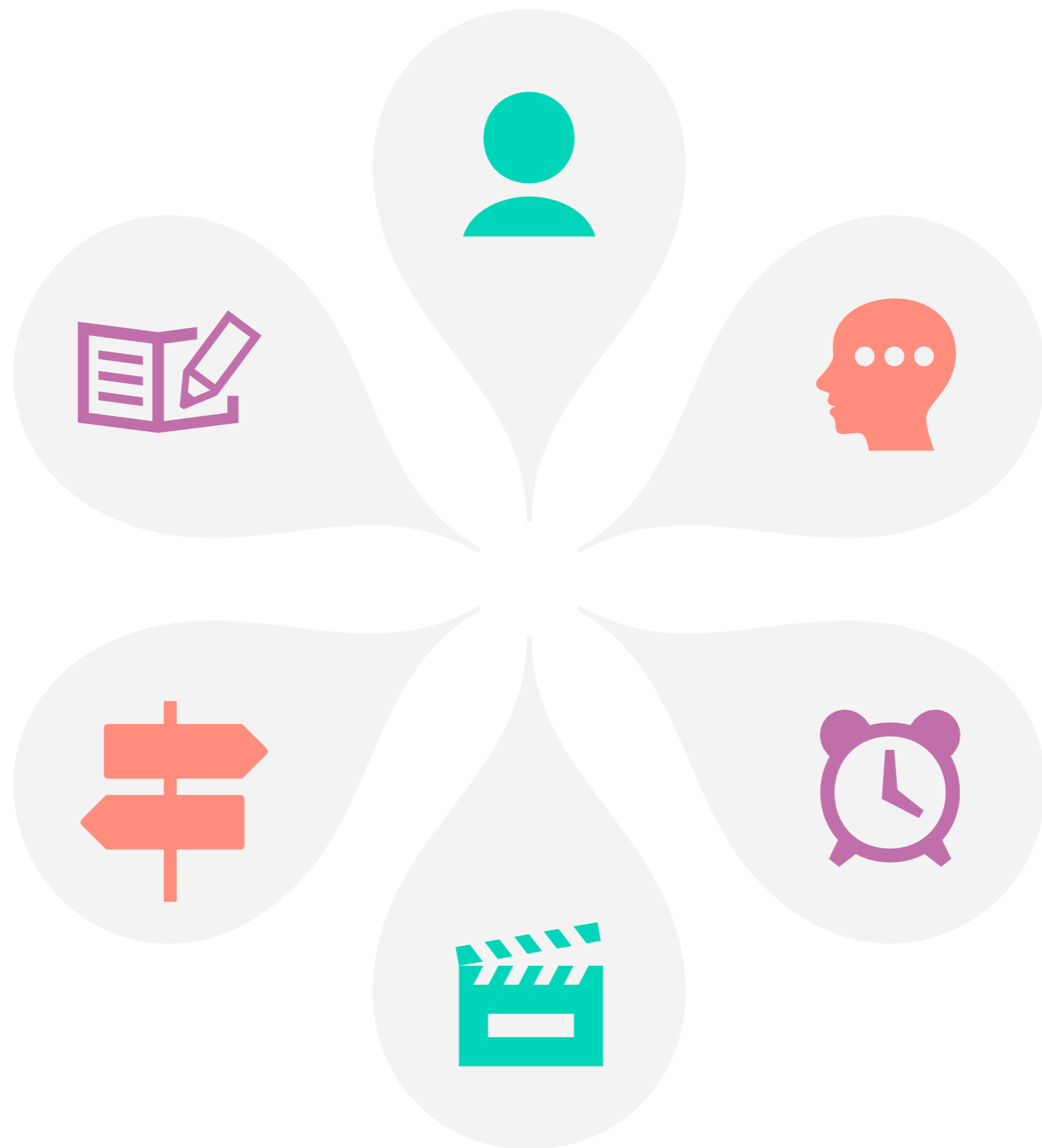
This pack was originally created to improve accessibility during the production of Inside Our Autistic Minds, a BBC Studios documentary made in collaboration with autistic people in front of and behind the camera.

Our objective was to help build a more inclusive environment by recognising that not one size fits all.

This series of 'Easy Read' have been released for you to use on your productions. This guide is there to help you navigate and adapt them. If you have any suggestions of ways we can make productions more accessible, please do get in touch.

We hope these documents will be useful for other production teams and we encourage your feedback. We are currently working on other accessibility tools for production, including Screen Reader friendly documents.

Production is underway on the follow up to Inside Our Autistic Minds, which focuses on Dyslexia and ADHD. We look forward to seeing how these documents will continue to evolve and will share our learnings in due course.




What's in the pack?

1. Contributor Call Sheets
2. UK Filming Crew Call Sheets
3. International Filming Crew Call Sheets
4. What to Expect
5. What to Expect After Filming (Aftercare)
6. About Me
7. Blank Easy Read
8. Icons


Project Title:
Call Sheet #?

PLACE YOUR
LOGO HERE



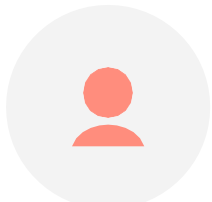
When is filming?

Thursday 4th April
0900 – 1600



Where is filming?

Add location address here.
Google Link:



Who is the point of contact
for the contributor?

Full Name (Role)
i.e.
Nick Ransom (Assistant Producer)

1

Call Sheets

The Easy Read pack includes crew call sheets for UK and International filming.

The documents were originally created for a UK-based documentary, so all example text and formatting is in line with that of factual production.

All productions are different, so you may want to make adjustments to these documents to suit your needs.

Also included is a call sheet for contributors. These documents were sent to contributors to Inside Our Autistic Minds and received positive feedback.

Title of project here
What to expect?

PLACE YOUR
LOGO HERE



What to expect
from now until the
first day of filming?

The date for the first day of filming is still to be confirmed. From now until then we will be preparing filming by having several conversations with you. We will make sure to give you as much notice as possible prior to these conversations.

There will be a chat with you and a psychologist, which we will also give you plenty of notice on.

There will be some paperwork to fill out to make sure we have as much information about you as possible and to make sure we have written permission to film with you.



Chat with the psychologist.
What to expect?

The purpose of this chat is to ensure that the filming process does not cause you undue distress.

A chat with a psychologist may sound intimidating, but it's there to help you and us.

Thank you for doing this with **[NAME OF PSYCHOLOGIST]**.

2

What to Expect

This document is intended to be given to contributors at the beginning of a production. It is a step-by-step guide, advising contributors on ‘what to expect’ at each stage of a production.


This could include guidance on things such as what to wear to a shoot, the type of paperwork to expect and introducing contributors to the team and describing their roles.

We have included some of the text we used in our What to Expect documents on Inside Our Autistic Minds for you to use as a framework.

This template can also be used for crews starting a new production. We have received positive feedback from neurodivergent and neurotypical crew when implementing this.

Title of project here
What to expect after filming?

PLACE YOUR
LOGO HERE




What is this document?

Now filming is complete, this document informs you of what to expect from now on. Although filming has finished, your safety and mental wellbeing is still important to us.

There are a number of ways you may be affected by your involvement in the programme.

This document is designed to give you some practical tips and advice.



What to expect when viewing your contribution to the programme?

We are about to begin editing the programme and we will give you an opportunity to watch your contribution to the show before it is shown on television **[DEPENDENT ON PROJECT]**.

[PRODUCTION POINT OF CONTACT] will bring your part of the series to your home to watch **[DEPENDENT ON PROJECT]**.

This will happen week commencing **[ADD DATE]** so put this in your diary and let us know if you have any other commitments around this time.

1

What to Expect After Filming

This document is sent to contributors when filming has wrapped on a production and prepares them for the programme airing.


This document outlines what contributors can expect when filming is over, and the edit is underway.

Contributors often hear less from the production team during the edit, and this can make some people feel anxious. Being clear about how communications change throughout a production can be helpful to contributors.


Production may want to send this document again before transmission to remind contributors what to expect.

Project Title/Department here
About Me

PLACE YOUR
LOGO HERE



Name:
Preferred Pronouns:



What is this document?

We want make sure filming/ working in the office is an enjoyable experience for you.

The purpose of this document is for you to outline any adjustments you may need.

Please tell us what we can do to help to you feel comfortable.

This form is confidential. It means we won't share this information with anyone outside of this production.

Nothing that you write on this form will affect our decisions about whether or not to include you in the programme.

You don't have to answer all the questions if you don't want to.

1

About Me

The ‘About Me’ document is a questionnaire that can be sent to contributors and crew members. The document aims to help individuals communicate their needs, so production make adjustments where necessary.

It is similar to a Health Passport used by some productions but designed to be more all-encompassing and suitable for all members of the production.


These documents were originally created for use by autistic people. It helped us identify the specific needs of contributors and crew, such as sensory sensitivities.

You may want to add other questions to better suit the needs of your production.


We advise that you elect one point contact to send this document and ensure the individual comfortable with this information being shared with the production team.

Project Title/Department here
About Me

PLACE YOUR
LOGO HERE



Name:
Preferred Pronouns:



What is this document?

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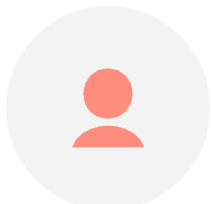
1

Correct usage

- Text on the right, icons and images on the left
- The font, weight, line spacing and colour must be consistent
- Body copy to be left aligned, dates etc. can be centred
- Do not use all caps
- Do not force justify, this causes legibility issues
- Alternate the icon colours on each page
- Copying text from one word document to another will bring text formatting with it. It's best to type within the template or clear formatting by first copying into a basic text editor such as text edit and then copying into the word template.
- Using single colour backgrounds and avoiding background patterns or pictures
- Using sufficient contrast levels between background and text
- Use cream or a soft pastel colours
- When sending we advise you send this as a Word document to your end user. Do make sure the end user has Word software installed on their laptops and the Word app on their phones otherwise the formatting will be corrupted.

Project Title:
Call Sheet #?

PLACE YOUR
LOGO HERE

 When is filming?	Thursday 4 th April 0900 – 1600
 Where is filming?	Add location address here. Google Link:
 Who is the point of contact for the contributor?	Full Name (Role) i.e. Nick Ransom (Assistant Producer)

1

Typography

Programme title:
Font: Arial 16pt Bold

Document title:
Font: Arial 22pt Bold

Section heading – under images on the left:
Font: Arial 14pt Regular
Character spacing: 110%
Colour: 262626

Body copy – on the right:
Font: Arial 12pt Regular
Character spacing: 110%
Colour: 262626



Template and Icons

You may want to create your own Easy Read documents for your production i.e. a Risk Assessment, health declaration form, or a newsletter. Therefore we have provided you with a blank template.

We have created a series of bespoke Easy Read icons for you to use on the template documents. Please see pages 14-18.

Each icon comes in three different colours.

Iconography



Film Camera



Clapper Board



Speaker



Location Pin



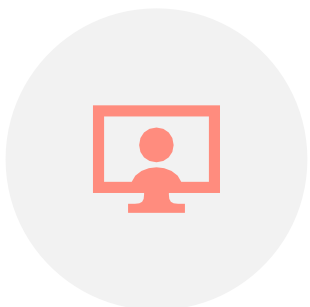
Phone



Accommodation



Room Key



TV Programme



Document



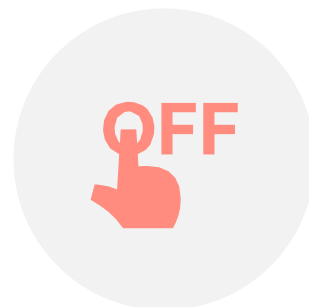
Still Camera



Social Media



Lock



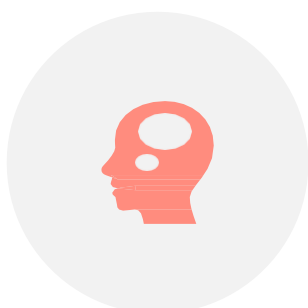
Switch Off



Block



Social Platforms



Mind



World



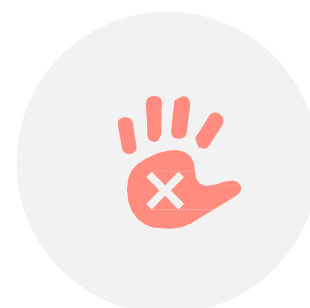
Question



Contact



Thumbs Up



Not Agreeing

Iconography



Legal



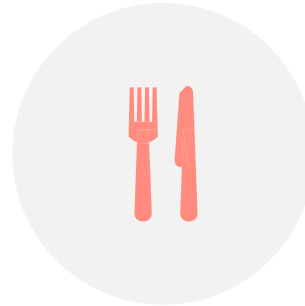
Contact Details



Signature



Thank You



Food



Checklist



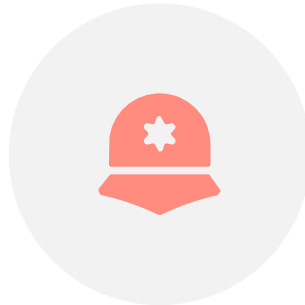
Clothes



Personal Archive



Writing



Police Station



Car



Boat



Train



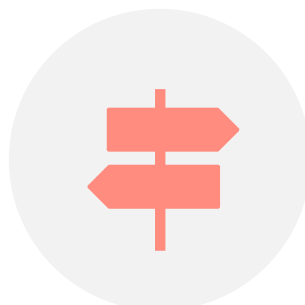
Taxi



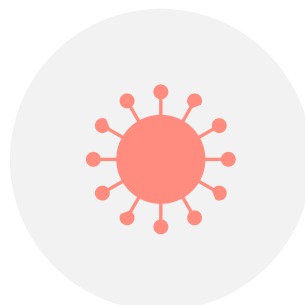
Plane



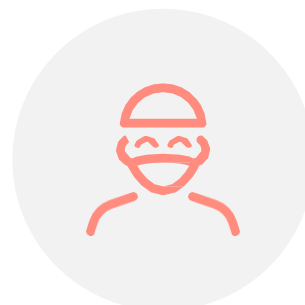
House



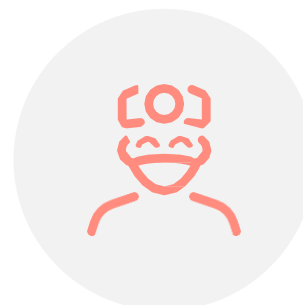
Location



Covid



Covid Officer

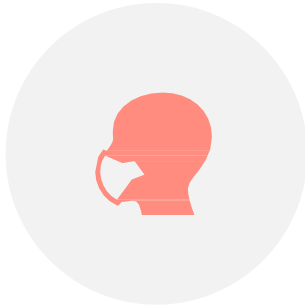


Medic



Covid Test

Iconography



Covid Mask



Covid Hygiene



Distancing



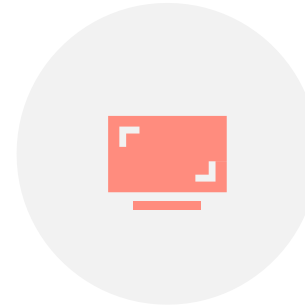
Hospital



Production Box



Expenses



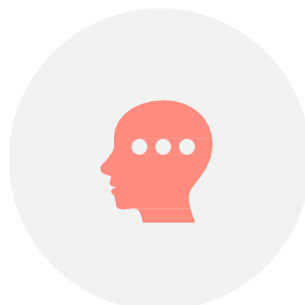
Production Still



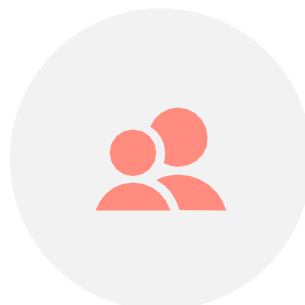
Time



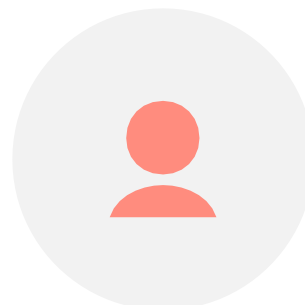
Smile



Thinking



Diversity



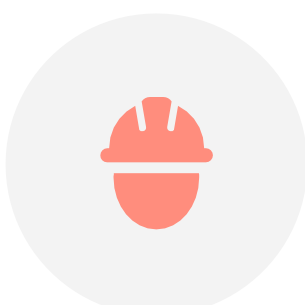
Person



Raising Hands



Parking



Health and Safety



Danger



First Aid



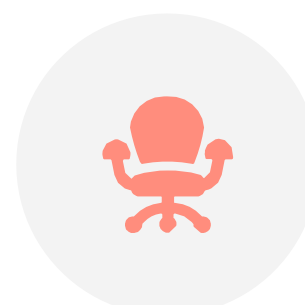
Suppliers



Director



Filming crew



Office crew

Iconography



Production Folder



Map



Medvac



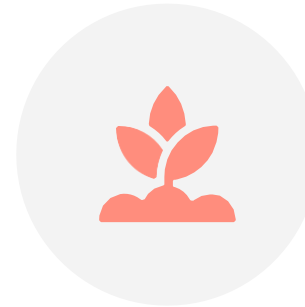
Safeguarding



Currency



Suitcase



Sustainability



Clock No Time



Anything else



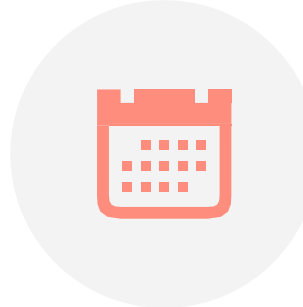
News



Heart



Wellbeing



Calendar



Albert

Iconography — Colour variants



Film Camera



Clapper Board



Speaker



Location Pin



Phone



Accommodation



Room Key



Film Camera



Clapper Board



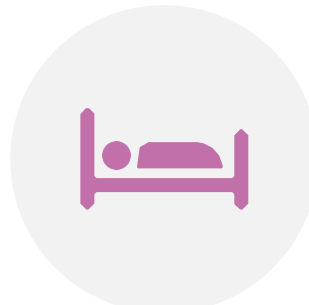
Speaker



Location Pin



Phone



Accommodation



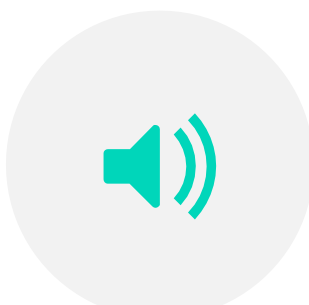
Room Key



Film Camera



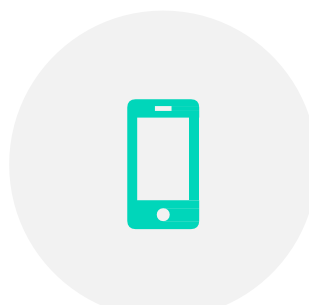
Clapper Board



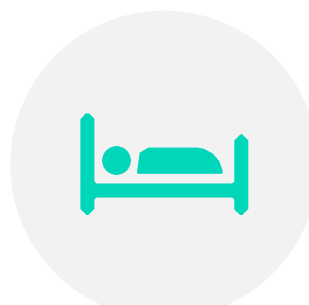
Speaker



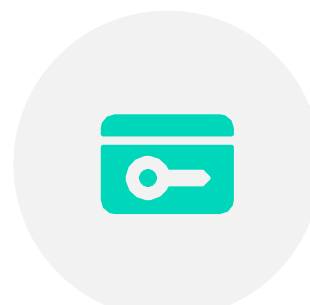
Location Pin



Phone



Accommodation



Room Key

Iconography

Each colour set is in a separate folder and clearly labelled.



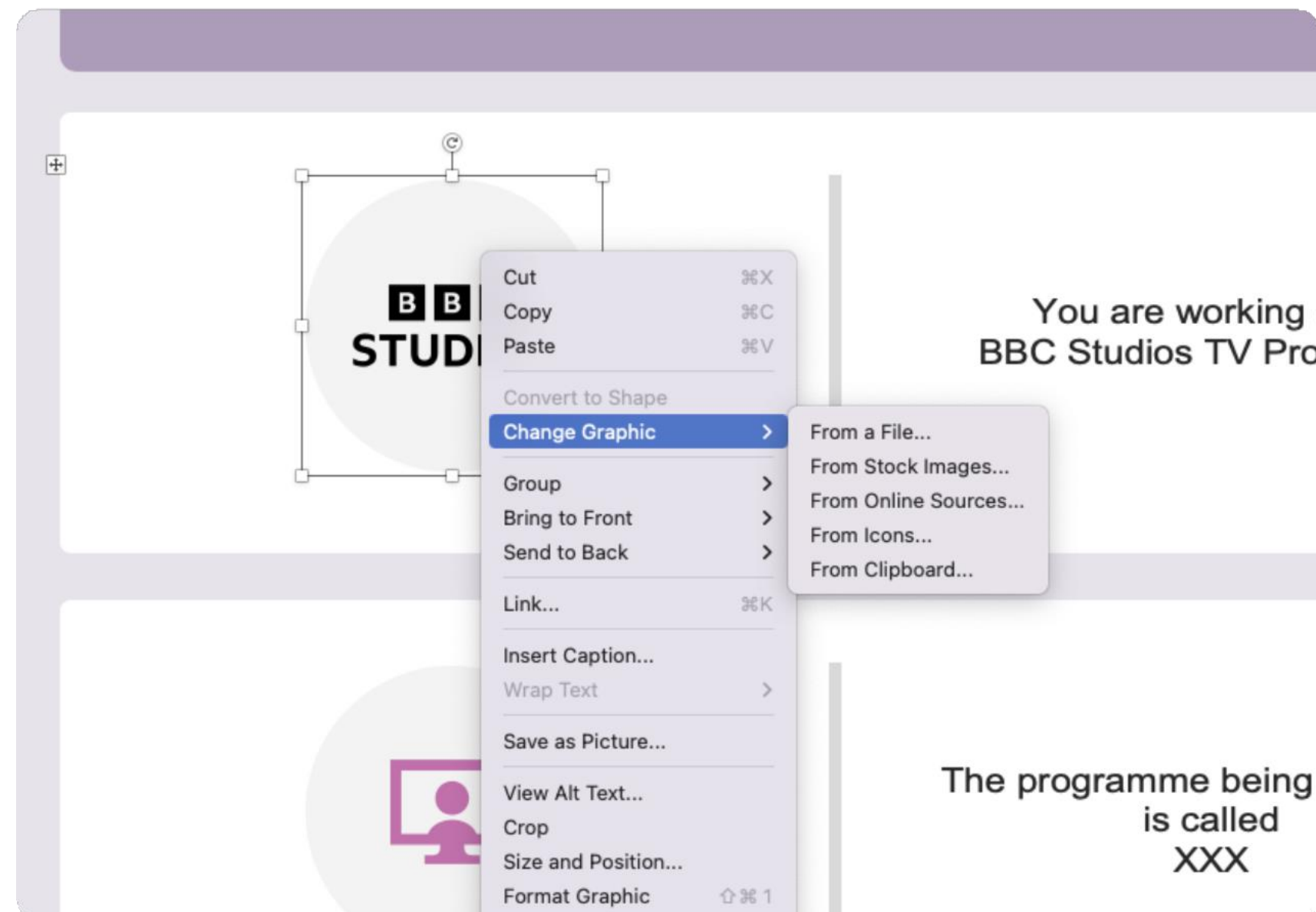
Film Camera Orange.svg



Film Camera Purple.svg



Film Camera Green.svg



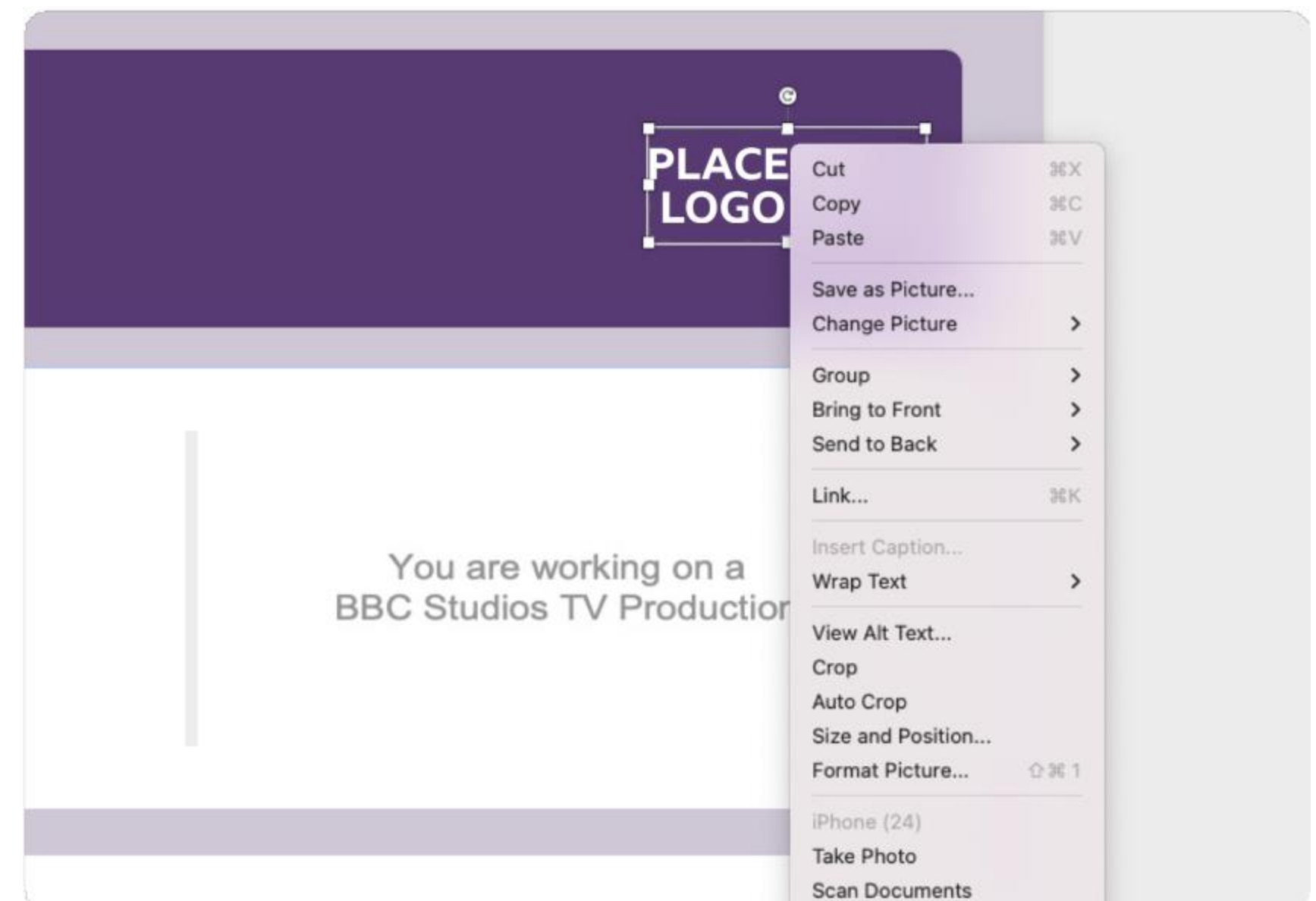
Changing Icons

To change an icon or image, select it then use:

Change graphic > From a file...

navigate to the icon folder and choose a new file

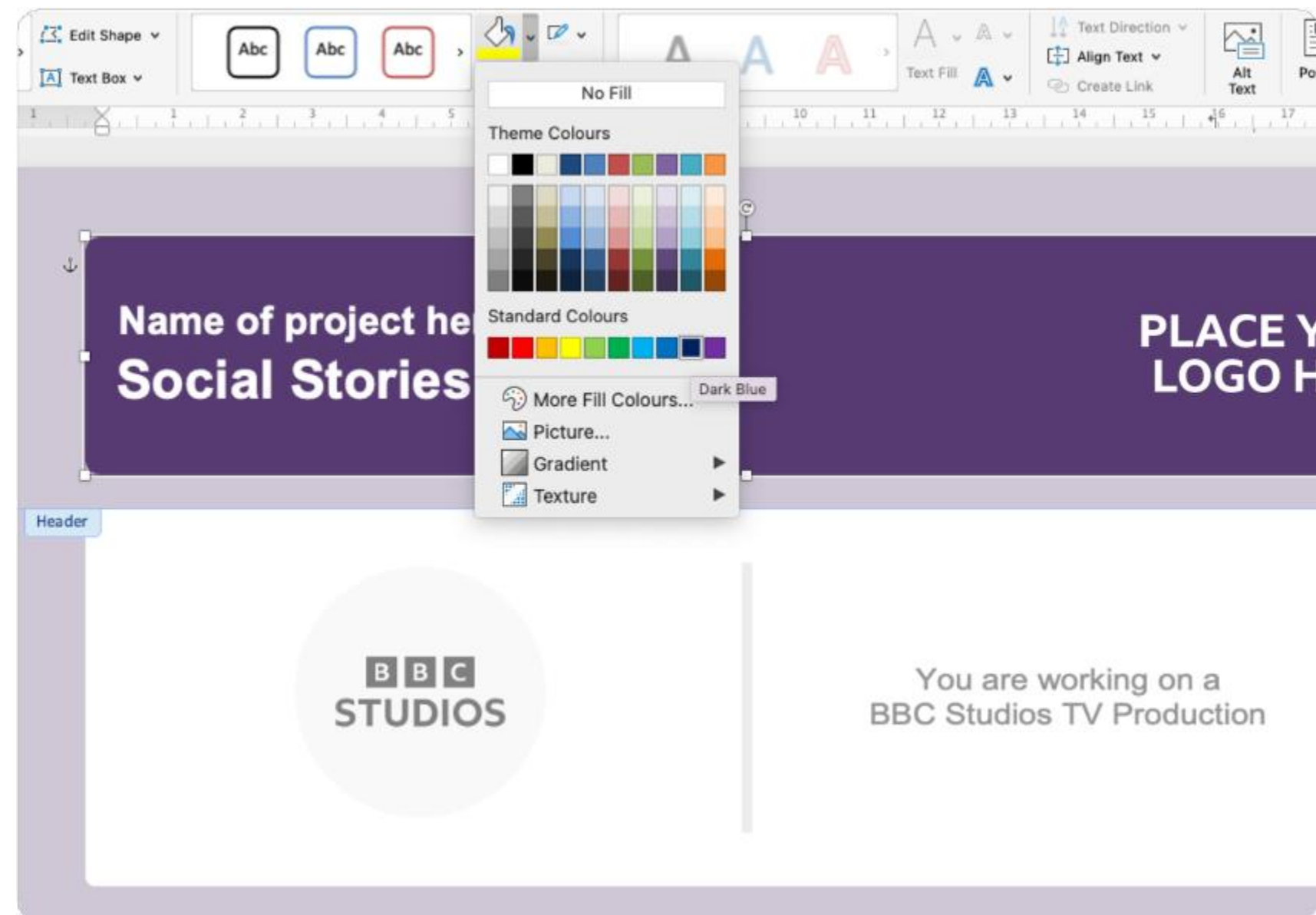
Note: You will need to download the icons to use



Adding Your Company Logo

To change the logo in the header and footer area, select it then use: **Change picture > From a file...** navigate to your logo and replace

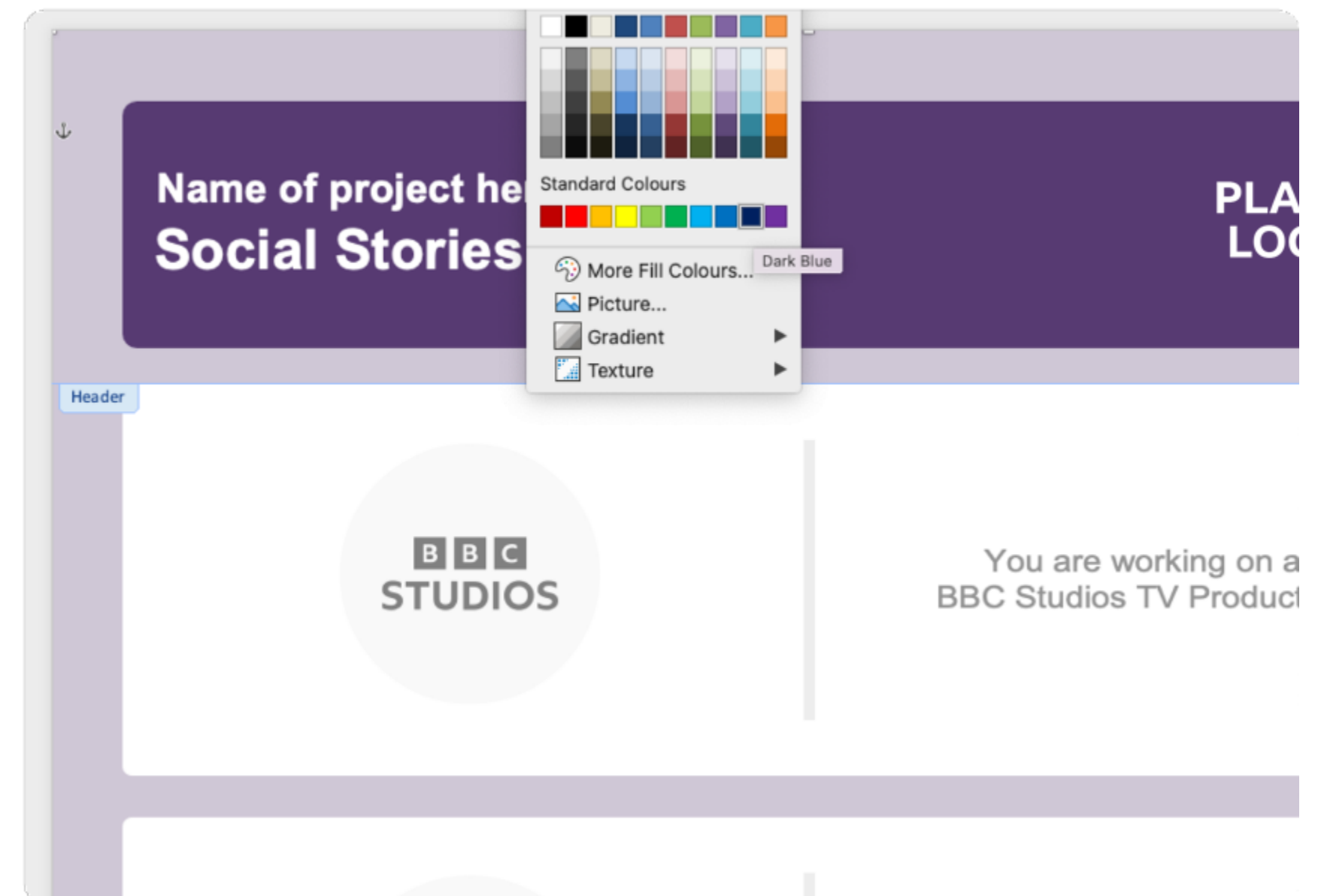
You can then resize and position as appropriate



Changing Title Block Colour

To change the title block colour in the header and footer area, select it then click on the **Shape Fill** icon in the navigation to choose your new colour.

Please note: The colours appear at 50% opacity when working on the document.



Changing Background Colour

To change the background colour select the background shape and use the same process as the title block.



Final tips for writing Easy Reads

- Be concise: avoid using long, dense paragraphs
- Write in simple clear language
- Avoid double negatives

Resources

Training and awareness is key.

Resources and guides are available on the following websites.

<https://www.autism.org.uk/>

<https://www.bdadyslexia.org.uk/>

<https://www.adhdfoundation.org.uk/>

Please send your feedback to: easyreads@bbc.co.uk



Version 11

Launched: 12/06/24

Project Lead: Shiva Talwar

Created by the crew of *Inside Our Autistic Minds* and collaborated with BBC Factual Unit

Thanks to Mathilda Fogarty-Young, Steven Copsey and Zoë Ruiz