



Dubbing Supplementals Scope of Work

Here is a GEM-branded and original version of the Source Materials and Dubbing Fulfillment Scope, with all GEM references replaced and the language rewritten for clarity and a unique tone. Attached GEM logos provide strong brand presence.

GEM Source Materials and Dubbing Fulfillment Scope

Source Materials Provided by GEM

Source Request Process

All dubbing fulfillment partners receive assigned Source Requests—including delivery timelines—via GEM’s Source Management system. Source assets are considered final as delivered, and partners should not expect changes following assignment.

Off-Platform Supplementals

For off-platform supplementals, no Source Request is assigned; all materials and deliveries are managed via GEM’s asset portal.

Scripting Assets

GEM may provide (but does not guarantee) supplemental assets such as Edit Decision Lists, original-language Dialogue Lists, or Pivot Language Lists. If no scripting assets are available, this will be communicated at project kick-off and a supplemental fee will be included for additional work. Always consult your GEM contact before starting new scripting tasks.

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Audio Assets

- **Print Master Audio:** The definitive, fully mixed original language audio. Use this mix when preparing Voice Over or Lector trailers. For GEM supplementals, download from Source Management; off-platform supplementals will be available through GEM's portal.
 - **Music & Effects (M&E) Audio:** On occasion, a fully-filled M&E won't be available; instead, you may receive DME splits or OMF/AAF files. If these are insufficient for production needs, reach out to your GEM representative for instructions. Documentaries and unscripted projects may provide a Mix Minus Narration track as needed and communicated at kick-off.
 - **Final Proxy:** Ingest final ProRes or IMF picture files from post. For all versions, download via Source Management or GEM's portal as applicable. All secondary audio and dubs must conform to the final proxy before delivery.
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Scope of Work for GEM Dubbing Partners

Project Setup

GEM expects all partners to follow official Technical and Delivery Specifications, as well as GEM's Style-Guide, accessible through GEM Dubbing Resources. Studios must use the GEM tool suite and comply with critical requirements, such as:

- **Source Management:** Platform for Source Requests, asset delivery/ingest, and QC reporting.
- **Asset Hub:** Archive and asset management platform for project essentials.
- **Glossary Tools:** Key Terms platform to create and maintain translation glossaries.

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- **Partner Entry:** GEM's onboarding and access channel for tool authorization.
- **Project Marketplace:** GEM's bidding and contracting portal.

If translation/adaptation is required, utilize previous translators/adapters and long-form voice talent when possible. Any cast changes or partner substitutions must be flagged to your GEM contact. Subcontracted dubbing must be disclosed through Source Management and limited to partners approved by GEM.

All target language recording must be performed within the appropriate region unless otherwise approved by GEM.

Purchase Orders and Invoicing

- Invoices must show the GEM purchase order (PO) number for payment approval.
 - Purchase orders are issued at the start of work when a partner submits their accepted bid.
 - All final costs and itemized breakdowns, including all talent/translation/engineering fees, must be submitted via GEM's marketplace portal as soon as the project wraps, and invoices must match the approved PO total.
 - GEM understands adjustments may arise; partners should update GEM with revised cost estimates for approval.
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Dubbing Production and Delivery Guidelines

- Review all source assets within 2 business days of delivery (plus 1 business day for each additional asset delivered concurrently). Confirm assets' usability and update status in GEM Source Management.

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- Adhere to all long-form glossaries and request approval for any term changes if necessary.
- Once assets (M&E, Print Master, script, picture) are accepted, complete any adaptation, editing, recording, and mix work, with delivery to Source Management or GEM portal within 5 business days for lip-sync dubs, voiceover, or lector.
- Any timeline issues must be reported to your GEM contact immediately.
- Maintain all delivery dates and respond promptly to any redelivery requests or needed corrections.

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Final Delivery

- All GEM supplementals must be delivered to Source Management and meet technical, style, and delivery requirements as listed in GEM delivery resources.
- Off-platform supplementals must be provided through GEM's portal as Dialogue Edit files.
- Forced narrative subtitle assets, if commissioned, must be delivered no later than 2 business days following dubbed audio delivery.
- In the case of redelivery, fulfill corrections within 3 business days of the request.

Key Timeline Expectations

Step	SLA
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Review source assets & status reporting	≤ 2 business days from delivery
KNP glossary translations (if required)	Prior to recording
Edit/adaptation, extra recording, mix, delivery	≤ 5 business days
Forced narrative+ dub card image delivery	≤ 2 business days after dubbed audio
Redelivery/fixes after request	≤ 3 business days
Final cost breakdown submitted	ASAP after project concluded

By following GEM's source material and fulfillment guidelines, partners will ensure efficient, accurate, and high-quality dubbing workflows for all GEM content.