

BRIT Awards Apps

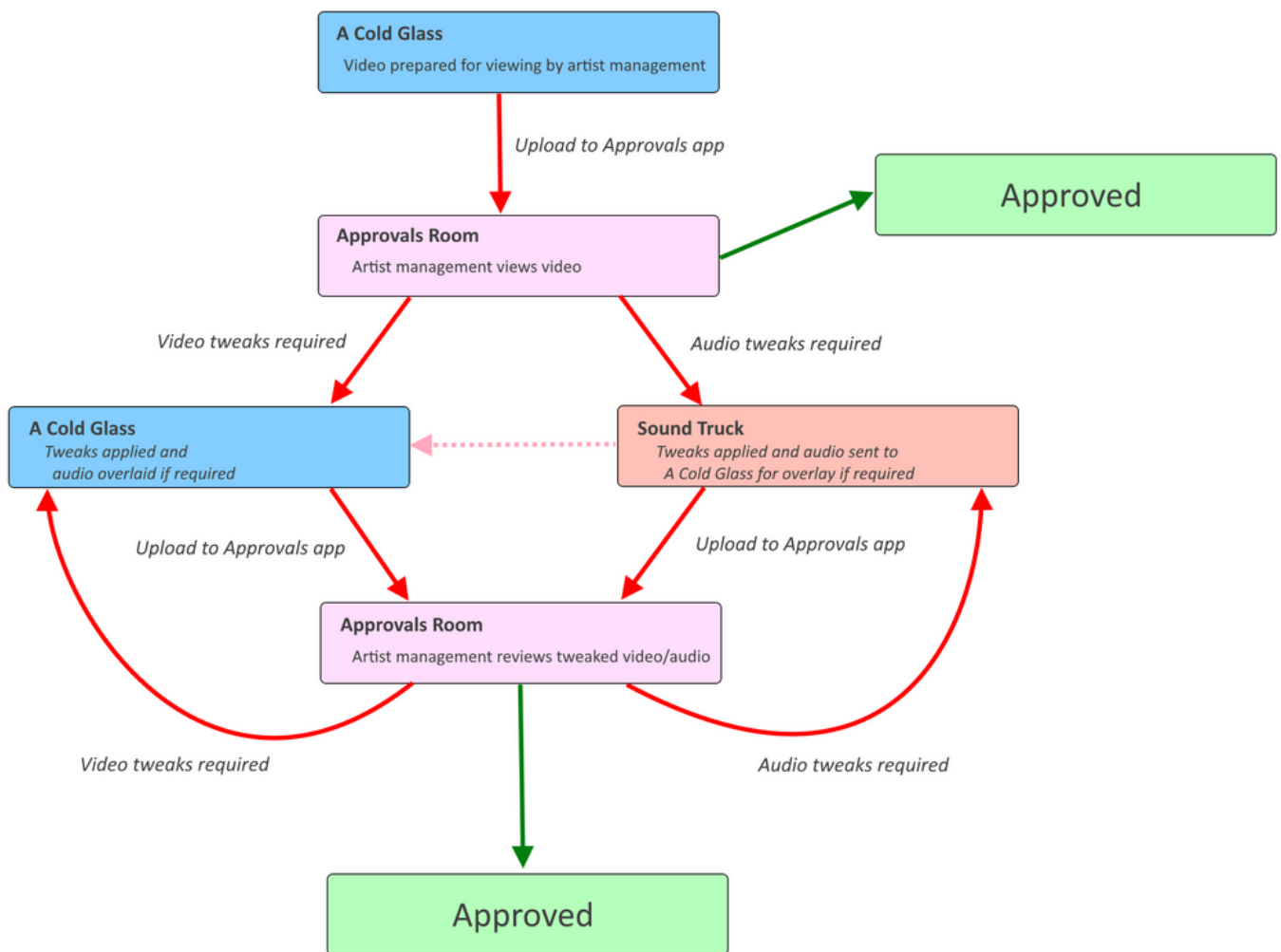
- [BRIT Awards Approvals Management](#)
 - [Introduction](#)
 - [Accessing the app](#)
 - [Performance Status page](#)
 - [Uploading a video file](#)
 - [The Approvals Room process](#)
 - [Emailing unique links](#)

- [BRIT Awards Technical Requirements](#)
 - [Introduction](#)
 - [Accessing the app](#)
 - [Main Menu](#)
 - [Locations](#)
 - [Emailing unique links](#)
 - [Reviewing submissions](#)
 - [THE REQUEST FORM](#)

BRIT Awards Approvals Management

Introduction

The BRIT Awards Approval Management app has been developed to streamline and add visibility to the workflow supporting artist approval of performance video. An overview of that workflow is shown below.



Accessing the app

You will receive an invitation email with a link to a page similar to the one on the right, prompting you to create an AirTable account that will allow you to access the app.

Please ensure that the email address you enter is the same as the email address to which the invitation was sent. If you would prefer to log on with a different email address, do not complete the invitation form. Instead, email the person who invited you, and they will send a new invitation to your preferred address.

Please do not use Google or Single Sign On, as these are not currently supported in the app.

If you already have an AirTable account set up with the same email address as the invitation was sent to, you can use the [Sign In](#) link at the bottom of the page.

You may wish to untick the marketing and sales permission checkbox.

Once signed in you will be taken to the app's main menu.



Alan invited you!

Create an account to start working with Alan in **BRIT Awards 2026**

Email address

Full name

Password

Create account

or

Continue with **Google**

Continue with **Single Sign On**

By creating an account, you agree to the [Terms of Service](#) and [Privacy Policy](#).

- You agree to receive marketing and sales communications about Airtable products, services, and events. You understand that you can manage your preferences at any time by following the instructions in the communications received.

Already have an account? [Sign in](#)


Performance Status page

To access the app, you will log onto Airtable at the link you were sent when you were invited to use the app. Once logged on, you will see the performance status page, as shown below. Clicking on the > icon to the left of an artist's name will show you the files that have been uploaded for approval for that artist. Clicking on a ► icon in the 'Performance File' column will play that file.

BRIT Awards Approval Management All changes saved Share interface 🔔 A

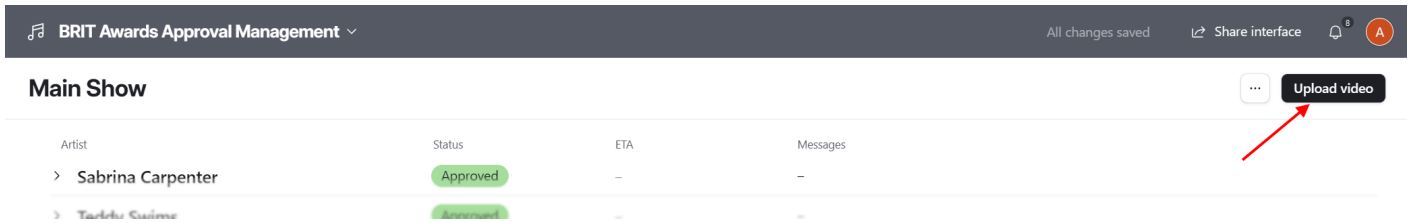
Main Show ⋮ Upload video

Artist	Status	ETA	Messages
> Sabrina Carpenter	Approved	-	-
> Teddy Swims	Approved	-	-
> Myles Smith	Approved	-	-
▼ Jade	Video requires tweaks	11.00pm	-

Performance File	File Status	Notes
	Video requires tweaks	Nostril-cam shot needs to be removed

Artist	Status	ETA	Messages
> The Last Dinner Party	Approved	-	-
> Lola Young	Approved	-	-
> Sam Fender	Awaiting approval	10.25pm	-
> Ezra Collective ft JS	Performance pending	10.40pm	-

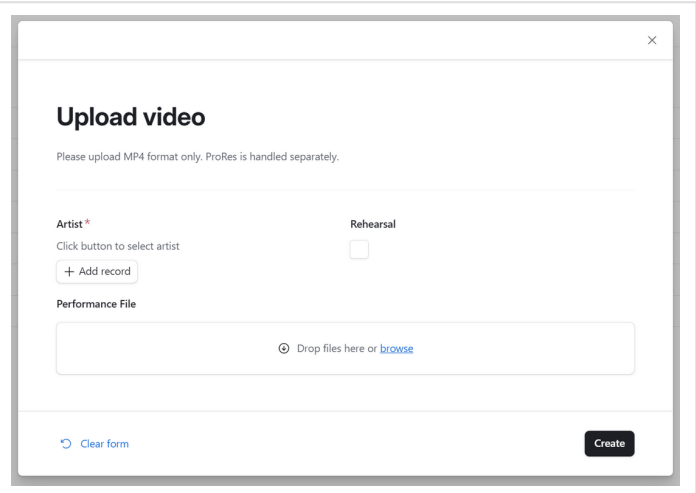
Uploading a video file



Uploading a video is simply a matter of clicking the 'Upload video' button and completing the form that pops up. Click the '+ Add record' button to select the artist, and drop the file to be uploaded onto the labelled box (or browse and select the file, if you prefer).

Tick the 'Rehearsal' box if appropriate and click the 'Create' button to start the upload.

The status for the file will be automatically be set to 'Awaiting approval'.



The Approvals Room process

▼ Lola Young

Awaiting approval

Performance File

File Status

Notes



Awaiting approval

Once a file has been uploaded for approval, its status will automatically change to 'Awaiting approval'. The file can now be played by clicking on the ► button (which is gray, not blue, sorry!).

If the artist's management team approves the video, click on 'Awaiting approval' and change the status to 'Approved'.

If the artist's management team requests tweaks before they will approve the video, click on 'Awaiting approval' and change the status to 'Audio requires tweaks' or 'Video requires tweaks' as appropriate, then click in the 'Notes' field and write a quick description of what needs to be tweaked.

When tweaks have been completed, a new version of the file will be uploaded with the status 'Awaiting approval', and the process above repeats.

The screenshot shows a user interface for managing file approvals. At the top, there are columns for 'File Status' and 'Notes'. A dropdown menu is open over the 'File Status' column, displaying a search bar 'Find an option' and several status options: 'Clear selection', 'Send links for approval', 'Awaiting approval' (which is selected and has a checkmark), 'Audio requires tweaks', 'Video requires tweaks', and 'Approved'. The background shows a table with rows for 'Performance File', 'File Status', and 'Notes', with the 'File Status' column currently set to 'Awaiting approval'.

Emailing unique links

Once a video has been uploaded, a time limited link to the file is generated. This can be found by clicking the 'Open >' option that appears when you hover over a file.

Simply right-click on the long download link shown in the panel that appears to the right and select 'Copy'. You can then paste the link into emails/messages to anyone who needs access to the file.

To generate a new link (*only* after the existing link has expired), tick the box below the link.

The screenshot displays the 'BRIT Awards Approval Management' interface. The main panel shows a list of artists and their performance files. The 'Teddy Swims' entry is highlighted, showing a status of 'Approved' and a file named 'Olympics Intro.mp4'. The file status is 'Approved' and the notes are empty. The 'Download link' is a long URL. Below the link, there is a checkbox labeled 'Tick this box to refresh an expired link' which is currently unchecked.

Artist	Status	ETA	Messages
> Sabrina Carpenter	Audio requires tweaks	9.30pm	Currently with Chris in sound truck
> Teddy Swims	Approved	-	-
Performance File			
	Open >	Approved	-
Artist			
> Myles Smith	Awaiting approval	-	-
> Jade	Video requires tweaks	9.35pm	-
Performance File			
	Video requires tweaks	Nostril-cam shot needs to be removed	
Artist			
> The Last Dinner Party	Performance pending	9.55pm	-
> Lola Young	Performance pending	10.10pm	-
> Sam Fender	Performance pending	10.25pm	-
> Ezra Collective ft JS	Performance pending	10.40pm	-

Teddy Swims

Performance File

Olympics Intro.mp4

Download link

https://v5.airtableusercontent.com/v3/u/48/48/1765389600000/Z/JI3SSQjEaQWThGmhJw/JKEbYIDbTe3pA7B_N5TGvAQbTBkIW/TW8fNEdpgt-wKFBf:6ezk1E_mb2ewXgfjclVv/EdNHnzYtjgn7o9wt1RX83LxvAZ116AU12NDODI2azpcaHlJgMqQyVYGWCLp/WnhZQG9OyPCfN-1E2:wm59:IKowoi8Eg506nv_LU/RfataXligrDNCeEeh0XaEjYlpE4KEBx0TzeEyDpxZk

Tick this box to refresh an expired link

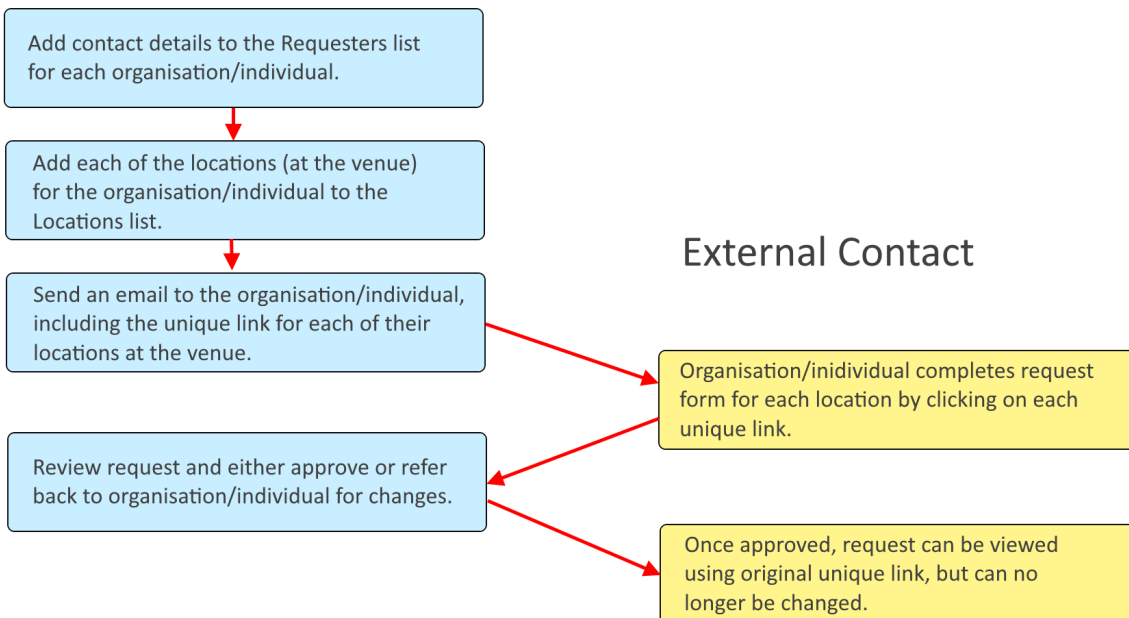
BRIT Awards Technical Requirements

Introduction

The BRIT Awards Technical Requirements app has been developed to replace the 'technical spreadsheet' which has been used for many years to keep track of each area's/location's/company's requirements at the main show's venue.

The aim of this app is to streamline some of the processes involved in gathering this information from the many parties involved. An overview of the process for gathering requirement information is shown below.

BRITs Team



Accessing the app

You will receive an invitation email with a link to a page similar to the one on the right, prompting you to create an AirTable account that will allow you to access the app.

Please ensure that the email address you enter is the same as the email address to which the invitation was sent. If you would prefer to log on with a different email address, do not complete the invitation form. Instead, email the person who invited you, and they will send a new invitation to your preferred address.

Please do not use Google or Single Sign On, as these are not currently supported in the app.

If you already have an AirTable account set up with the same email address as the invitation was sent to, you can use the [Sign In](#) link at the bottom of the page.

You may wish to untick the marketing and sales permission checkbox.

Once signed in you will be taken to the app's main menu.



Alan invited you!

Create an account to start working with Alan in **BRIT Awards 2026**

Email address

Full name

Password

Create account

or

Continue with **Google**

Continue with **Single Sign On**

By creating an account, you agree to the [Terms of Service](#) and [Privacy Policy](#).

- You agree to receive marketing and sales communications about Airtable products, services, and events. You understand that you can manage your preferences at any time by following the instructions in the communications received.

Already have an account? [Sign in](#)

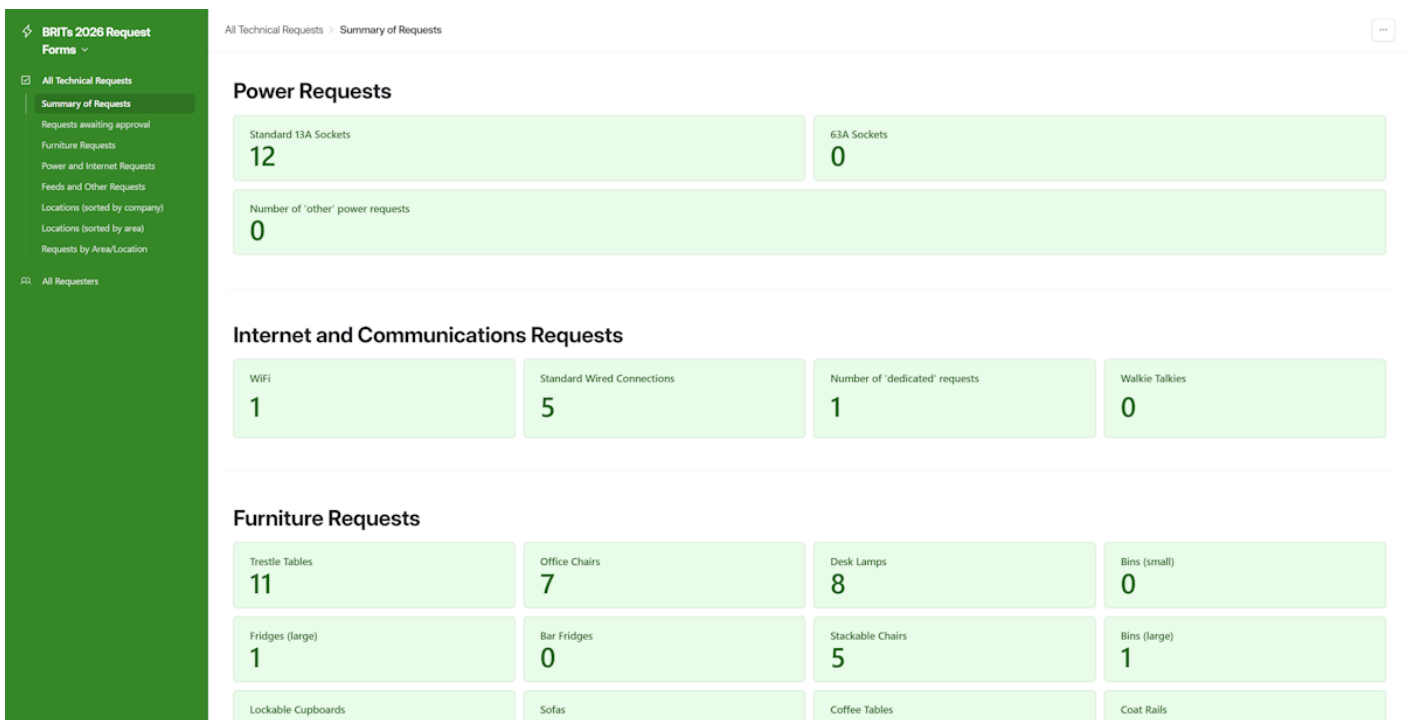
Main Menu

When you log onto Airtable at the link you were sent when you were invited to use the app, you will see the main menu, as shown below (the left-hand panel), along with a summary of requests received to date (the right-hand panel).

Depending on the access level you have been granted, you may have the ability to add to and edit lists, or you might simply have the ability to view lists.

The *All Requesters* menu option takes you to the list of organisations and individuals who can submit requests.

The *All Technical Requests* menu option contains a range of sub-options allowing you to view requests in different ways. For example, there are options taking you to views limited to the specific types of request shown (Power and Internet/Furniture/Feeds and Other).



Locations

'Locations' are spaces allocated to specific individuals or organisations. An example would be the space allocated to the BAL Digital team, which is a room in the Dressing Rooms area.

To add this location to the requests database, simply select *Locations (sorted by company)* or *Locations (sorted by area)* from the menu, then click the *Add a location* button.

The screenshot shows the 'BRITs 2026 Request Forms' interface. On the left is a green sidebar menu with the following items: 'All Technical Requests', 'Summary of Requests', 'Requests awaiting approval', 'Furniture Requests', 'Power and Internet Requests', 'Feeds and Other Requests', 'Locations (sorted by company)' (highlighted), 'Locations (sorted by area)', 'Requests by Area/Location', and 'All Requesters'. The main content area is titled 'All Technical Requests > Locations (sorted by company)'. It features a table with columns for Status, Area (at venue), Location, and Link. The table is organized into three sections: 'BAL', 'BAL Digital', and 'BRITs TV'. Each section contains one or two rows of location data.

Status	Area (at venue)	Location	Link
Link ↑			
▼ BAL			
Awaiting submission	Dressing Rooms	BPI Office	https://forms.fillout.com/t/zJcTuhsZFus?id=recvDxj9JGifLcrIK
Link ↑			
▼ BAL Digital			
Awaiting approval	Dressing Rooms	Approvals Room	https://forms.fillout.com/t/zJcTuhsZFus?id=recU4Lz5Lcv0c5IC
Link ↑			
▼ BRITs TV			
Awaiting submission	Dressing Rooms	Talent Liaison	https://forms.fillout.com/t/zJcTuhsZFus?id=recSc0v550nb6CFPK
Awaiting submission	Dressing Rooms	BRITs TV	https://forms.fillout.com/t/zJcTuhsZFus?id=rec3P8wHjMEgHdGAB

After clicking the *Add a location* button, you will be taken to a form that will allow you to select the individual or organisation and enter the area and location of the space allocated to them.

Click on the + *Select* button to see a list of individuals and organisations already in the system. Click on the appropriate name to select that individual or organisation. You can narrow down the list by entering a few characters into the *Search for option...* box, and you can also add a new individual or organisation by clicking + *Create new*.

Add a location

Use this form to say where an organisation or individual will be located at the venue. (Multiple locations can be added for each organisation or individual)

Organisation's or Individual's Name

+ Select

Area in which they will be located

e.g. Dressing Rooms

Location

e.g. Green Room

Submit

Never share passwords in Filofax forms. Report malicious forms

Add a location

Use this form to say where an organisation or individual will be located at the venue. (Multiple locations can be added for each organisation or individual)

Organisation's or Individual's Name

+ Select

Search for option...

+ Create new

- Green Diamond Media
- BAL
- BAL Digital
- BRITs TV
- BTV
- Cold Glass
- Dawbell

Add a location

Use this form to say where an organisation or individual will be located at the venue. (Multiple locations can be added for each organisation or individual)

Organisation's or Individual's Name

+ Select

Search for option... ba

+ Create new

- BAL
- BAL Digital

Once you have selected the correct name, enter the Area and Location of the space allocated to the individual or organisation and click the *Submit* button.

Emailing unique links

Once locations have been added for an organisation or individual, draft an email to them asking that they complete the Technical Request Form, and include the unique link for each location they are responsible for. (Do not right-click the link in the *Locations* list, as that will copy an *Airtable* link instead of the correct *Fillout* link.) Hover over the line for a location and click *Open*, then right-click the link in the side-panel that appears and select *Copy link address*, then paste the link into the email.

To make things clearer for a recipient who will receive multiple links, it would be good to add a description to each link. e.g. Design Office:

<https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb>

The screenshot displays the 'BRITs 2026 Request Forms' interface. The main content area shows a table of 'Locations (sorted by company)'. A red arrow points to the 'Open' button next to a location entry, with the annotation '① Hover over the line for the location and click Open'. To the right, a context menu is open over a link, with a red arrow pointing to the 'Copy link address' option, annotated with '② Right-click' and '③ Click on Copy link address'. The table data is as follows:

Status	Area (at venue)	Location	Link
Awaiting submission	Arena Dressing Room Cor...	BPI Office	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting approval	Arena Dressing Room Cor...	Approvals Room	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting submission	Arena Level 1	Digital Office (Giuseppe)	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting submission	Arena Dressing Room Cor...	Talent Liaison (Arena)	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting submission	Arena Dressing Room Cor...	BRITs TV Office 1	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting submission	Arena Dressing Room Cor...	GP H&M and Wardrobe	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting submission	Car Park G	TV Edit Cabin	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting submission	Car Park G	Viewing Cabin	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb
Awaiting submission	Car Park G	Sweepstake Cabin	https://forms.fillout.com/t/iZJcTuhsZFus?id=rec0NNhdgh96Hb

Reviewing submissions

When the form has been completed for a location, the status for that request will automatically change to *Awaiting approval*. To review a request, click on the 'Open' link that appears beside the location's status when you hover over it, or anywhere in the blank space to the right of the *Link* column. This will open a side page with the request details.

Status	Area (at venue)	Location	Link
Awaiting approval	Backstage	Artists' Lounge	https://forms.fillout.com/v/iZjCtuhsZFus?id=recNfQe3TjFzlw0ui
Awaiting approval	Structures	Green Diamond Edit Suite	https://forms.fillout.com/v/iZjCtuhsZFus?id=rec7FdcAZpT1NgfCj → Click in this area ←

The side page includes expandable sections for *Furniture*, *Power and Internet* and *Feeds and other requirements*.

Once these have been reviewed, the status for that location should be changed to either *Clarification requested* or *Approved (locked)* by clicking on the current status in the *Locations* list and selecting the appropriate option from the dropdown (shown below).

Awaiting su... ▾

Find an option

Clear selection

- Awaiting submission ✓
- Awaiting approval
- Clarification requested
- Approved (locked)

When clarification is needed, an email should be sent to the appropriate contact asking them to make the necessary changes to the form using the original link.

Area (at venue) Structures

Location (at venue) Green Diamond Edit Suite

Status Awaiting approval

Link <https://forms.fillout.com/v/iZjCtuhsZFus?id=rec7FdcAZpT1NgfCj>

Default Contact Name Alan Brindley

Default Contact Email greendiamond@artcliff.net

Default Contact Mobile 07881955900

▼ Furniture

- Trestle Tables 2
- Office Chairs 4
- Desk Lamps 4
- Lockable Cupboards -
- Coat Rails 1
- Fridges -
- Bar Fridges 1
- Sofas -
- Coffee Tables -
- Stackable Chairs 2
- Bins (Large) 1
- Bins (Small) 2

> Power and Internet

> Feeds and other requirements

Once status has been set to *Approved (locked)*, no further changes can be made via the link. Instead, details of the request will be displayed along with an email address for any urgent last

minute changes.

THE REQUEST FORM

When the email recipient clicks on a unique link, they will be taken to the introduction page. The responses they give will be stored in the database at the location specified by that link.

INTRODUCTION PAGE

This page shows the specific location for which requirements are to be entered and the main contact name for the company/individual. Details for a different contact, specific to this location, can be entered if desired.

Ticking *Power Sockets*, *Internet and Communications*, *Furniture*, *Monitors/Live Feeds/Uplink* or *Other* will allow requirements for these to be entered on the following pages. Pages will be hidden for anything that is not ticked.

The screenshot shows the 'Technical Request Form' interface. It features the BRIT Awards 2026 logo on the left. The form includes the following fields and options:

- Main Contact:** Giuseppe De Cristofano
- Location:** Approvals Room
- Status:** Awaiting approval
- Contact details for this location (if different from main contact):**
 - Name:** Alan Brindley
 - Email:** support@artcliff.net
 - Mobile:** +44 7881 955900
- What would you like to request for Approvals Room?**
 - Power Sockets
 - Internet and Communications
 - Furniture
 - Monitors/Live Feeds/Uplink
 - Other
- Next** button

POWER REQUIREMENTS PAGE

This page allows power requirements to be described, including the number of 13A and 63A sockets needed, as well as a general description of any other power requirements.

The screenshot shows the 'Power Requirements' page. It features the BRIT Awards 2026 logo on the left. The form includes the following fields and options:

- Number of standard 13A power sockets required:** 4
- Number of 63A power sockets required:** (empty field)
- Other power requirements:** (text area)
- Navigation:** Back and Next buttons

INTERNET AND COMMUNICATIONS REQUIREMENTS PAGE

This page allows Internet connectivity requirements to be described. Ticking *Wired Internet connections required* and/or *Walkie Talkies required* opens additional fields to detail these requirements.

The screenshot shows the 'Internet and Communications Requirements' page. It features the BRIT Awards 2026 logo on the left. The form includes the following fields and options:

- WiFi Internet connections required
- Wired Internet connections required
- Walkie Talkies required
- Navigation:** Back and Next buttons

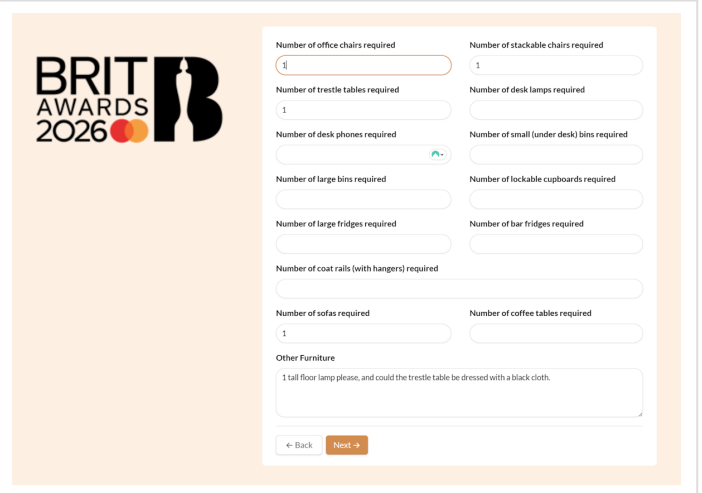
Below this, a second screenshot shows the form after the 'Wired Internet connections required' and 'Walkie Talkies required' options are selected:

- WiFi Internet connections required
- Wired Internet connections required
- Number of standard (wired) Internet connections required:** 1
- Dedicated bandwidth Internet connections required:** (text area)
- Walkie Talkies required
- Number of Walkie Talkies required:** (text area)
- Navigation:** Back and Next buttons

FURNITURE REQUIREMENTS PAGE

This page allows the most common types of furniture requirements to be requested.

Other furniture requirements can be detailed in the final field on the page.



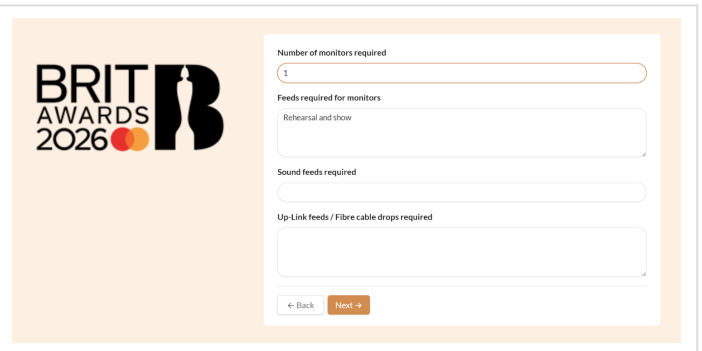
The screenshot shows the 'Furniture Requirements' form for BRIT Awards 2026. It features a grid of input fields for various furniture items, each with a label and a value field. The items include office chairs, stackable chairs, trestle tables, desk lamps, desk phones, small bins, large bins, lockable cupboards, large fridges, bar fridges, coat rails, sofas, and coffee tables. A final 'Other Furniture' section has a text area for additional requests. Navigation buttons for 'Back' and 'Next' are at the bottom.

Number of office chairs required	1	Number of stackable chairs required	1
Number of trestle tables required	1	Number of desk lamps required	
Number of desk phones required		Number of small (under desk) bins required	
Number of large bins required		Number of lockable cupboards required	
Number of large fridges required		Number of bar fridges required	
Number of coat rails (with hangers) required			
Number of sofas required	1	Number of coffee tables required	

Other Furniture
1 tall floor lamp please, and could the trestle table be dressed with a black cloth.

FEED REQUIREMENTS PAGE

This page allows monitor and audio/video feed requirements to be described. It also allows up-link feeds and fibre cable drops to be requested.

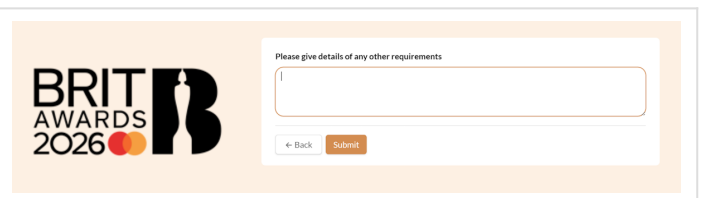


The screenshot shows the 'Feed Requirements' form for BRIT Awards 2026. It includes input fields for the number of monitors, a text area for feeds required for monitors (rehearsal and show), a text area for sound feeds, and a text area for up-link feeds and fibre cable drops. Navigation buttons for 'Back' and 'Next' are at the bottom.

Number of monitors required	1
Feeds required for monitors	Rehearsal and show
Sound feeds required	
Up-Link feeds / Fibre cable drops required	

OTHER REQUIREMENTS PAGE

This page allows a general description of any other requirements.



The screenshot shows the 'Other Requirements' form for BRIT Awards 2026. It features a single large text area for providing details of any other requirements. Navigation buttons for 'Back' and 'Submit' are at the bottom.

Please give details of any other requirements