



Producer's Checklist

Please check items after you complete them.

___ Confirmed Guest/s for Show Date _____

Guest One	Guest Two
Name _____	Name _____
Contact info: _____	Contact info: _____
_____	_____

___ **SENT FORMS:** Sent forms to all Guests

- ___ Guest Guideline
- ___ On-Air Tag
- ___ Demo/Performance Summary

___ **RECEIVED GUEST FORMS:** Have you received completed forms? (Due to you 72 hours prior to show)

___ **READ & KNOW GUEST GUIDELINES**

- ___ Did you remind your guest to arrive 15-30 minutes before show time and to bring backups of files?

___ **POWER POINTS:** Do you have all Power Points?

- ___ From your Guests (Due to you 72 hours prior to show)
- ___ Your own

___ **DVDs:** Do you have the DVDs that will be used?

- Who is bringing it? _____ (Due to you 72 hours prior to show)
- ___ Beginning Time and End Time of clip is marked on DVD

___ **EVENT FLYERS:** Are any Event Flyers going to be used? (Due to you 72 hours prior to show)

- ___ It is scanned or rewritten in a Power point slide.
- ___ It is mounted (on foam core) to be shown on an easel.

___ **PHOTOS:** Have all photos been placed into power point?

- ___ All photos are in jpeg form. (Due to you 72 hours prior to show)

___ **NOTE CARDS:** Are all notes copied onto pastel paper/index cards? (NO white paper at all please.)

___ **NEED HELP? Plan ahead. Get all info to us at least 48 hours before show day.**

- ___ Scans need to be made?
- ___ Power Point slides need to be created?
- ___ Were photos/flyers/scans sent by email or taken to BNN 48 hours in advance of show day? (We can only scan items up to 11"x17")

___ **DEMO/PERFORMANCE SUMMARY:** Did you complete and send to BNN? (Due to you 48 hours prior to show)

___ **SPECIAL NEEDS GUEST:**

What do you need? Explain your situation _____

___ **COMPLETED SHOW RUNDOWN:** Use the Sample Show Rundown Form as a Template to complete one for your unique show.

ALL ON-AIR TAGS, POWER POINTS AND ANY SPECIAL NEEDS INFO MUST BE EMAILED TO Liveshowinfo@bnntv.org 48 HOURS BEFORE SHOW DAY!*

*This checklist is for Producers only. BNN does not need a copy.