



## ***Producer's Planning Packet***

The purpose of the Producer's Planning Packet is to help you organize and plan your shows more effectively. Your organization helps BNN to better prepare and direct your show. Planning ahead will reduce the stress of doing things in the last minutes before your show airs when there is no time to double and triple check information.

BNN LIVE will do everything in our power to begin and end your shows on time but that is entirely a codependent situation. Each form will be emailed to all producers as separate files so you can forward them as necessary to producers, hosts and guests. Hard copies are also available. If you come prepared and send us all your forms 48 HOURS IN ADVANCE all producers and crew will be able to start and end on time.

### **BASIC RULES:**

1. **YOU MUST ARRIVE 30 TO 15 MINUTES BEFORE YOUR SHOW! IF YOU ARE NOT HERE AT LEAST 15 MINUTES BEFORE YOUR SHOW.** It will be too late for you to go on air. Playback will have already been notified that you are not here and will be airing a replacement (not necessarily a rerun). We cannot have dead air.
2. **ALL SHOW INFORMATION MUST BE SENT TO [liveshowinfo@bnntv.org](mailto:liveshowinfo@bnntv.org) at least 48 hours before show time.** This is especially important for performances and demonstrations.

Please utilize the tools we are giving you in this packet to help you create a better show. There are 7 sheets in the Packet. The forms are:

- Producer's Planning Packet cover (this sheet)
- Producer's Checklist
- Show Rundown
- Sample Show Rundown
- Guest Guideline
- On-Air Tag
- Demo/Performance Summary

There will be a refresher workshop available to all producers and hosts that will review all of these forms. The different forms' purposes and due dates/times are explained below.

### **Producer's Checklist:**

This checklist is a tool for producers to confirm the completion of your tasks for show prep. Simply check off the items after you complete them. This way the stress of forgetting to do something is reduced.

**Show Rundown:** Start this at least one week before show time. It is due the day of your show... Email or bring a copy to BNN 48 hours prior to show.

The preparation of a show is more complex than picking a guest. You need to research and write questions to ask, get pictures and/or DVD to show your audience. Completing a Rundown form will help you organize the show and let the BNN Live crew know your plans. If there is a planned demonstration or performance, you MUST complete and submit a [Demo/Performance Summary](#) to [Liveshowinfo@bnntv.org](mailto:Liveshowinfo@bnntv.org) no later than 48 HOURS prior to show time. The Show Rundown must accompany the Summary.

### **Sample Show Rundown:**

This is a completed Show Rundown. It is offered as an example of how to complete one for your show.

Look for workshops on how to produce and improve your show. Refreshers for the seasoned host/producers will also be offered.

**Demo/Performance Summary:** Due 48 hours prior to show.

If you are planning a special demonstration or performance, BNN Live crew MUST be made aware of it. Please use this form to fully describe what you will be doing.

**Guest Guidelines:** Give this to your guests at least one week before show time.

All the information in the guideline is designed to help them prepare for their appearance. Instructions covering all the visuals (and due times) they will use and tips on how to look their best on camera are covered. All visuals and On Air Tag forms are due back to you, the producer, 72 hours prior to the show and you in turn must then email them to [LIVEshowinfo@bnntv.org](mailto:LIVEshowinfo@bnntv.org) at least 48 hours prior to show time.

**On-Air Tag:** Give this to your guests at least one week before show time. It is due BACK TO YOU 72 HOURS BEFORE THE SHOW then you will send all tags together to BNN via [Liveshowinfo@bnntv.org](mailto:Liveshowinfo@bnntv.org) 48 hours before your show.

All guests MUST complete this form and return it to you 72 hours before show time. This information is used to create and on screen name tag. Only include information that you want put on air. All tags are proofed upon your arrival for the show.

**BNN Live Contact Info:** Studio Manager: 617-708-3226  
Control Room: 617-708-3290  
Email: [Liveshowinfo@bnntv.org](mailto:Liveshowinfo@bnntv.org)