



Producer's Checklist

Please check [X] items after you complete them.

Confirmed Guest/s for Show Date (Add extra row to table if there are more than 2 guests)

Table with 2 columns: Guest One, Guest Two. Rows for Name and Contact info.

SENT FORMS: Sent forms to all Guests

- Guest Guideline, Demo/Performance Summary, On-Screen Tag

RECEIVED GUEST FORMS: Have you received completed forms? (Guest Tags Due to you 72 hours prior to show. Demo/Performance Summary Due to you 5-10 days before show so you can complete Set Design & Lighting forms)

READ and KNOW GUEST GUIDELINES: Did you remind...

- guests to arrive 15-30 minutes before show time and to bring backups of files? Musicians must arrive 1 hour prior to show time?

POWERPOINTS: 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 List lengths & names of segment roll-ins on DVD menu Have you reviewed the content for technical quality(sound and picture)?

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 PowerPoint slide. It is mounted (on foam core) to be shown on an easel.

PHOTOS: Have all photos/scans been placed into power point?

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



Boston  
Neighborhood  
Network

\_\_\_ **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 (2 work days) before show day.**

\_\_\_ Scans need to be made?

\_\_\_ PowerPoint 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 10-5 days prior to show)

\_\_\_ **SET DESIGN & LIGHTING PLAN:** Did you create a plan with the studio manager for your special needs?

\_\_\_ **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.

\_\_\_ **EMAILED FORMS BY DUE DATES:** For BNNLive to [Liveshowinfo@bnntv.org](mailto:Liveshowinfo@bnntv.org);

**AND for CTV to [CTVprograminfo@bnntv.org](mailto:CTVprograminfo@bnntv.org)**