Producer’s Checklist

Please check ☑ items after you complete them.

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

<table>
<thead>
<tr>
<th>Guest One</th>
<th>Guest Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name _________________________________</td>
<td>Name _________________________________</td>
</tr>
<tr>
<td>Contact info: ________________________</td>
<td>Contact info: ________________________</td>
</tr>
</tbody>
</table>

_____ 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)
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;
  AND for CTV to CTVprograminfo@bnntv.org