



Producer's Planning Packet Info Sheet

Part of Boston Neighborhood Network Television's mission is to strengthen the ability of all institutions to serve Boston's diverse residents by providing a mechanism through which they can effectively share their resources with the community thereby increasing the access for residents to educational, cultural, political, health and human services resources.

The purpose of the BNN Producer's Planning Packet is to help you, the producer, organize and plan your shows more effectively and the more information we have in advance, the better we can prepare and direct your show. Planning ahead will also reduce the stress of many last minute technical tasks before your show cablecasts when there is no time to double check information and when you want to make your guests as comfortable as possible so that you can present your important information in an efficient and engaging manner.

We will provide a hard copy of this packet to all producers. Each form can also be emailed to all producers as separate files so you can forward them as necessary to producers, hosts and guests. If you come prepared and send us all your forms 48 HOURS IN ADVANCE (2 working days) all producers and crew will be able to start and end on time.

BASIC RULES:

1. **TRY TO ARRIVE AT THE STUDIO 30 MINUTES BEFORE YOUR SHOW WHEN USING THE PRESET FLOOR PLANS! ARRIVE A MINIMUM OF ONE HOUR BEFORE YOUR SHOW IF YOU ARE CREATING AN ORIGINAL FLOOR PLAN!** If you are not on time, playback will be notified that you are not here and will cablecast a replacement program (not necessarily a rerun of your program).
2. **ALL SHOW INFORMATION MUST BE SENT FOR BNNLive AT LEAST 48 HOURS (2 working days) TO LIVeshowinfo@bnnmedia.org OR FOR COMMUNITY TV AT LEAST ONE WEEK TO CTVprograminfo@bnnmedia.org BEFORE SHOW TIME.** Performances must be reported 10 working days prior.

We hope the tools we are giving you in this packet will help us create a better show together. There are 8 sheets in the Packet. The forms are:

- Producer's Planning Packet Info Sheet (this sheet)
- Project Proposal
- Release Forms
- Producer's Checklist
- Guest Guidelines
- Show Rundown
- Sample Show Rundown
- On-Screen Tag
- Demo/Performance Summary
- Musical Performance Summary
- Studio Crew List
- Set Design & Lighting Plan



- Program Promotion

There will be a workshop available to all producers and hosts to review all of these forms and help you create the best program possible. The different forms' purposes and due dates/times are explained below.

Project Proposal: Producers proposing a new program/series MUST complete this form and submit it to the appropriate studio manager for review and approval before any program can be scheduled.

Release Forms: All producers are responsible for collecting and maintaining all release forms for guests, music and locations. These are a legal requirement for all programs that are cablecast. There are five different types of release forms available. Fill out the appropriate one for your needs. Minor Release Form 2008, Location Release Form 2008, Individual Release Form 2008 Multiple Individual Release Form 2008, and Materials Release Form 2008.

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.

Guest Guidelines: Give this to your guests 1 week before show time.

All the information in the guideline is designed to help your guest prepare for their appearance. Instructions covering all the visuals (with due times) they will use and tips on how to look their best on camera are covered. All visuals and **On-Screen 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@bnnmedia.org or CTVprograminfo@bnnmedia.org at least 48 hours prior to show time.

Show Rundown: Start this at least one week before show time. Email or bring a copy to **BNNLive** 48 hours (2 working days) and to **CTV** one week prior to show.

We understand that you are busy providing the services your non-profit organization is mandated to provide but getting your information out is critical to your success. Selecting a guest who has the information you want to share with your audience is the first step. To ensure your audience gets that information you will need to research and write questions to ask, and get pictures and/or DVDs to show your audience as appropriate.

Completing a Rundown form will help you organize the show and let the BNN crew know your plans. If there is a planned demonstration or performance you MUST complete and submit a **Demo/Performance Summary** to Liveshowinfo@bnnmedia.org or CTVshowinfo@bnnmedia.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.



BNN provides workshops on how to produce and improve your shows and refreshers for the seasoned host/producers will also be offered.

On-Screen Tag: Give this to your guests 1 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@bnnmedia.org or CTVprograminfo@bnnmedia.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 an on-screen name tag. Only include information that you want to put on screen. All tags are proofed upon your arrival for the show.

Demo/Performance Summary: Email or bring a copy to BNNLive 48 hours (2 working days) and to CTV one week prior to show. If you are planning a special demonstration or performance, BNN staff MUST be made aware of it. Please use this form to fully describe what you will be doing.

Musical Performance Summary: Complete this form yourself or forward it to your performers but it must be returned to BNN staff 48 hours prior to show time.

This form summarizes the specific needs relevant to a musical performance. This includes the number of performers, microphone needs, audio feed capacity, etc.

Studio Crew List: Producers MUST complete this form and submit it to CTV 72 hours before show time.

This list will be used to create a credits list for the end of your program. Please note that if you are using the preset floor plan option and you cannot fill your positions with certified crew that BNN can provide interns to crew programs.

Set Design & Lighting Plan: Please submit this plan 10 days before your scheduled use of the studios.

This form is for producers to use when they need to use the set in a way that does not utilize our existing preset floor plan and sets. If you are having a performance, a dance troupe or band for example, BNN crew can schedule your program at a time when we can appropriately prepare for your special needs. You are asked to draw out on the forms the floor plan you desire. It is recommended that you do this during a personal meeting with the studio manager or studio technician.

It will allow us time to prepare and adjust your requests to keep it "do-able".

Program Promotion: Help us help you promote your program by giving us information about the topics and guests in your upcoming shows. This information is due on the 15th of the month with show information beginning the 1st of the following month.

BNN Live Contact Info:
Studio Manager: 617-708-3221
Control Room: 617-708-3290
Email: Liveshowinfo@bnnmedia.org

Community TV Contact Info:
Studio Manager: 617-708-3221
Control Room: 617-708-3280
Email:
CTVprogaminfo@bnnmedia.org