



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)

Guest One	Guest Two
Name _____	Name _____
Contact info: _____	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
- ___ 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@bnnmedia.org;**

AND for CTV to CTVprograminfo@bnnmedia.org