



I HAVE A GREAT IDEA FOR A SHOW!

Herndon Community Television's Production Guide to help you get your show on the air

PRODUCER CHECKLIST

<p>PROGRAM DETAILS:</p> <p>Title: _____</p> <p>Format: _____</p> <p>Length: _____</p> <p>Host: _____</p> <p>Guest(s): _____</p> <p>_____</p> <p>_____</p>	<p>CREW:</p> <p>Producer: _____</p> <p>Contact at: _____</p> <p>Director: _____</p> <p>Contact at: _____</p> <p>Floor Mgr: _____</p> <p>Contact at: _____</p> <p>Camera 1: _____</p> <p>Contact at: _____</p> <p>Camera 2: _____</p> <p>Contact at: _____</p> <p>Camera 3: _____</p> <p>Contact at: _____</p> <p>Editor: _____</p> <p>Contact at: _____</p> <p>Other: _____</p> <p>Contact at: _____</p>	<p>PRODUCTION PLANNING</p> <p>Do you have . . .</p> <ul style="list-style-type: none"> <input type="checkbox"/> A list of scene shots <input type="checkbox"/> Storyboard Sketches <input type="checkbox"/> Tape Log <input type="checkbox"/> Script <input type="checkbox"/> Music <input type="checkbox"/> Crew <input type="checkbox"/> Location Schedule & Approval <input type="checkbox"/> Copyrights & Releases <input type="checkbox"/> Equipment (cameras, mics, lighting, etc . . .) <input type="checkbox"/> Air Schedule (contact the HCTV office) <p>POST PRODUCTION/EDITING LIST:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard Show opening/closing credits to be used for each show <input type="checkbox"/> Person/Place ID titles superimposed on video <input type="checkbox"/> Simple Wipe/Cut Scene transitions <input type="checkbox"/> Special Transition/effects <input type="checkbox"/> Zoom/Pan/Motion for Still Picture <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
<p>SHOOTING RESERVATIONS:</p> <p>Be sure to call the HCTV offices to make reservations!</p> <ul style="list-style-type: none"> <input type="checkbox"/> HCTV Studio <ul style="list-style-type: none"> Date: _____ Time: _____ <input type="checkbox"/> Other: _____ <ul style="list-style-type: none"> Date: _____ Time: _____ <input type="checkbox"/> Editing Room <ul style="list-style-type: none"> Date: _____ Time: _____ 		