

# Pre-Production Form

Submit completed form to PCTV staff

Name:		Ph:	Email:
Today's Date:	Taping Day of week:	Taping Date:	Taping Time:
Program Title:			Planned show length:
Program Topic:			# of people on set (including hosts):
Live Call-in?	Are you planning to produce 2 shows in one taping session? <b>Production staff pre-approval required for 2 shows</b>	Facebook Live?	Form reviewed by:

**Important Notes: Producing 2 shows in one taping session requires prior production staff approval to determine practicality**

1. Producers are responsible for setting up and/or assisting in setting up and breaking down set pieces
2. Reserve 15 min. for setting up and 15 min. for breaking down your sets (more if set is elaborate)
3. Please submit form at least 48 hrs. before your scheduled date. Allow more time for productions with greater needs.

**Set Pieces & Background:** (List all that will be used in your production)

PROGRAM OUTLINE – list in the order to be taped. This will provide a clear summary of your production goals			
Segment/ Length	# People on set	Audio (What will happen/ what is needed?)	Video (What will happen/ what is needed?)
Show Open			
Segment/ Length 1			
Break (if applicable)			
Segment/ Length 2			
Show Close			

If more than 2 segments are required, continue on 2<sup>nd</sup> page

**Audio Needs**

**Video needs**

	Lavaliere Mic		Phone Interview		Chromakey		Teleprompter
	Handheld Mic		Table Mic		DVD Needing Ripped	Skype Zoom A/V Roll-in File Type	
	Boom Mic		iPod/Phone Playback		Computer Graphics		
	Audio Booth		Reverb		Character Generator		
	Music/Effects CD		Other: (List details in additional needs section)		Gels – colors depend upon availability Color: _____		

Continuation of program segments if needed:

<b>PROGRAM OUTLINE – list in the order to be taped.</b> This will provide a clear summary of your production goals			
<b>Segment</b>	<b># People on set</b>	<b>Audio</b> (What will happen/ what is needed?)	<b>Video</b> (What will happen/ what is needed?)
<b>Segment/ Length 3</b>			
Break (if applicable)			
<b>Segment/ Length 4</b>			
Break (if applicable)			
<b>Segment/ Length 5</b>			
<b>Show Close</b>			

**Additional Needs:** Anything that is not in the normal, basic studio set-up.  
(eg. If you have a band or performers that need special set-up or equipment arrangements)

**Will there be volunteers? If yes, who and in what capacity? (eg. cam operator, audio operator, set designer, etc)**

<b>Name</b>	<b>Production Role</b>	<b>Phone number</b>