



STUDIO PRODUCTION PLAN

Revised 2/1/06

Producer name
Producer contact #'s
Project title
Production date
Will this production be live? YES NO (if no, skip to next section)
We will go live from _____ until _____
Will there be live call-ins? YES NO
Requested times for production session START: END:
Set preparation from _____ to _____
Technical set-up from _____ to _____
Rehearsal from _____ to _____
Taping or Live from _____ to _____
Strike/clean-up from _____ to _____

Who will help?	Contact #'s	Scheduled times
Associate Producer		
Director		
Technical Director		
Audio		
CG Operator		
VTR Operator		
Camera 1		
Camera 2		
Camera 3		
Phone Operator		
Floor Manager		
Other		

Who will be the talent?	Contact #'s	Scheduled times
Host		

Guest 1		
Guest 2		
Guest 3		
Other		

Please check off and describe all that apply to this production:

_____ Talk format

_____ Music performance

_____ Other performance

_____ Studio audience

_____ Other

Please describe your technical and set-up needs:

Set

Audio

Lighting

Other

