

Producer Checklist

<input checked="" type="checkbox"/>	Task	Due Date
Before the first episode of a show		
	Determine general show content	N/A
	Meet with Media Center staff	N/A
	Fill in producer's agreement and program proposal	N/A
	Determine show format	N/A
	Design show's look; put together a set	1 month before first show
	Design graphics format	1 month before first show
	Determine show open	1 month before first show
	Select music	1 month before first show
Before every episode		
	Reserve a studio time	1 to 6 months ahead
	Recruit talent	1 to 6 months ahead
	Publicize the program	weeks before the show
	Recruit crew	1 month to 1 week ahead
	Director	
	Graphics	
	Switcher (ask the director if you need one)	
	Audio	
	2 to 4 Cameras	
	Floor Director (if needed)	
	Teleprompter (if needed)	
	Phone operator (if needed)	
	Microphone wrangler (if needed)	
	Prepare show content	1 day before the show
	Prepare rundown sheet	1 day before the show
	Compile list of graphics	1 day before the show
	Provide roll-in material and still images	bring to the studio
	Food for the crew	bring to the studio