

Pre-Production Checklist



EVENT REGISTRATION

- ☐ Save-the-Date email
- ☐ RSVP webpage with information about the event
- ☐ Official event invitation email

BROADCAST DESIGN

- ☐ Creation of on-screen graphics
 - ☐ Title card(s)
 - ☐ Pre-event roll
 - ☐ Green screen imagery
 - ☐ Chyrons and lower-third graphics
 - ☐ Overlays and/or PIP graphics
- ☐ RMTP information and streaming embed code is shared
- ☐ Encryption passwords generated
- ☐ Confirmation of AV needs
 - ☐ Lighting
 - ☐ Shot list and camera angles
 - ☐ Mics
 - ☐ Studio treatment for audio
 - ☐ Grips, videographer, and other on-set crew

BROADCAST TESTING

- ☐ Silent test for event capacity (plus 10 percent)
- ☐ Test audio and broadband connections for any call-in guests
 - ☐ Adjust AV and connection as necessary

RUN OF SHOW

- ☐ Walkthrough of event schedule and scripts with production team
- ☐ Script rehearsals with talent

DAY-OF & FINAL PREP

- ☐ Final technical walkthrough
- ☐ Confirm final assets and scripts are in place
- ☐ Chat moderators in place
- ☐ Set up and secure AV equipment and secure cabling
- ☐ Extra batteries memory cards for AV as needed
- ☐ Hair and makeup for talent
- ☐ Sound and lighting checks