

Production Manager's Check List

CHECK LIST

Pre-planning for an on-site video production is critical: determine staging and presentation style, venue size, number of presenters, audio requirements, audience size, etc.

- What are the **dimensions of the room** and will it accommodate your audience and production requirements?
- Where will the **control area** be set up and where will you run cables to and from the control area?
 - How many **cameras** will you need, and will they be isolated or switched live for the program record?
- If the event is more than one day, or if a setup day is necessary, will you need to **hire security** to watch the cameras and equipment?
- If your production or event is at a union venue, do you have a vendor who has **union affiliations to secure contracts**?
 - Will union electricians be on hand during setup to run power and **pull cables**?
 - Will Teamsters be available to **unload trucks** and move equipment?
- How will your **crew and equipment** enter and leave the venue?
 - Are **freight elevators** accessible?
- What are the **power** requirements and issues at this venue?
 - Will this venue charge for every **electrical drop** needed?
 - Does the venue require **electricians** to run cable to camera positions?
 - Must **cable runs** be off the ground, requiring special setup?
- What are the **lighting** requirements for the venue and for the video production?
 - Are there **special lighting requirements** for the venue or audience?
 - Will you need to light for **windows**?
 - Does the venue require that all **lighting** be hung from the ceiling or off special lighting trees?
- With built-in public address systems at many venues, how will you need to work with the house for **audio**?
 - Will your production team be taking a feed from what might be a low-quality **house PA system**?
 - Is the house mixing the PA system, or is your **production team mixing**?
 - Will **ambient noise** – from surrounding areas, ventilation equipment, etc. – affect the production?



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