

<b>(Morning Briefing)</b>		
Show Briefing	(Morning Meeting)	Completed

<b>(30 min prior to show)</b>		
Equipment		All Functional
Show materials	(Tapes, PPT, Toaster, etc)	Loaded
Lights		Checked / Set
Cameras		White Bal / Shaded
Audio		Checked / Set
Microphones		Fresh Batteries / On
Switcher		Correct Inputs
TBCs / Patching		Verified

<b>(15 min prior to show)</b>		
Countdown Tape	(VT-3)	Rolling
Music		Playing
Projector		Program Feed
Streaming / Broadcast Feed		Check
Crew		In Place
Comms		Check
Toaster		Slate Loaded
Record Decks	(RD-1,2,3)	Loaded
Playback Decks	(VT,1,2,)	Cued
Stage Computer	(Scaler)	Ready / Cued
Talent / Presenter		Ready / In Place
Floor Director		Ready / In Place
Show Open	(VT-4)	Cued
Show Open Briefing		Verbal - Rehearsal

<b>(1 Min prior to show)</b>		
Headsets	(Except TD)	Mic Muted
Lights and Spots		Set
Camera Shots		Set
RD-1,2,3		In Record
Talent		Set

<b>(Show Start)</b>		
RD-1,2,3	DV / DVD	Recording
VT-3	(Countdown Tape)	Fade to black / Fade Audio
VT-4	(Show Open)	Roll /Take
		Slate Black
Talent / Floor Director		5 sec Countdown Cue
Show		Begin

<b>(30 sec After show Start)</b>		
Record Decks	(RD-1,2,3)	Verify Recording
Streaming or Broadcast Feed		Verify Transmitting
Projector		Program or Stage Computer

<b>(1 Min after show start)</b>		
Projector		Program or Stage Computer
Program Materials	(PPT /VT/DVD)	Ready / Cued

<b>(During Show)</b>		
		(See Show Format)
Time		Monitor
Recordings / Broadcasting /Streaming		Monitor
Countdown (VT-3)		Rewind
Show Open	(VT-4)	Rewind

<b>(5 Min prior to show close)</b>		
Record Decks	(RD-1,2,3)	Check Record Timers
Time Cues		Given
Show Credits		Loaded
Countdown (VT-3)		Cued

<b>(Prior to Fade To Black)</b>		
Projector		Check Feed (As Necessary)
Toaster (Show Credits)		Running
Audio		Mics Muted
Audio		Music
Switcher		Fade to Black

<b>(Fade To Black)</b>		
Record Decks	(RD-1,2,3)	Stopped
VT-3	(Countdown Tape or Loop)	Running On Line
Audio		Music
RD-1		Rewind (set REC tab-save)
RD-2		Finalize
RD-3		Finalize

<b>(Shutdown)</b>	
<b>Next Show</b>	Return To (15 Mn Prior To Show)
<b>No Next Show</b>	See Below
Equipment	Secure
Audio	All Channels Off (Music)
	Collect All Mics / IFB Bugs(Store)
Switcher	Video as needed
Record/Playback Materials	Present to FPM
Projector	Off
Lighting	As Necessary