

59th Street

Studio 1 (Open)

Studio 2 (Closed)

Studio 3 (Mini)

Studio 4 (Express)



El Barrio Firehouse

George Stoney (Main)

Julia de Burgos (Mini Express)

Emiliano Zapata (Express)

STUDIO PRODUCTION PLAN

Basic Information

Reservation Date/Time: _____

Producer ID: _____ Project #: _____

Producer(s): _____ Phone/Email: _____

Project Title: _____

Project Type: Single Series Live
(circle all that apply)

Project Length: 28 minutes 58 minutes Other
(circle)

Equipment Information

Light Design

Gobo (describe) _____

Gels (colors) _____

Explain Lighting Needs:

Audio Needs *(list amount)*

_____ Lavalier (wired/wireless)

_____ Handheld (wired/wireless)

_____ Shotgun

_____ Mic Stand(s)

Describe additional audio needs:

Set Design

_____ Amount of Chairs

_____ Type of Chairs

_____ Modular Set

_____ Rug

_____ Riser

Graphics

Teleprompter Script

Images/Videos

Xpression CG Project

Submit graphics to a facilitator via a portable hard drive or USB thumb drive.

* All equipment on a first-come, first-served basis. Set pieces are not guaranteed.

Crew Information

- Yes, I created my Crew Request on mnn.org via the Producer Login Portal.
- Yes, I notified my crew that my crew request is active so they can accept the position.
- List your crew members below. Communicate any important information to crew.

Note: There must be at least (2) certified crew members when using studios with a minimum of three cameras.

PRODUCER(S):	
Position	Name Contact Info
CONTROL ROOM CREW	
Director	
TD / Switcher	
Robocam	
Character Generator	
Computer Operator	
Teleprompter	
Audio Engineer	
VR Operator/Timer	
STUDIO FLOOR CREW	
ManCam Operator(s)	
Floor Manager	
Production Assistant(s)	
Talent 1	
Talent 2	
Other:	