

**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.*



Manhattan Neighborhood Network

**Crew Information**

- Yes, I created my Crew Request on [mnn.org](http://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
<b>CONTROL ROOM CREW</b>	
Director	
TD / Switcher	
Robocam	
Character Generator	
Computer Operator	
Teleprompter	
Audio Engineer	
VR Operator/Timer	
<b>STUDIO FLOOR CREW</b>	
ManCam Operator(s)	
Floor Manager	
Production Assistant(s)	
Talent 1	
Talent 2	
Other:	