



Program Name \_\_\_\_\_  
Producer \_\_\_\_\_  
Tentative Air Date \_\_\_\_\_

### Producer's Checklist & Timeline

#### 180 days out (minimum)

Date: \_\_\_\_\_

- o Producer is contracted Completed: \_\_\_\_\_
- o VP of Programming and Production establishes target or firm air dates Completed: \_\_\_\_\_
- o Director of Production establishes delivery date with producer (target 2-4 weeks from air date) Completed: \_\_\_\_\_
- o Establish production timeline and production needs with Production Department: (90-180 days out)
  - + production in SD or HD
  - + field shoots, studio needs and editing times scheduled with Production Coordinator Completed: \_\_\_\_\_
- o As appropriate (90-180 days out):
  - + releases signed
  - + field shooting
  - + work with staff set designer on set design and build
  - + shoot promos Completed: \_\_\_\_\_
- o Air dates made firm by Programming and Production Department (90-180 days out) Completed: \_\_\_\_\_

-more-



**120 days out (minimum)**

Date: \_\_\_\_\_

o Provide Communications Department with program one-sheet detailing program description, estimated length, host/ guest biographies, historical facts, web links, logos and photos. All images must be in high resolution, .tif or .jpeg format.

Completed: \_\_\_\_\_

**90 days out (minimum)**

Date: \_\_\_\_\_

o Encode web video; if it requires a link to new page, provide graphics and copy to Communications Department

Completed: \_\_\_\_\_

o Provide close captioning video to Web Producer

Completed: \_\_\_\_\_

**60 days out (minimum)**

Date: \_\_\_\_\_

o Provide script or treatment to Communications Department

Completed: \_\_\_\_\_

o Commission graphics for web, print materials, etc., from Communications Department

Completed: \_\_\_\_\_

o Provide Premiere Magazine copy to Communications Department (if different than program one-sheet)

Completed: \_\_\_\_\_

o Commission graphics for DVDs from Communications Department

Completed: \_\_\_\_\_



**30 days out (minimum)**

Date: \_\_\_\_\_

Provide script to editor 30 days prior to editing times

Completed: \_\_\_\_\_

Produce promos and communicate location to Program Traffic Manager

Completed: \_\_\_\_\_

Deliver length of final program to Traffic Department

Completed: \_\_\_\_\_

Final package should be mastered to tape two (2) weeks prior to air date

Completed: \_\_\_\_\_

Schedule graphics show package with Editor as needed (open, lower thirds, credits, etc.)

Completed: \_\_\_\_\_