

Media Production Planning Guide *page 8 of 10*

By Tanya Spann Roche, ©2005 Think Speak Act, LLC

This guide is intended as a planning tool for potential customers.

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Preparer's Name

Phone Number

EVENT INFORMATION

(You may want to complete a separate event form for each individual event related to the media production.)

Is this production documenting any specific event(s)? Yes No
If so, please provide known details (name, date, time, location).

Please specify if the event is:

Indoor

Outdoor

Both

Please indicate time of day (especially if outdoor).

Exact times, if known: _____

Early Morning

Afternoon

Morning

Late Afternoon

Midday

Evening

Early Afternoon

Night

Please briefly describe any known security issues affecting this event.

Will the event take place in/at:

One room

One outdoor location

Multiple rooms. Please indicate how many _____

Simultaneous? Yes No

Multiple outdoor locations. Please indicate how many _____

Simultaneous? Yes No

How many of these rooms/outdoor locations will need to be videotaped?

All

Number of Outdoor Locations _____

Number of Indoor Locations _____

Does each room/outdoor location have the same setup/requirements? Yes No

(If not, you may want to complete a separate event form for each room/outdoor location.)

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How many attendees are expected at the event?

- 1 - 25
- 25 - 50
- 50 - 100
- 100 - 200
- Over 200

How many speakers/presenters? _____

Will they be using a podium? Yes No

Is there a panel? Yes No

If so, how many panelists? _____

Will there be an audience question and answer session? Yes No

How many cameras do you have in mind to cover the event?

- One
- Two
- Three
- Other _____

What is the estimated length of the longest anticipated session/speaker/performance?

Are any musical performances part of the event? Yes No
If so, please briefly describe and indicate copyright issues (songwriter, composer, performer releases).

Do you need live video switching during the event? Yes No

Will live video be projected onto a screen (IMAG) at the event? Yes No

Do you need live broadcasting of the event? Yes No

Does this event need to interact with events in other locations/cities (telephone call-in, video conferencing, two-way multimedia interaction, etc.)? Yes No

What additional graphics do you anticipate needing for the event?

- Titles
- Lower-thirds
- Credits
- Other _____

Will press be attending the event? Yes No

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Audio-Visual (AV) equipment:

AV equipment is already arranged (LCD projector, computer/laptop, screens, DVD player, VCR, TVs, monitors, etc.)

There will not be any AV.

AV equipment is needed.

If so, please list requirements:

Will there be PowerPoint or other computer presentations?	Yes	No
Will the PowerPoint or other computer presentation need to be incorporated into the media production?	Yes	No
Will there be any video or audio playback?	Yes	No
Will the video or audio playback need to be incorporated into the media production?	Yes	No

Audio Amplification (microphones for presenters/panelists, microphones for question and answer sessions, speakers, etc.):

House sound is already arranged

(Note: the video crew will need an audio feed from the sound system)

Need audio amplification

It's a small meeting--no amplification is needed.

Don't know

Lighting:

Television lighting is already arranged

Television lighting needed

Lighting will be dimmed for PowerPoint/computer presentation or video playback

Lighting is not needed--event is outdoors during daylight hours

Please provide any other event details that may affect the media production.

Please click [here](#) to e-mail this planning guide to Think Speak Act, LLC, for a cost estimate.

We hope that our guide has assisted you with your media production preparations. Please let us know if there is anything we can do to make this guide more useful or user-friendly by e-mailing us at info@thinkspeakact.com or by calling us at 301-937-3111.

We look forward to working with you, thank you for your interest,
and wish you the best of luck with your project!