

Our Community Access
FranklinTV
INFORMATION

Supporting visual elements can help to make a good program a great program. When shooting programs in our studio our goal is to help you enhance your program by including corroborating visual elements: titles, graphics, etc.

Is it necessary to fill out this preproduction form in detail? No.

But, do look it over for inspiration. Consider it as a handy checklist that can help you identify and organize some visual elements before your studio session takes place.

Small physical props, old photographs, digital images, titles and other visuals are relatively easy to gather and prepare in advance.

You don't have any? No problem.
We just want to help make your programs all that they can be.

Your audience will appreciate the extra details.

Questions? Ideas? Call us at 508-541-4118.

Thanks.

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FranklinTV Studio Pre-Production Guide & Checklist

Program: _____ Length: _____

Producer: _____

Host: _____

Episode Name and Topic(s): _____

Do you or any of your guests have digital photos, charts or graphics? Briefly describe –

For Guests: Copy the digital images that you would like to present onto a thumb drive, CD or DVD. Add a number to each image file name as: 01, 02, 03 - ascending in the order you want to show them. Be sure to include a leading zero (01, 09) for the first 9 images so they will sort properly.

Example: If a JPEG image is named “library”, then rename it as “01 library”.

Do you have a PowerPoint, or software app, or website presentation? Briefly describe –

Tip: Organizing your images above as a Powerpoint presentation lets you add your own titles, arrows and pointers and other effects.

Is there any music, movie or other sound within your presentation?

Will you provide Powerpoint files on a thumb drive or CD - OR

Will you be using your own computer for your presentation?

Do you need an internet connection for your presentation?

Do you have printed pictures, awards, books or objects to show on camera? Describe –

Are these items you wish to show “tabletop” items? Larger? Briefly describe:

Will an item be demonstrated or operated on camera? Does it need electricity?

Guest List:

Is any specific legal disclaimer language required? Please attach.

Guest / Presenter 1 Name: _____

Title/Business caption under the name: _____

Contact Phone / email: _____

Phone number, website or book, etc. to caption? _____

Guest / Presenter 2 Name: _____

Title/Business caption under the name: _____

Contact Phone / email: _____

Phone number, website or book, etc. to caption? _____

Guest / Presenter 3 Name: _____

Title/Business caption under the name: _____

Contact Phone / email: _____

Phone number, website or book, etc. to caption? _____

Guest / Presenter 4 Name: _____

Title/Business caption under the name: _____

Contact Phone / email: _____

Phone number, website or book, etc. to caption? _____

Program's Main Talking Points: Key ideas to emphasize as brief captions?
