

PRODUCER

The producer is responsible for setting the rundown, ensuring that all videos and graphics are formatted correctly, finalizing scripts, assigning stories to specific anchors, and communicating with the production crew to make sure that everything is set up to run correctly for the show.

BEFORE THE SHOW

1. Set the final rundown in Rundown Creator. Make sure all graphics are on the rundown and that the segment column accurately reflects each slug line.
2. Make sure that all graphics for the show are on the server where the tech director can find them. Make sure that all graphics that are going to be used in the show are noted on the rundown for the director.
3. Make sure that all videos for the show are in the correct format on the server where the tech director can find them. Run them through MPEG Streamclip if necessary. Make sure that the rundown reflects the video type in the segment column. (For example, make sure that all packages say PKG, all VOs say VO, etc.)
4. Deliver the final rundown to the director and the tech director.
5. Print copies of the script for the director, each anchor, and the producer.
6. Print copies of the rundown for the director, tech director, teleprompter operator, audio technician, floor director, camera operators, producers, and each anchor.
7. During the run-through, make sure everything is set correctly and that the rundown reflects what is supposed to happen in the show. Make changes as necessary.

DURING THE SHOW

1. Sit next to the director and keep track of the time for the show. Use Rundown Creator's on-air timing function to time the show correctly.



2. If anything needs to change in the show, communicate it directly to the director so that he or she can adjust and communicate it to the production staff. Using the IFBs, communicate show changes to the floor director and the anchors. Communicate changes to the associate producer so that he or she can change the script as necessary.

3. Follow along with the script and the rundown to make sure that everything is running on time.

AFTER THE SHOW

1. Debrief with the cast and crew.

2. Recycle all scripts and rundowns from inside the control room.



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