Attn: Yvette Sotelo

Fax 310-289-9541   Pages_____

WHPA Studio Production Questionnaire

You must **confirm 3 crewmembers**, and return this Studio Production Questionnaire **and a** Runsheet filled out completely, one week prior to your studio production, to confirm your studio date.

PROGRAM TITLE   EPISODE NAME/NUMBER

     Producer   Taping Date & Time

CREW:

NAMES OF TECH CREW (3 min)	POSITION
1.	
2.	
3.	

TAPES:

You will need a ¾ inch tape and a VHS tape for the taping.

☐ I want to buy tapes at the station the night of the shoot.

☐ *Just a ¾ inch tape* ☐ *Just a VHS* ☐ *Both*

☐ I will provide all the tapes needed for my show.

VTR:

Video Roll-ins (must be on ¾ inch tape)	Accurate Duration of Clip(s)		Out Cue (last image or word)
☐ I have an opening Roll-in.	Min:	Sec:	

☐ I have Video Clips (describe each)

	Min:	Sec:	
	Min:	Sec:	
	Min:	Sec:	
	Min:	Sec:	

MICS: What mics will you need?

☐ Lavaliere(s) mic(s)   #_____

☐ Hand held mic(s)   #_____

PHOTOS AND POSTERS:
Will you be using photos, posters or any other images on stage as props or visuals?

☐Photos (How Many?)   #_____

☐Posters; (How Many, and will you want to ☐hang or ☐mount them?)   #_____
                    We only have one easel
☐ Other (give a full description)_____

☐ I would like the director to get a full screen shot(s) of ☐ the photo(s) or ☐ the poster(s) ☐ Other

MUSIC:

☐ I will have music for my show

        ☐ VTR (Playback must be on ¾ inch tape) or ☐ Audio Cassette
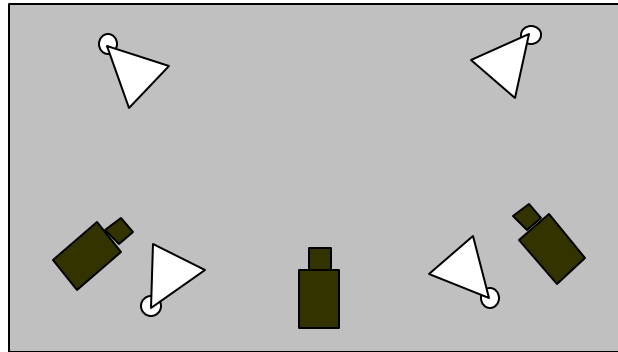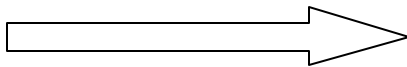
CUES:

What cues will you need?

☐Half Time ☐5 min ☐3 min ☐2 min ☐1 min ☐All of the above ☐Other_____

Also indicate time cues on the runsheet provided.

THE STAGE:

Indicate as best as you can the number of people on stage
and their positions.

Use simple names, shapes, or stick figures to indicate positions.

STAGE

Do you have a?

☐Set (if **yes,** give a complete description of it including the dimensions.)

_____

_____

Do you have?

☐Decorations (if **yes** give a complete description of each item, including its function and dimensions if applicable)

1.	4.
2.	5.
3.	6.

☐Props (if **yes** give a complete description of each item including its function and dimensions)

1.	4.
2.	5.
3.	6.

Please take all of your sets and props with you on completion of the taping. We will not be able to store them for you.

Do you have any special lighting requests?

_____

_____

Do you have any special staging requests?

_____

_____

Do you have any special equipment requests? Such as any non-standard audio or video monitoring etc.

Do you have any special CG (Character Generator/Titling) requests?

CREDITS: Attach a sheet of paper if you need to.

Opening /Title Credits You are limited to 9 lines per page Draw a horizontal line to differentiate between pages. ☐Right ☐Left ☐Center	**Ending Credits:** The ending credits are usually done as credit rolls so space is *un*limited vertically. Write the words **crew credits** on the formatted sheet in the place you would like them to appear. ☐Right ☐Left ☐Center

Lower Thirds for Host and each guest(s):

1.

2.

3.

4.

Attach sheet of paper if you need to.

WHPA Studio Runsheet

HOW TO FILL OUT A RUNSHEET: Example
 The show opens with a video roll-in that runs for 2 minutes *(both the audio and the visual are coming from VTR, the video tape recorder)*. Next, the host does a 5-minute monologue to introduce the show topic and guests *(the audio is coming from the mics on stage while the visual is coming from the cameras on stage)*. Next, the interview takes place *(audio from mics and visuals from the cameras on stage)* it runs for 16 minutes. Next the Host wants to do a closing monologue 5 minutes before the show ends he/she needs a 5-minute cue. 1 minute before the show ends the host wants music *(from a cassette)* to play over her visual *(coming from the camera)* while the credits roll (CG). He/she needs a one-minute cue.

23:30 = 5 minute cue		24:30 = 4 minute cue		25:30 = 3 minute cue	
26:30 = 2 minute cue		27:30 = 1 minute cue		28:00 = wrap it up you have :30secs	

Time Cues	Run Time	Event Description	Video Source	Audio Source	Event Time Elapse
00:00	00:00	Video Roll-in Title Sequence	VTR	VTR	2:00
02:00	02:00	Host: Opening Monologue	CAM	MIC	5:00
	07:00	Interview	CAM	MIC	16:00
23:30	23:30	Closing Monologue	CAM	MIC	4:00
27:30	27:30	Credits Roll w/music over a visual of host on stage	CG/CAM	CASS	1:00
	28:30	Show end / Fade to Black			

Time Cues	Run Time	Event Description	Video Source	Audio Source	Event Time Elapse