Checklist for Presentation/Event Capture

**Basic Information**

1. Title of Presentation/Event:
2. Date:
3. Start Time:
4. End Time:
5. Location:
6. Point of Contact:
7. Type of Event (if more than one, please indicate which type will be the most prevalent):
	1. Single speaker
	2. Multiple speakers
	3. Panel discussion (number of speakers, including facilitator)
	4. Debate (number of speakers, including moderator)
	5. Q&A with audience
8. Will there be a slide presentation? Yes/no
9. Will the production team be able to setup the equipment at least an hour prior to the event? Yes/no
10. How will this recording be used:

**Things to do prior to event:**

* Pre-production meeting to review event plan
	+ Includes site visit to determine appropriate setup
	+ Determination of equipment that will be used (number of cameras, microphones, types of microphones, etc.)
* Obtain written permission to record primary speakers
* Obtain written permission from audience to be recorded (can be done as they enter the event)
* Set “delivery date” of produced recording

**Important things to remember:**

* If you are planning to have audience Q&A, we will need to setup a microphone on a stand for members of the audience to use to ask their questions. Otherwise the question will not be recorded.
* If your speakers/panelists will be sitting behind a table, it is strongly recommended that you place draping across the front of the table.
* The production team will need to have at least one hour to setup to capture the event/presentation. During the pre-production meeting, it may be determined we will need more time.
* You will need to keep the original permission forms, but will need to forward a copy to AI.
* You should request our services at least four weeks prior to the event.
* When you are ready to start the event, please ensure the production team is ready and has started recording prior to beginning.