



Production Summary (Form 8)

Producer's Name _____

Access ID# _____

Program Title _____

Date of Production _____

Please answer the following questions thoroughly. Return this form to the Access Facilities Coordinator immediately following your production.

Did you find the studio and control room in good condition?

Have you checked the contents of each lavalier microphone case for: (1) alligator clip, (1) battery, and cable neatly coiled?

Do not forget to place each microphone case into the CPA-TV drop box for pick up?

Were cables neatly coiled and replaced onto the cable rack in studio?

Were your sets taken apart and all set furniture, props, and carpeting put away?

Have you removed trash from studio and control room?

Were there any problems with any production equipment?

- If so, please note them in the *Equipment Trouble Log Book*.

Have all unused extension cords been removed from the studio lighting grid?

(Remember, leaving an ext. cord plugged into an outlet with nothing plugged into the other end is a serious fire hazard).

Were there any blown light bulbs during your production?

Did everyone on your production crew show up?

- If not, were you notified in time and were you able to find a replacement?

Did all on-camera guests fill out and sign a Personal Release Form?

Have you properly labeled your videocassette with leader time/run time and submitted a completed Channel Time Request form with your tape?

Please close all the doors and do not forget to leave keys in the CPA-TV drop box