

## SCHEDULE

Event Date & Time:

Load in and/or Rehearsal Date:

- ❖ Studio load in, camera blocking, presenter rehearsal

Event Date Timing:

- Call Time:
- Pre-Records:
- Broadcast Technical Run-through:
- Pre-cast:
- Pre-show:
- GO Live:
- Program:
- Program End Time:
- Clear Studio:

## TECHNICAL REQUIREMENTS:

VENUE/STUDIO

Address:

- ❖ Broadcast studio for number days outlined above

VIDEO

- ❖ # of presenter cameras w/ mounted teleprompters – studio grade
- ❖ Single camera with wide shot lens for 2 persons shot – studio grade
- ❖ 55-75" preview display for dedicated auctioneer content
- ❖ Graphics playback (laptops)
  - Lower Third/Font playback
  - Slide/PPT playback
  - Video playback
  - Background display playback (video or stills TBD)
  - Pre-show display driver (drives content on 55" touch screen)
- ❖ 3 75" displays on swivel mounts for presenter background or
- ❖ 20' wide screen with rear-projection screen or LED Screen for logo graphic behind presenters
- ❖ Switching position: switcher/display
- ❖ Director position: display & camera adjustments
- ❖ Clear-com for production team internal communications
- ❖ Webcast to Vimeo, YouTube, Facebook Live, client's custom landing page, etc.

## AUDIO

- ❖ Mixing board for broadcast & isolated mixing position (for accurate sound levels & tonal quality)
  - Microphones:
    - 2 lav mics for main presenters
    - 2 lav mics for pre-records
    - Lav/HH mic for pre-show •
    - Audio inputs for video playback/graphics •
    - Mic support package for entertainment (where applicable)

## LIGHTING

- ❖ Wash for wall/cyc behind presenter
- ❖ Key lighting for main presentation area
- ❖ Back& Side lighting for main presentation area
- ❖ Key light for pre-show area (where applicable)

## POWER AND RIGGING

- ❖ Power and rigging as required

## NETWORK

- ❖ Dedicated internet hard line for stable network connection for streaming and production support. The internet line must have no upload restrictions or firewall issues. An on-site test will likely be required prior to the stream. Access to Wifi. Please provide username and password.
  - Upload speeds of >20mbps for 1080p, >15 for 720p
  - Download speeds should be greater than 100mbps.

## LABOR

The following positions are estimated for both pre-show day and broadcast event day (as applicable):

- ❖ Event Producer
- ❖ Studio Director
- ❖ Webcasting Engineer
- ❖ Broadcast Live Switcher (controlling all live switching, graphics & overlays)
- ❖ Teleprompter Operator
- ❖ Broadcast Sound Engineer
- ❖ Camera Operators (x number of cameras)

## ADDITIONAL EXPENSE

- ❖ Hourly rate for motion graphics (lower third creation, etc)
- ❖ Any editing costs associated with editing of day of show studio pre-records to get to show length

## BUDGET & BILLING

Once contract negotiation is complete contract will be signed/paid directly by client.