



ERMP Production Logistic Sequence

Insight NC and Insight Indepth

1. Producer will schedule interviews with all upcoming Guests and find out their time of availability.
2. Producer will email a list to all the Correspondents of all outstanding Interviews that need to be done for the Quarter.
3. Correspondents should review the list and return it to the Producer who sent it with their name by the story which they want to conduct.
4. Producer will review the returned lists and create a **Master Assignment List** of all the interviews. If more than one Correspondent requested to conduct the same interview, the Producer will assign a Primary Correspondent and Backup Correspondent for that interview.
5. The Primary Correspondent should contact the Guest for interview preparation before the Correspondent visits the site to conduct the interview. This will make the interview go smoother. The Correspondent should send the questions ahead of time via phone, email or mail to the Guest. Thus, when the interview is conducted, there should be more answers from the Guest. Get the prepared questions answered first.
6. It would be highly advisable for the CameraTech and Correspondent to visit the site the day before to look at the overall environment of the shoot location. The CameraTech should take note of the lighting and background sound.
7. Correspondents will contact and arrange immediately for a CameraTech and Makeup Artist from the lists provided for the Interview.
8. The Producer will pre arrange with each CameraTech what type of equipment that particular CameraTech should bring. If equipment is needed by the CameraTech, the Producer will arrange for the CameraTech to pick up the equipment from appropriate source – days prior to the shoot.
9. The Producer will provide the MiniDV tapes to the CameraTech for the shoot.
10. Interviews should not take more than 1 hour: 20 minutes to setup, 30 minutes to conduct the interview, and 10 minutes to break down and leave.

11. CameraTechs will tag tapes, arrange for pickup and delivery of cameras, lights, and sound equipment throughout the process.
12. The Producer is to check several times with the Correspondent that all is ready and progressing according to schedule
13. CameraTechs will deliver tagged tapes **AND a Shot Log** to the appropriate Editor in a timely manner.
14. The Correspondent is to arrange and conduct any voiceovers for the Interview in a timely manner. If scripting is needed, the Correspondent is to contact the Writing Guild Director.
15. If the shoot is postponed, the Correspondent is responsible to reschedule the shoot, and inform the Producer, CameraTech and Makeup Artist, in a timely manner.
16. Correspondents will notify the Producer once the shoot is completed.
17. All contact number or lists may be obtained through the appropriate Producer.

The Production Sequence

- Clearly Identify the goals and purposes of the Production
- Develop a Treatment or Proposed Questions
- Develop a Production Schedule
- Select Key Production Personnel
- Decide on Locations
- Decide on Talent, Wardrobe and Sets
- Select B Roll footage Inserts
- Move to shooting
- Edit project