

# Production Planning Guide

This document provides areas covered by BCN.tv in the early planning stages of a video or audio production.

1. General background, nature of production and main business objectives	
2. Type of event (if applicable)	
3. Audience/ viewer profile	
4. Total Participant/ viewer numbers, and by geography	
5. Who are the presenters? Is there a moderator?	
6. Desired Length	
7. French Translation / Dubbing	Detail requirements
8. Media Format	<p>One or a combination of the following:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Live TV broadcast</li> <li><input type="radio"/> Live webcast</li> <li><input type="radio"/> Live webinar (voice over PowerPoint's)</li> <li><input type="radio"/> Video-on-demand (VOD)</li> <li><input type="radio"/> DVD</li> <li><input type="radio"/> Audio webcast or teleconference</li> <li><input type="radio"/> CD</li> <li><input type="radio"/> Podcast</li> </ul>

9. Main Chapters and sub-topics	<ul style="list-style-type: none"> <li>○ 3- 4 chapters for 2 hour event</li> </ul>	
10. Production Format	<ul style="list-style-type: none"> <li>○ Interview style</li> <li>○ Head shot presentation</li> <li>○ Panel Discussion</li> <li>○ Pre-recorded video</li> <li>○ Role Play</li> <li>○ Participant break-outs</li> <li>○ Q + A session</li> </ul>	
11. Production Management	Key Resources/ Client	Key Resources/ BCN.tv
<ul style="list-style-type: none"> <li>• Program strategy + development</li> <li>• Storyboarding, script development and review</li> <li>▪ Studio/ on location shoot</li> <li>▪ Editing</li> <li>▪ On demand access</li> <li>▪ Hard device access</li> <li>▪ Overall project management</li> </ul>		