

SOP PBS GUAM

Production Department SOP

Revised July 27, 2021

All production work will require a signed work-request by either the General Manager, Producer, Development

All productions (except straight video dubbing) should have a producer/development identified.

- Studio multi-cam recording
- Remote shoot on location.
- Post-productions of a feature-length programs.
- Editing of short Promos, Funding's, PSAs and Commercials.
- Outside Broadcast remote.

Procedures for:

Studio multi-cam taping & the Producer should:

- direct/brief the talents what to do & gather talents' release forms
- brief the crew about the length & contents of the show or segments
- inform the camera operator(s) of the desired camera angle & background. If no specific instruction is given, camera operator(s) will use their best judgment for the set.
- provide correct spelling of names & titles of the guests for lower thirds or closing credits.

Post-production of a feature-length programs or events:

- producer should provide the editor the title of the show
 - an editing script with time-codes, audio cues & information to locate each segment needed. If no script is available, the producer MUST sit-in with the editor during the editing session.
- logos, pictures, closing-credits & necessary materials needed.

- allow ample time for the availabilities of the approving from clients, producer to review & the promotions of the programs and specials, segments
- Editing of short Promos, Funding's, PSAs, Commercials, special Segments.
- All edits requests should be accompanied with an editing script or story board by the client. If none is available, producer, development MUST sit-in with the editor during editing session.
- Provide all materials needed digital video tapes, DVD, jpeg, logos, etc.
- All scripts should be in 10, 15, 30 or 60 sec. in length. Production Dept. will not be responsible for the scripts that over-run, and Programming Dept. might reject it.
- Resolutions for All logos should be in the format of jpeg, Photoshop, Illustrator and tiff etc. 1280x720 or 1920x1080
- It does vary on edits, special segments, etc. on completion. But editor needs to meet dead line for transferring to MCO.

Outside Broadcast remote:

In a Live or Pre-taped remote which involves the outside broadcast (O.B.) van, Engineering and Production Department MUST be informed two weeks in advance notice. Engineering and Production Department need time to do a site survey (scout) area., and might need to coordinate with GPA and/or other sources for power, internet services and extra equipment.

