

ELECTION NIGHT PREP CHECKLIST

ESSENTIALS
Producer (Do not have the same person produce and serve as host)
Host(s)
Guest(s) in the studio or by phone
Engineer(s)
Reporters (be sure you have their cell phone numbers)
Printed instructions for field reporters
Permission from a local station(KPFA has an agreement from the local CBS radio affiliate) to simulcast key speeches & give them credit
Credits list printed out ahead of time for host to use at the end of the broadcast
Communication method figured out between producer and host
Equipment tested ahead of time if you're doing a remote broadcast
Phone numbers, lots of them of, for election night campaign headquarters, candidates, campaign managers, etc.
Broadcast clock (you will deviate from it)
Theme music for broadcast
Websites indexed for local election returns
Be sure regular programmers know they're preempted
Figure out studio set up ahead of time and brief your engineer
Plan coverage for the day after
Produce a promo for your coverage
Be sure your upcoming coverage is prominently featured on your website

EXTRAS
Assistant Producer
Someone to monitor the air with instant feedback to improve the air sound of the program as it's underway
Someone to monitor TV so you don't miss the victor/concession speech in the presidential or gubernatorial race
An editor who can turn around sound bites to be replayed
Reporter(s) who have agreed to turn around stories for the next morning's newscast

AFTERWARDS
Thank everyone for their hard work and give them feedback
As soon as possible, hold a debrief session with as many key people as possible to assess what worked and didn't work. Keep notes of this session to guide you for the next time

Executive Producer does the following:

09/20/20

Lines up staff for election night (and before)

Be sure to have contact #s and emails to plug into a schedule. Some people will need detailed instructions of what they're doing.

Board Op(s)

Line Producer(s):

(Ariel Boone will line produce state and local segment; Mike Kohn (to be confirmed with Mitch) will line produce Mitch's segment.

Assist Producers (if any)..Last time in 2016, we had asst producer person texting with the reporte or upcoming guest five minutes before air time to be sure they'd be ready to go and the producer placing the outgoing calls.

Hosts

Newscaster

Tech Support (doing what, from where)

People doing returns

Figure out the election night schedule and have a run sheet to distribute to everyone

Reporters (during nonpandemic times) They need instructions

Figure out where we'll be getting any live speeches we go to

Make sure to get a cart into rotation promoting the coverage

Coordinate with Program Director so they can tell other programming staff about pre-emptions on election night.

Have a staff assignments list that couples as a credits list for the host to sign off with

Set up a brief recorded interview (maybe with Mitch Perry, which can be ready to go)

Set up production meeting a day or two ahead of time with line producers and board op to work out communications ahead of time

Do a talkback check ahead of time

Work out how staff will be communicating with each other...gmail chat?

Set up someone to monitor coverage at home who can call in and communicate with the line producer if they hear a problem
Change reporter instructions so they know how to scout at end
Mark wants two computers on air...one for gchat, one for use with wire ready
Be sure there's an engineer in the building in case things go haywire.
The engineer needs to be someone familiar with the phones
Assign someone to do social media
Be sure there's a folder set up for Election Night

Producer (this can be the executive producer too, in this case it will be you, at other times when I've executive produced, I've gotten someone else to do this:

Line up guests ahead of time, then get back to them so they know when they're scheduled. Whether by phone, skype or ?
Have back up guests contact info to go to

Assigns election stories ahead of time

(Brian and I have this covered this time. Ariel Boone is doing election reporting. She will be developing a good list of state and local contacts for the part of the broadcast you and Mark will be hosting