

EVENT PRODUCTION PRE-SEASON CHECKLIST

Season Planning

- ☐ Meet with Marketing / Teams / 3rd Party Rights Holder (IMG / Learfield / Etc)
 - What will be done differently this year?
 - What are the goals for the year?
 - Will there be new layouts?
 - Will there be a new content look?
 - Will there be new stats?
 - Will there be new content features?
 - Discuss industry trends
 - What content will be needed?
 - Will there be new content features?
 - Are there logos to update?
- ☐ Update Script Format and/or Layout
- ☐ Engage Creative Services for Any Content Needs / Planning
- ☐ Schedule Display Pre-Season Check

Content

- ☐ Develop List of Content to be Created and/or Updated
- ☐ Engage Creative Services for any Content Needs
 - Provide any necessary assets for content development.
- ☐ Schedule Video Shoots
 - ☐ Player Headshots
 - ☐ Intro Video
 - ☐ Anything that would involve Athletes
- ☐ Update Emergency Messaging (if necessary)

Control Systems

- ☐ Verify VIP / Board Zones Function Appropriately
- ☐ Verify Existing Show Control Buttons Function Appropriately
- ☐ Load and Script All New Content
- ☐ Verify All Stat Templates and Data Fields Work Appropriately

Data

- ☐ Verify AllSport Settings and Test the AllSport
- ☐ Test Truck Dock Stats Feed
- ☐ Test StatCrew / DSTI / DakStats / Chart Generator / GSIS (NFL)
- ☐ Test Sportswire / STATS Feed
- ☐ Setup Closed Captioning
- ☐ Test Closed Captioning
- ☐ Test 3rd Party Platforms (social media, etc)

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Equipment/Hardware

- ☐ Full System Power-Up
 - ☐ Schedule Service if Equipment Didn't Power-Up Correctly
- ☐ Test Locker Room / Play / Shot / Pitch Timer Clocks
- ☐ Test Fixed Digit, Video, and Ribbon Displays
- ☐ Test Each Camera and Intercomm Location
- ☐ Test Audio Systems
 - ☐ Main Sound System Feed
 - ☐ Ref Mic(s)
 - ☐ Wireless Mic(s)
 - ☐ Concourse / Suite / Club Feeds
 - ☐ House Feed(s) to Control Room
 - ☐ Radio Feed to Control Room (if applicable)
- ☐ Test all 3rd Party Equipment
 - ☐ Switcher
 - ☐ Replay
 - ☐ CG
 - ☐ Audio/Video Router
 - ☐ Frame Syncs
 - ☐ Engineer Station
 - ☐ Data Triggers
 - ☐ GPI / VDCP Triggers
- ☐ Test Official Replay Feeds

Administrative Tasks

- ☐ Review Sport Rule Changes
- ☐ Review Conference Rules
 - ☐ Official Replay Usage on the Video Board