



Guest Information Worksheet

KLL Contact: Jaine Andrews 941-5506 or jandrews@keloland.com KELO AE:	Client Contact/Cell:
*Record Day/Date/Time: MST Airdate: @ 2:00 PM CT/ 2:00 PM MT	Email:
Recording Segment: <input type="checkbox"/> Pre-Show <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> Post-Show <input type="checkbox"/> On-Location	Client/Main Topic:
Benefit for Viewer:	Work Order: <input type="checkbox"/> Sponsored? <input type="checkbox"/>
Host:	Set:
If Required, Zoom Invite Will Be Sent To:	<input type="checkbox"/> NOTE: A Link for the Live Zoom Interview will be sent in a separate email from the producer in the booth jandrews@keloland.com
ON-SITE CONTACT FOR OUR CREW:	PRODUCTION NOTES:
CAMERA:	

Production Grid

<u>Portal</u>	<u>Remind</u>	<u>Rec'd</u>	<u>OneNote</u>	<u>Final</u>	<u>Approval</u>	<u>Images</u>	<u>GFX</u>	<u>Editor</u>	<u>Videos</u>	<u>Editor</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>	<input type="checkbox"/>	#	<input type="checkbox"/>
						Logo				
						<input type="checkbox"/>				

Zoom IVU In-Studio In Studio Pre-Record In-Studio & Live Zoom On Location

TALKING POINTS

1)	
2)	
3)	-

Need A FileSharing Link to send us your Logo/Pictures/Video? Yes Sent

SEGMENT INFO

FINAL GRAPHICS

SEGMENT SPONSOR MENTION:	<input type="checkbox"/> Logo Sent	
Segment Title Graphic:	<input type="checkbox"/> Logo Sent	
INTRODUCTION COPY:		
SEGMENT TITLE CG:		
Name/Title:	NAME 1:	

Contact:		
Name/Title: Contact:	NAME 2:	
Phone:	PHONE CG:	
Website:	WEBSITE CG:	
ON-SCREEN GRAPHIC 1:	<i>Max of 5 Please</i>	
ON-SCREEN GRAPHIC 2:		
ON-SCREEN GRAPHIC 3:		
ON-SCREEN GRAPHIC 4:		
ON-SCREEN GRAPHIC 5:		
Contact Info:	Address, Phone & Web URL	
TAG 1 GRAPHIC:		
TAG 1 COPY:		
CALL TO ACTION:		
TAG 2 COPY:		

Describe Your Demonstration

Are you Bringing Props/Need our Demonstration Desk?

If yes, please list props and what you need here:

Check the items you'll need:

Electricity <input type="checkbox"/>	Refrigerator <input type="checkbox"/>	Freezer <input type="checkbox"/>	Hot Plate <input type="checkbox"/>	Clothing Rack <input type="checkbox"/>	Dress Form <input type="checkbox"/>
Display Table <input type="checkbox"/>	Display Racks <input type="checkbox"/> # _____	Pedestal <input type="checkbox"/> # _____	Bowls <input type="checkbox"/> # _____	Glasses <input type="checkbox"/> # _____	Plates <input type="checkbox"/> # _____

Additional Notes:

Thank You!