Guest Information Worksheet

KLL Contact: Jaine Andrews/Executive Producer, KELOLAND Living Email: jandrews@keloland.com or 605-941-5506 KELO AE:	Client Contact/Cell:
*Record Day/Date/Time: DAY/DATE , 2023 @ 9:30 AM CT Airdate: DAY/DATE , 2023 @ 2:00 PM CT/ 2:00 PM MT	Email:
Recording Segment: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Post-Show ☐ On-Location	Client/Main Topic:
Benefit for Viewer:	Work Order: ☐ Sponsored? ☐
Host:	Set:
If Required, Zoom Invite Will Be Sent To:	☐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: CAMERA:	PRODUCTION NOTES:

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

TALKING POINTS

1)	
2)	
3)	
	Additional Notes:

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

Images Rec'd	#	Description	To GFX	To Editor for VO
☐ **Email**			☐	☐
☐ **FileShare**				

SEGMENT INFO   FINAL GRAPHICS

SEGMENT SPONSOR MENTION:	☐ Logo Sent	
Segment Title Graphic: *The image will NOT be "squished" on air. It's simply that our graphics preview does not adjust the aspect ratio for widescreen TV.*	☐ Logo Sent	
INTRODUCTION COPY:		
SEGMENT TITLE CG:		

Name/Title: Contact:	NAME 1:	
Name/Title: Contact:	NAME 2:	
Phone:	PHONE CG:	
Website:	WEBSITE CG:	
ON-SCREEN GRAPHIC 1:	***Max of 5 Please***	
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 ☐	Refrigerator ☐	Freezer ☐	Hot Plate ☐	Clothing Rack ☐	Dress Form ☐
Display Table ☐	Display Racks ☐ # ____	Pedestal ☐ # _____	Bowls ☐ # _____	Glasses ☐ # _____	Plates ☐ # _____

Additional Notes:

Thank You!