

For Segment Producer

Item	When It Needs To Be Done
Script for segment	Tuesday week before show at 2:45
Script approved by Pistone, by Officers first	Thursday week before show at 2:45
Begin filming	Friday
Begin editing	As soon as possible
Final edit complete	L&L Thursday
Approval by Pistone, by Officers first	By Thursday Lunch and Learn
On Tricaster	By Thursday Lunch and Learn

For RMS Producer- [Use the script / segment spreadsheet to help as a checklist.](#)

Item	When It Needs To Be Done By
Check to see who has segment ideas/script for the show, and help them get their script approved by Pistone, by Officers first	Thursday week before the show at 2:45
Help any segment producers with starting to film and edit their segments. Guide them and help them where need be.	Filming and editing before Wednesday, final editing Thursday L&L.
Help finish segments, make sure all are completed, approved, and on the Tricaster.	Thursday at Lunch and Learn.
Graphics	Thursday at Lunch and Learn.
Confirm Live Interviews	Thursday at Lunch and Learn.
Know the rundown, confirm with director and TD	Thursday at Lunch and Learn.
Script in teleprompter	Thursday at Lunch and Learn.
Confirm call time with all crew and talent	6:30am