

Call Sheet

Date: Monday 11th May 2020

Venue (day): KMTV Studio, Medway Campus, University of Kent, Central Avenue, Gillingham, Kent, ME4 4AG

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All team and volunteers to arrive at KMTV Studios respectively (unless otherwise advised) for registration and briefing between 15:00 and 17:00.

Access to the Studio, in Medway building. Note that airport style security checks will be carried out. **NB strictly no photography of KMTV Studio Room.**

Day 1 Contacts:

Day 1 Producer	Cameron Jull	07930 322506
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15:00	Team briefing	Team to collate to discuss production process for tv show. Approx. 30 minutes.
15:45	Guest welcoming	Team to meet guests and brief them on the rules and regulations providing release forms and other forms of paperwork. Set up of studio ready for broadcasting. Register guests on arrival. Audience fills studio (15 people per column).
17:00	ON AIR	Show goes on air: guests go on panel and the show goes on!
18:00	OFF AIR	Audience told to leave; guests thanked for attending and participating.
21:00	Evening reception closes	Set up begins to get taken down from studio. name badges. Return items to KMTV HQ.

	END	