FULJENS HENRY · REMOTE & LIVE VIDEO PRODUCTION

THE REMOTE SHOW PLANNING KIT

The documents I actually run client shows from — a run-of-show sheet, a pre-show tech check and a guest brief.

fuljens.com

HOW TO USE THIS

Most virtual events don't fall apart on show day because of the technology. They fall apart because nobody wrote down who is on camera when, nobody tested the guest's audio until four minutes before air, and nobody told the panelists what to expect.

These pages fix that. Print them, fill them in, and send the guest brief to every panelist a week out. They work whether you're producing in Ecamm Live, Zoom Webinar, or anything else — the discipline is the same.

What a produced virtual event actually costs — real ranges, not a rate card with the numbers filed off — is in the emails that follow this download. And if you decide you'd rather hand the whole thing to someone else: that's what I do. **fuljens.com**

DOCUMENT 01

RUN-OF-SHOW SHEET

One row per segment. Fill the timings backwards from your hard out, not forwards from your start — that's how you find out you're four minutes long before you're on air instead of after.

TIME	DUR	SEGMENT	SOURCE / SCENE	GRAPHICS	AUDIO & NOTES
-10:00	*10:00*	*Countdown / holding slide*	*Countdown scene*	*Countdown timer*	*Bed music -18 LUFS, fade at :05*
00:00	*2:00*	*Host welcome*	*Host solo*	*Lower third — host*	*Music out, host mic only*
02:00	*3:00*	*Panel introductions*	*4-up grid*	*Lower third each guest*	*All mics open, host leads*

Time — clock relative to air, negative before **Dur** — planned length **Source** — the scene you cut to

> **Producer's habit:** mark every row where a guest first appears with a highlighter. Those are the moments you check their mic and camera before you cut, not after.

DOCUMENT 02

PRE-SHOW TECH CHECK

Run this 60 minutes before air, with every guest present. Not 10 minutes — 60. You need enough runway to solve a problem, not just discover one.

VIDEO

- [ ] Every camera framed and **colour-matched** to each other
- [ ] Backgrounds clear of anything you can't explain on air
- [ ] Key light on faces, nothing bright behind heads
- [ ] Every scene cued and cut through once
- [ ] Lower thirds spelled correctly — check every name

AUDIO

- [ ] Each source levelled independently, peaks around **-6 dB**
- [ ] Everyone on headphones — no exceptions, no echo
- [ ] Music bed sits under speech, not over it
- [ ] Record a 30-second test and **listen back**
- [ ] Know which key mutes you, and don't guess on the day

PLATFORM & GRAPHICS

- [ ] Widget overlay frame rate raised if your graphics animate
- [ ] Stream Deck buttons in show order, labelled
- [ ] Screen share tested from the machine that will share it
- [ ] Notifications and auto-updates off on every machine
- [ ] Do Not Disturb on, phone face down and silent

NETWORK

- [ ] Producer and host on **wired ethernet** where possible
- [ ] Upload speed tested at the time of day you're airing
- [ ] Backup connection identified — hotspot counts
- [ ] Everyone else off the heavy uploads for the hour

GUESTS

- [ ] All guests joined and confirmed **60 min out**
- [ ] Names and titles confirmed **with the guest**, not from the invite
- [ ] Everyone knows the mute and Q&A convention
- [ ] Backup contact number for each guest, on paper

RECORDING

- [ ] Recording armed — and **confirmed rolling** after you start
- [ ] Isolated tracks on if you'll edit later
- [ ] Disk space checked: hours free, not minutes
- [ ] Know where the file lands before you need it

> **The one that bites everyone:** a guest who tested fine yesterday joins today on a different device. Confirm the device, not the person.

DOCUMENT 03

GUEST BRIEF

Fill this in and send it to every panelist a week before the show, then again the morning of. Guests who know what's coming perform better and break less.

SHOW / EVENT

DATE

YOUR CALL TIME (WITH TIME ZONE)

WE GO LIVE AT

JOIN LINK

YOUR NAME EXACTLY AS IT SHOULD APPEAR ON SCREEN

YOUR TITLE / ORGANISATION AS IT SHOULD APPEAR

PRODUCER'S PHONE NUMBER, IF ANYTHING GOES WRONG

BEFORE THE DAY

Join from a computer, not a phone. Wired internet if you have it. Headphones or earbuds are required — without them your audio echoes into everyone else's feed. Test your camera and mic on the device you'll actually use.

HOW TO LOOK RIGHT

Camera at eye level — stack books under the laptop if you need to. Light in front of you, never a bright window behind. Sit with your head in the upper third of frame. Avoid tight stripes and small checks; they strobe on camera. Tidy what's behind you.

ON THE DAY

Arrive at your call time, not at air time — we use that window for levels and lower thirds. Stay muted unless you're speaking. Look at the camera when you talk, not at yourself. If something breaks, keep talking and let the producer solve it; the audience forgives far more than you think.

QUESTIONS & THE FORMAT

How this show handles Q&A, and anything else your guests should know: