Production comms plan

Partyline channels, radio channels and crew contacts

VIRTUAL STUDIO EVENTS

Event

Venue

Date

Comms lead

Radio licence holder

Version

Partyline channels

One line per channel and per user group.

Channel	Purpose	Who is on it	Device	Talk key	Listen key	IFB	Notes
1 Prog	*Show calling*	*Producer, director, vision, graphics, floor manager*	*Panel*	*Latch*	*On*	*None*	*Caller talks, others press to talk*
2 Tech	*Engineering and fault finding*	*TD, audio, streaming, vMix, venue AV*	*Panel*	*Press*	*On*	*None*	*Keep clear of programme*
3 Cams	*Camera direction*	*Director, cams 1 to 3*	*Beltpack*	*Press*	*On*	*None*	*Cam 4 is remote*
4 Floor	*Stage management*	*Floor manager, caller, stage crew*	*Beltpack*	*Press*	*On*	*Presenter IFB*	*Floor via radio if out of range*
IFB	*Presenter and remote speaker feed*	*Presenter, remote speaker via mix-minus*	*Phone*	*None*	*On*	*Mix: programme and caller*	*Check level at rehearsal*

Radio channels

Handheld radio channels and who holds the licence.

Radio ch	Frequency or group	Use	Callsigns	Licence	Notes
1	*Business radio group A*	*Crew and stage management*	*Floor, Stage, Rigger, Gallery*	*Held by AV supplier*	*Test in lifts and loading bay*
2	*Business radio group A*	*Venue operations*	*Venue duty manager, security*	*Venue*	*Do not use*
3	*PMR446 ch 6*	*Spare for runners*	*Runner 1, Runner 2*	*Licence-free*	*Short range*

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Radio ch	Frequency or group	Use	Callsigns	Licence	Notes

Crew contacts

One line per person. Print and keep at the gallery.

Role	Name	Company	Mobile	Radio callsign	Channel	Notes
Producer	*Helen Cole*	*Northfield Group*	*07700 900101*	*Producer*	*1 Prog*	*Calls the show*
Technical director	*Tom Marsh*	*Freelance*	*07700 900102*	*Gallery*	*1, 2*	*Single technical point of contact*
Floor manager	*Ravi Singh*	*Freelance*	*07700 900103*	*Floor*	*4 Floor*	*Radio and beltpack*
Venue AV lead	*Joe Bright*	*Venue*	*07700 900104*	*Venue AV*	*2 Tech*	*Desk at back of room*
Venue IT contact	*Priya Nair*	*Venue*	*07700 900105*			*On site all day*

How to use this

- Fill in the crew contacts first, then build the channels from the crew list.
- Keep channel count low and give each channel one purpose.
- Agree talk and listen keys with the people who will use them, then test every pack.
- Check radio licensing before the day and write down who holds each licence.
- Print the contact sheet and put a copy at the gallery.

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