# Show calling cue sheet

Standby and go calls by department

VIRTUAL STUDIO EVENTS

Event | Date

Show caller | Version

Run order version | Last updated

## Cue sheet

One line per cue. Write the calls as you will speak them.

| Cue | Time | Run order item | Standby call | Go call | Vision | Audio | Lighting | Graphics | Playback | Stage / presenter | Notes |
|---|---|---|---|---|---|---|---|---|---|---|---|
| *1* | *09:58* | *Holding loop* | *Standby sting and mics down* | *Go sting* | *Pgm: sting* | *Music bed out* | *Walk-in state* | *Sting* | *Sting roll* | *Host in wings* | *Sting 10 s* |
| *2* | *10:00* | *Welcome* | *Standby camera 1, standby lav 1, standby lower third host* | *Go camera 1* | *Cam 1 wide* | *Lav 1 up* | *Host look* | *LT: Host* | | *Host to mark* | *Address the lens* |
| *3* | *10:03* | *CEO keynote* | *Standby camera 2, standby slides, standby lav 2* | *Go camera 2* | *Cam 2, then slides* | *Lav 2 up, lav 1 down* | *Keynote look* | *LT: CEO, slides p.1* | | *CEO on stage* | *Prompter locked* |
| *4* | *10:23* | *Poll 1 launch* | *Standby poll overlay* | *Go poll* | *Cam 1* | *Lav 1* | *Host look* | *Poll overlay* | | *Host reads question* | *90 s window* |
| *5* | *10:25* | *Remote panel* | *Standby calls 1 to 3, standby mix-minus* | *Go call 1* | *Call 1, then quad* | *Callers up, room down* | *Panel look* | *LT x3* | | *Panel seated* | *Flex -5 min* |

## Standby conventions

Agree these at the production meeting and read them out at rehearsal.

Watermarked preview. Get the clean file free at www.virtualstudio.events/tech-cue-sheet-template.html

| Convention | Meaning | Who uses it | Example | Agreed (Y/N) |
|---|---|---|---|---|
| *Standby* | *Be ready, the next call is the action* | *Caller to all* | *Standby camera 2* | |
| *Go* | *Do it now* | *Caller to named department* | *Go camera 2* | |
| *Cue light: flashing* | *Standby, you are about to be on* | *Floor manager to presenter* | *Flash 10 s before entry* | |
| *Cue light: steady* | *Go, start speaking or moving* | *Floor manager to presenter* | *Steady on the caller's go* | |
| *Stretch* | *Take more time, we are early* | *Caller to stage* | *Stretch, 2 minutes* | |
| *Wrap* | *Finish up now* | *Caller to stage* | *Wrap in 30 seconds* | |

**How to use this**

- Fill the header fields, and note which run order version the sheet matches.
- Write each standby and go call in full, as you will say it on comms.
- Number cues in the order you will call them, and keep numbers fixed once printed.
- Use the Standby conventions sheet to agree cue lights and key phrases with the stage.
- Mark changes in rehearsal on your copy and update the sheet before doors.

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