



ʻŌlelo Mini Studio Worksheet

Creating your Program Title

The best program titles are simple and to the point. This makes your show easy to find in website and TV listings. A subtitle stating the topic, issue, event, etc. helps the viewer know what to expect.

My Program Title:	
Subtitle (optional):	

Topic

What is your program about? In one sentence, could you describe the most critical message you'd like to get across to your audience?

Critical Message:	
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List questions that will stimulate discussion or jot an outline of main points to discuss:

Question/point 1:	
Question/point 2:	
Question/point 3:	
Question/point 4:	

B-Roll

Existing Photos or video of your organization in action can greatly enhance your program. Do you have any that relate to your topic? Bring these items on a USB flash drive or external hard drive. Staff can upload the content to be used at the time of your shoot.

- ✓ High resolution electronic still photographs (JPEG)
- ✓ Electronic video clips of you or your organization in action (Quicktime MOV)
- ✓ PowerPoint presentations used to deliver your mission or message
- ✓ Your organization's high resolution logo (JPEG or PNG)

Host

Having a dynamic host increases the quality of discussion and the quality of your program dramatically. If you plan to host your program yourself, give the strongest performance you can muster. Practice pacing and be prepared.

Host Name and title:	
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Guests

The Mini Studio is designed for small, intimate interviews, ideally no more than three people total on the set. Invite dynamic speakers who are eager to share their knowledge or experience. Your program benefits tremendously from having enthusiastic guests.

Guest 1 Name and title:	
Guest 2 Name and title:	

End Slate

ʻŌlelo requires an end slate after all programs over 2 minutes in length. End slates must have a contact name and an 808 O'ahu phone number or a physical O'ahu mailing address. P.O. Boxes are acceptable. Emails and websites are optional, but not a substitute.

For more information, contact

Name:	
Phone/Address:	
Additional Info:	

Graphics

You have the names of your guests and host. Also collect names for your end credits. Triple check spelling. Complete this list in advance and share your graphic design ideas (i.e. colors, logos, style, etc.) prior to your shoot so that the Mini Studio technician can design/pre-build your graphics.

Closing Credits

Crew:	
Acknowledgements:	
Special Thanks:	

Set a Taping Date

When meeting with the 'Ōlelo staff, you will be able to reserve a Mini Studio taping date. These appointments are first come, first serve, based on studio availability. Having a date makes it easier to lock in guests and hosts. Also, be aware of any time sensitive subjects that will be included in your show. If you schedule your taping session one to two months in advance of a key event, you will have sufficient lead time to request and promote your airdate.

Mini Studio Taping Date:	
Time of Day:	

Submit Your Program for Airing

After your show has been taped, it should be ready for air. Ask an 'Ōlelo staff member to help you fill out the Media Submission form to air your show on our channels. Per our Client Services Agreement, it's required to premier your program(s) on the 'Ōlelo channels before making it available on other mediums. Soon after your program is submitted, you will receive an email from our Traffic department with your program's airdates, times, and channel.

Request a Copy

If you would like an electronic copy of your completed program(s), please provide the staff with a USB flash drive or a Mac-formatted external hard drive. One half-hour program takes up about 5 gigabytes (GB) of space on your drive. However, plan to provide a drive with a little more space than the minimal. The file type is a HD Quicktime H.264 .mov file, which can later be uploaded to websites like YouTube or Facebook. You also have the option to make your program available on 'ŌleloNet (olelo.org/olelonet), 'Ōlelo's free on-demand web streaming service, which can be accessed by viewers all over the world.

Promote Your Show

Once you've receive the airdates, publicize them any way you can. Tell family, friends, and constituents. Tell the newspapers. Announce it in your newsletters or intranet. Create digital flyers and share it via email, website or social media platforms, or have physical flyers printed. Or produce a thirty-second promo and have it air on our channels. The Mini Studio service provides a promo taping option during your recording session.

Please share this completed worksheet with your Mini Studio technician prior to your taping. Mahalo!