



## ***The Board: Chicago (Pilot Episode)***

### **Studio Production Shooting Schedule**

**Shoot Date: August 18**

**Air Date: Sunday, September 14, 7:00 PM**

<b><u>Time</u></b>	<b><u>Group</u></b>	<b><u>Activity</u></b>
<b>8:00 – 8:30 AM</b>	Crew	Arrival, call time, load-in, gear check, lighting setup
<b>8:30 – 11:30 AM</b>	Crew	Stage dressing, camera tests, sound check, graphics, playback
<b>11:30 – 12:00 PM</b>	Producers	Segment walkthrough / internal tech rehearsal
<b>12:00 – 1:00 PM</b>	ALL CREW	Lunch break
<b>1:00 – 1:15 PM</b>	Host, Donors, Nonprofits	Arrival + check-in
<b>1:15 – 1:45 PM</b>	Talent	Hair, makeup, wardrobe, mic fitting
<b>1:45 – 2:15 PM</b>	Talent + Producers	Segment briefings (flow, talking points, timing)
<b>2:15 – 2:45 PM</b>	Host + Donors	Set walk-through, camera blocking
<b>2:45 – 3:00 PM</b>	All	Final touch-ups, studio lockdown
<b>3:00 – 3:20 PM</b>	All (On-Camera)	Host and donor intros, welcome message
<b>3:20 – 4:15 PM</b>	Nonprofits 1 & 2	Pre-recorded video intro → live pitch → Q&A with donors
<b>4:15 – 4:30 PM</b>	All	Break + crew reset
<b>4:30 – 5:30 PM</b>	Nonprofits 3 & 4	Same as above: pitch + Q&A
<b>5:30 – 6:00 PM</b>	Donors	Donor deliberation segment
<b>6:00 – 6:30 PM</b>	All	Final decision reveal + reactions
<b>6:30 – 7:00 PM</b>	All (Optional)	Press photos, social content, sponsor tags, BTS + wrap



## Field Production Shooting Schedule

**Shoot Dates: August 11-14**

**Air Date: Sunday, September 14, 7:00 PM**

<u>Time</u>	<u>Activity</u>	<u>Details</u>
<b>8:00 – 8:30 AM</b>	Crew Call + Setup	Load gear, scout final shots, prep audio/video
<b>8:30 – 9:30 AM</b>	B-Roll: Environment + Mission in Action	Exterior shots, volunteers, staff, signage, patients/clients (with releases)
<b>9:30 – 10:30 AM</b>	Interview: Executive Director / Founder	Key interview: origin story, mission, impact, goals
<b>10:30 – 11:15 AM</b>	Interview: Beneficiaries / Volunteers	1–2 interviews with people helped or inspired by the nonprofit
<b>11:15 AM – 12:00 PM</b>	Host Arrival + Walk-and-Talk	Host greets staff, tours location, interacts with program leaders
<b>12:00 – 12:30 PM</b>	Closing Shot / Surprise / Call to Action	Host reviews, shares QR code or helps volunteer
<b>12:30 – 1:00 PM</b>	Pickup Shots + Wrap	Social clips, extra VO shots, sound bites, donor tags
<b>1:30 – 3:00 PM</b>	Additional Locations	Capturing B-Roll of additional locations

### SEGMENT FORMAT for *WGN Spotlight Chicago: Local Missions*

<u>Segment</u>	<u>Length</u>	<u>Description</u>
<b>Cold Open Tease</b>	0:00–0:30	Quick montage of nonprofit in action with VO intro
<b>Host Arrival &amp; Setup</b>	0:30–1:30	Host visits the location, sets the scene
<b>Executive Interview</b>	1:30–3:00	Founder's story, mission, accomplishments
<b>Testimonial Voices</b>	3:00–4:30	Impact stories from volunteers or community members
<b>Call to Action</b>	4:30–5:30	How to help: QR code on screen, donate/volunteer info, your donations at work
<b>Feel-Good Close</b>	5:30–8:00	Host surprise moment, donation delivery, thank-you and emotional wrap up