

Show Host Guide: The host is the producer of the show. That means that they make all decisions as to content. The host needs to prepare the show, and deliver instructions to the technician in advance. Place links to video or music and place JPEG images into an email, as well as the names of any guests and their title, phone number, etc. that should be displayed on the screen, and email all that, in one email, to production@centralvalleytalk.com. The tech will copy and paste guest information into the appropriate spots

WHAT WE DO

We provide a technician (tech) for your show. The tech is not a producer, only a technician who operates the equipment. Any production material you want displayed during your show, like photos or video, needs to be prepared in advance by you, and sent to production@centralvalleytalk.com.

The technician will open the email and place the material into our broadcast program. **Be sure to put your show name and date in the subject line.**

The technician works from the beginning of your hour to the end of your hour only. The tech does not get paid to do anything before your hour or after, so it is not fair to ask. We have 6 technicians, and you may get used to one. However, new assignments are made all of the time, so it is important to follow the rules so that any technician can pick up where another left off.

This is what the technician can do for you:

1. Load pictures into the program that you or your guests send in advance. Pictures should be JPEG images (not PDF) and should be sent to production@centralvalleytalk.com. **The name of the show and date must be in the subject line.**
2. Play Youtube videos or music that you send the URL in advance. **The URL should be copied from YouTube and pasted into an email and sent to production@centralvalleytalk.com.**
3. Copy of your program on your own flashdrive at the end of your show. The tech is off the clock at the end of your hour, so it is best to present the flash drive and make the request at the beginning.

The cost of the technician is included in your studio fees. No money is due, and no money should be paid to any technician or staff member beyond what your agreement specifies.

WHAT WE DO NOT DO

1. We do not make decisions for you. If you want pictures or video, you must decide what you want. Don't give us a list and tell us to pick what we want.
2. We do not search things on the Internet. You need to do that and send it in advance.
3. We do not open your WebPage or Facebook and pull pictures. You need to send pictures in advance.
4. We do not search YouTube for videos or music. You need to do that and send it in advance.
5. Our technician will not snap pictures for you.
6. We do not upload your video to YouTube. We provide you a copy of the show on your own flashdrive and you need to do that yourself.

Cautions

1. We are in the photo and video business so we do not like photos or video taken in our studio, and the host should help us monitor that.
2. The orange line marking the technician area should not be crossed. The host or the guests should have no reason to enter the technician area.
3. The corridor inside the door is marked in orange and needs to be accessible to the staff. So no guests should be camping out in that area. The host should help encourage the guests to sit in the audience chairs provided.
4. The host has only reserved and paid for the studio for an hour. After the show, the host and the host's guests should exit the studio to allow for studio cleaning or for the next show. The technician is not allowed to leave until the studio is vacated, and many times has completed a long day and would like to leave or take a break. So do not stay in the studio to visit or take pictures, just exit the studio.