

**Pasadena Tournament of Roses Association
TV & Radio Committee**

**Parade Broadcaster Checklist
2011 – 2012**

Information to be Given to TV & Radio Committee

- Camera and staging positions
- Initial move-in and final removal dates for equipment at Tournament House (if any) and TV Corner
- Booth (talent) & support vehicle locations
- Transportation routes and schedule for talent on January 2

Tournament Support

- Pre-Parade Activities
 - RF clearance requests to Howard Fine
 - Float decorating barn tours
 - Transportation needs
 - Locations – To and from
 - Dates and times
 - Number of people to move
 - Tournament House tours
 - Interviews and side bar stories
 - Equestfest
 - Bandfest
- Parade Day (January 2) Activities
 - Will you need extra Tournament volunteer assistance?
 - Judging Results – Posted to Broadcaster Website at 6:00 a.m.
 - Private Line

Credentials for Personnel Working in the TV Corner Security Zone

- Security will continue to be extremely HIGH. Proper credentials and parking passes are a MUST!
- Security measures include submission of names and DOB's of all media personnel working in the TV Corner Security Zone. This information will be provided by Tournament to the Pasadena Police Department (PPD).
- All access photo ID credentials will be required for all personnel working in the "street" on Colorado or Orange Grove Blvd. Like last year, Tournament will

produce photo credentials. Or, in the alternative, official company photo ID will work with Tournament provided media wrist band.

- Personnel not working in the “street” (e.g., Gallery or Elks lot) must have proper Tournament “grandstands only” or “gallery” credentials. However, above described photo credential is not required.

Insurance

- Broadcaster insurance requirements are included in your information packets and can be found on the Broadcaster website.
- Certificates of Insurance must be submitted to the Finance Office by no later than November 30th.

Broadcaster Website

- Broadcaster website at <http://tv.tofr.org>
 - User name: broadcaster2012
 - Password: imagine2012
 - Contents include:
 - Logos & Style Guide
 - Participant Factsheets
 - Downloads
 - Line-Up and Timing Sheets
- The website is frequently updated – Check often for updates and changes.

Contacts

- Your main contacts are your TV & Radio committee liaisons. Please know who those individuals are and how to contact them.