

The 10-minute booth-prep reset

A free, sport-agnostic checklist for play-by-play broadcasters, analysts, producers, and spotters. Use it before air to surface the names, numbers, context, and storylines you actually need.

ASSIGNMENT

DATE

AIR TIME

ROLE

01 Lock the assignment

2 MIN

- ☐ Confirm the teams, venue, air time, broadcast outlet, and format.
- ☐ List your booth crew, producer, and primary game-day contact.
- ☐ Note the stakes, special rules, rivalry, or standings context.

02 Know the people

2 MIN

- ☐ Verify expected starters, rotations, depth, and availability.
- ☐ Mark every name, nickname, or pronunciation that still needs confirmation.
- ☐ Circle number changes, duplicate surnames, transfers, and returns.

03 Choose the numbers

2 MIN

- ☐ Pick three team numbers that explain how each side can win.
- ☐ Compare season form with recent form and the level of competition.
- ☐ Flag one matchup, split, streak, record, or milestone worth watching.

04 Build the story bank

2 MIN

- ☐ Write one clean what-is-new line for each team.
- ☐ Prepare three player notes per side: performance, background, and human detail.
- ☐ Draft one opening scene-setter and one reset line for after a break.

05 Set the booth workflow

2 MIN

- ☐ Put likely first reads and urgent information nearest your eyes.
- ☐ Keep pronunciations, sponsor reads, rules, and producer notes easy to reach.
- ☐ Confirm your offline backup, power, audio, water, and clean note space.

30-SECOND LIVE RESET

- ☐ Score, clock, inning, set, or game situation
- ☐ Who has momentum and why
- ☐ The next matchup or story worth following

BOOTH NOTES

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KEEP THIS NEXT TO YOUR BOARD