

Crew Position Expectations

Name: _____ Week of: _____ Position: _____

Now that you've all gotten a chance to work *Flyer News*: What Really Counts

There is almost now excuse for coming in after 6:45 AM on your broadcast weeks. If you haven't felt the tension and loosely-controlled anger around here when people on your crew are late, then you haven't been paying attention, or worse yet, don't care enough. And that just wouldn't be right. The result of having to deal with late crewmembers is a late start to our broadcast and a ragged production. You don't get the education you signed up for, our crew doesn't get what they need, and we as a whole don't get the success and recognition we want. So be here on time.

Once here, you've got to get yourself, your equipment, and your job ready. Below I a basic expectations for each crew position show that you will know exactly what you should be doing upon coming into the studio.

Director: The director is ultimately responsible for the production. That means that you have to pretty much be the first one in in the morning. Immediately, you should look for a script, and start getting people into position.

Ask if **audio** is set.

Does the script call for CD music from the **audio board** for "Birthdays" or "Trivia"?

Is there audio on the news packages?

Is the anchors' audio set?

Go through the **video list** with the **VT**.

Are the packages and b-roll pieces set?

Is the **opening** cued?

Is the **record tape** cued?

Cameras should be **focused** (Zoom in, focus, zoom out) and **Head Phones** checked with director

Tell **camerapersons** pages and stories where they will have to move.

Make sure **Floor Manager** has video times (from VT).

Lighting set? For satellite desk? For HH?

Can anchors see tally lights?

Character Generator set with **Crawl**?

Trinity GFX set? Names? Date? Period Order? Lower thirds as needed?

Plasma sources set with scripted needs?

TD's first three moves set?

Check with Producer Ready to record?

Do all of this and you should be set by :08 or :10 minutes after 7. Then you can relax for a moment.

Start on time.

Technical Director:

Have the **Video List** written and set up in front of you.

Check **DSK** for **Crawl**.

Check **First Three moves**.

Video Technician: MUST go right to work!

Check the video list on the board.

Locate all packages

Load all videos on DV

Set opening for roll

Set record tape

Check with director on videos / times

Meet with Floor Manager to deliver times of video packages

Coordinate with CG and GFX for **DSK** needs

Check **audio levels** to record tape (just press "record" without "forward")

Audio Operator:

Ask which videos will have audio.

Check with VT on audio levels

Check all studio mics

Plasma audio?

Audio from CD etc, for "Trivia" or "Birthdays" etc. or other audio sources?

Character Generator:

Find Mr. Devlen for card (Monday)

Find stories (Day, Date, Period Order; three "outside FHS" stories; two FHS notes/promos, etc.

Ready Crawl

Roll Crawl following first two Intro GFX from Trinity (Names/Period Order)

Roll Again except when lower thirds GFX are keyed onscreen.

Trinity:

Update Name / Date and Period Order Lower 1/3s

Ready Green Screen GFX

Ready "Birthdays" in timeline etc.

Coordinate GFX with CG

Ready Shoulder Squares

Plasma:

Check with director on Pages with Plasma switches.

Align Plasma sources

Teleprompter:

Load from script source (internet or flash drive)

Coordinate rolling timing with anchors

Camerapersons:

Immediately, **balance, focus, and set** camera (zoom all the way in, focus, zoom out)

Check for page #s for **Shoulder Squares**

Check for **camera moves and floor marks**

Make sure anchors can see your tally light

Check with **teleprompter operator** and make sure yours is working

Floor Manager: "The DIRECTOR of the studio"

Get **Video Times** for each video from the VT

Organize all **lighting**

Check **script with anchors and director and producer**

Communicate with **camerapeople** about their **intended camera moves**

Organize and align all guests for **Homerom Headlines**

Check Audio at all positions to make sure mics are readied

Anchors:

Check videos the night before. Use script example from text for your template

Dress well (you can change later if you want...but why would you?)

Practice breathing and sit up straight

Use appropriate **transitions in the script**

Check with Director on special concerns

E-mail the script to ddevlen(at) framingham.k12.ma.us, to yourself, and to scripts(at) fhstv.org so that we can print it

Homerom Headlines:

Go through stories with Devlen

Get with director and GFX for lower thirds GFX on top three stories and align your stories.