

## WHRS News Broadcast Team Guidelines

Any 5<sup>th</sup>-8<sup>th</sup> grader at Holy Redeemer can apply to become a member of the Holy Redeemer Student News Broadcast program. There are three conditions you must agree to:

1. You must be in good standing with your classroom teacher. That means that you are caught up with your school work, that you regularly turn in your assignments on time, that you pay attention in class, and that you are well behaved in school.
2. You must have your parents' permission to participate.
3. You must agree to show up on time and be ready to do your job on your assigned day of the week.

Students are considered for News Team based on the following

1. Academics – all news team participants must get good grades.
2. Discipline- All news team participants must be in good disciplinary standing
3. Display of maturity and leadership skills
4. Talent – student's ability to do the job well.

## Job Descriptions

**Director** – will insure that all positions are filled, will guide all technical members, will count us into the show, and clear us out. Must possess leadership qualities. Must report to the Library at **7:40 am** on assigned day.

**Technical Director** – will operate the video mixer as instructed by the Director, will create and edit graphics and effects. All graphics and effects must be approved by Mrs. Thompson or Mrs. May prior to the show. Must report to the Library at 7:40 am on assigned day.

**Audio Technician** – will be responsible for all microphones and sound quality of the show, will test microphones prior to the show. Must report to the Library at 7:40 am on assigned day.

**Character Generator (C.G.)** – will use the Titlemaker to create names and titles and present them at appropriate times as instructed by the Director. All fonts must be approved by Mrs. Thompson . Must report to the Library at 7:40 am on assigned day.

**Camera Operators (2)** – will operate cameras as instructed by the Director. Must report to the Library at 7:45 am on assigned day.

**Anchors** – will host the live newscast and introduce various segments of the show. Will write scripts and gather school information. All scripts must be approved by Mrs. Thompson or Mrs. May. A good candidate is a “people person” who can help make the show lively and exciting. Must report to the Library at 7:40 am on assigned day.

**Reporters (2)** – will report the day’s lunch or interview the day’s birthday celebrants. Reports should be presented in a lively fashion. Will write their scripts. All scripts must be approved by Mrs. Thompson or Mrs. May. Must report to the Library at 7:40 am on assigned day.

**Teleprompter (2)** – will be responsible for operating the teleprompter. Must report to the Library at 7:40 am on assigned day.

**Lighting** – will be responsible for all lighting during the newscast. Must report to the Library at 7:45 am on assigned day.

### **Other Guidelines**

Most students are expected to arrive and be in the TV studio by 7:40. A 5 minute grace period is given, except to Anchors, Director, Reporters, and one Teleprompter, who must be there by 7:40. Students who are not on time may be replaced for that day.

All scripts are written prior to the show. Once scripts are written and approved, students should not add or change any information. Anyone using inappropriate comments, stated or typed, may face disciplinary action. Expulsion from the team is a serious matter and will be used only when absolutely necessary. This decision is the right and responsibility of the administration.

During the show, always assume that the microphones are on. Students should *not* play with equipment or use equipment to which they are not assigned.

Tryouts for the positions of Anchor and Reporter will be held periodically during the school year.

There will be 3 rounds of news teams. Students will have 3 opportunities to apply for news team each year.

# Application

Please return this page to Mrs. Thompson or Mrs. May by **Wednesday, February 17, 2010**. Round 3 will go from Monday, March 1, - May 28, 2010.

**NAME** \_\_\_\_\_

**CLASS** \_\_\_\_\_

I would like to be:      Indicate **1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>** preference on the lines provided.  
*It helps if you mark "glad to accept any position", however, I really would like to know what you would LOVE to do.*

*Please check this box to indicate which teams you have been on this year:*

*Fall 09*    \_\_\_\_\_ *I was on the team as a* \_\_\_\_\_ *or*  
                 \_\_\_\_\_ *I applied, but, was not chosen*    *or*  
                 \_\_\_\_\_ *I did not apply*

*Winter 09-10*    \_\_\_\_\_ *I am currently on the team as a* \_\_\_\_\_ *or*  
                         \_\_\_\_\_ *I applied, but, was not chosen*    *or*  
                         \_\_\_\_\_ *I did not apply*

- \_\_\_\_\_ Camera Operator (2)
- \_\_\_\_\_ Director
- \_\_\_\_\_ Anchor (8<sup>th</sup> Grade Only) I would like to anchor with:  
\_\_\_\_\_
- \_\_\_\_\_ Reporter (2)
- \_\_\_\_\_ Audio Technician
- \_\_\_\_\_ Character Generator
- \_\_\_\_\_ Teleprompter
- \_\_\_\_\_ Technical Director
- \_\_\_\_\_ Lighting
- \_\_\_\_\_ I would be glad to accept any available position

I have read and understand the News Team guidelines.

Student's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

