

WHRS News Broadcast Team Guidelines

Any 5th-8th 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 and will create and edit graphics and effects. All graphics and effects must be approved by 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. All fonts must be approved by Mrs. May. Must report to the Library at **7:40 am** on assigned day.

Camera Operators (2) – will operate cameras. 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. Spencer two days in advance and typed into the teleprompter **after school** the day prior to anchoring. 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 (3) – will report the day’s lunch, interview the day’s birthday celebrants or report the day’s weather forecast. Reports should be presented in a lively fashion. 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.

Stand-by/Runner – will be responsible for learning all the various positions in order to fill in when a position is open for the day. Also, will be responsible to be a “runner” to gather information or people for the news team. Must report at **7:45am** 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 the prayer family Teleprompter, who must be there by 7:40. Students who are not on time **may** be replaced for that day only.

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 or touch equipment or use equipment to which they are not assigned.

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

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

Application

Please return this page to **Mrs. May** by **Thursday, February 16th**. Round 3 will go from Monday, February 27th – May 25th, 2012.

Please read carefully and answer ALL questions!

NAME _____

CLASS _____

I would like to be: Indicate **1st, 2nd, and 3rd** 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.

- _____ Camera Operator (2)
- _____ Director
- _____ Anchor (8th Grade Only) I would **like** to anchor with:
_____ (no guarantees)
- _____ Reporter (3)
- _____ Audio Technician
- _____ Character Generator
- _____ Teleprompter (2)
- _____ Technical Director
- _____ Lighting
- _____ Stand-by/Runner
- _____ I would be glad to accept any available position

What day can you NOT serve on the news team?

I have read and understand the News Team guidelines. **REQUIRED**

Student's signature _____

Parent's signature _____

***PLEASE CONTINUE THE APPLICATION ON THE
REVERSE SIDE!!
ALL INFORMATION IS IMPORTANT.***

*Please complete the following to indicate if you were on a team
this school year:*

FALL 2011 1st Round (must answer one)

I was on the team as a _____

OR

_____ I applied, but, was not chosen

OR

_____ I did not apply

**WINTER 2011 -2012 2nd (current round)
(must answer one)**

I was on the team as a _____

OR

_____ I applied, but, was not chosen

OR

_____ I did not apply

**I have previously held the following positions on news team:
(any previous rounds or years)**

**Special notes that you would like me to consider when selecting you for
a particular position and/or day: (Remember, there are no guarantees)**
