

The Spill – Staff Responsibility 2009-2010

Two Week Rotation – 100 points per week

Technical Department

Tricaster
Set Director – News Reporter #1
Audio Board – News Reporter #2

News Department

News Anchor
News Anchor
Teleprompter

Graphics Department

LiveText
PowerPoint
Dynamic Info – Tricaster Extra

Sports/Weather Department

Sports
Sports Reporter
Weather

Editors

Commercial Break
Opening Segment
Weekly Rewind – News Extra

Reading Trailer - Vocabulary

Reading Trailer #1
Reading Trailer #1
Word of the Day/Vocab/Reading

The Spill Directors

Technical Department

Controlling Tricaster – Opening Introduction, Commercial, Closing Segment
Live Set Setup for all three sets
Camera Selection
Title placement and determining on air time.
Recording Channel One and Program for Web
Setting up show for rebroadcast on Channel 58 -WVTV

Audio Controls for show including volume control.

Studio setup – Microphones, Camera Setup (studio), Lighting, and set organization

Graphics Department

LiveText Graphics Director – Creates and controls all LiveText graphics and displays the graphics in real time.
Sports and Weather graphics coordinated with Sports/Weather Directors.
Lower Thirds for studio host
Animation of graphics using LiveText.

PowerPoint Director – Create and controls all PowerPoint slides for announcement portion of show.
Uses Digital Juice backgrounds for appearance.
PowerPoint looped for play on Channel 60 daily.

News Department

One News (Lead) Story per week – Mandatory (News Reporters)

Members determine what special segments and stories need to be covered for the period. - Conducts interviews, shoots and edits video, and creates projects for airing

Creates Teleprompter and updates daily announcements

Responsible for coordination of the teleprompter from all directors

Anchors – 2 anchors host the show each day.

Third Member of staff runs the teleprompter during the broadcast

Sports/Weather Department

Two Sports Story per week – Mandatory (Sports Reporter)

Sports Director updates scores and stats from last nights school sports.

Members determine what special segments and stories need to be covered for the period. - Conducts interviews, shoots and edits video, and creates projects for airing. Sports Schedule must be the last segment in Sports daily.

Must work with LiveText director for on screen graphics.

Weather Director is responsible for daily and five day forecast. We use the information on the Channel 3 website – www.wrcbtv.com. The current conditions should be updated and coordinated with the LiveText Director.

Must work with LiveText director for on screen graphics

Anchors – 1 Sports anchor and 1 Weather anchor hosts the show each day.

Each member will update the teleprompter with the necessary information.

Segment Directors

Opening Segment Editor – Edits opening segment of The Spill. *Must update date, quote, and music for each episode.* Edits Ending for show and exports video to Tricaster.

Commercial Break Editor – Edits the Commercial Break daily. Must include Spill Logo with music at the beginning and Sports intro at the ending, Birthday greetings, sports intro, and more. Exports show to Tricaster daily.

Weekly Rewind – Shots and Edits Weekly Rewind Segments shown on Mondays recapping last week at Walker Valley.

On Campus/Vocabulary Theatre Directors

Word of the Day must be recorded and included with the commercial break each day. Use microphone for better audio.

Vocabulary Theatre must be completed weekly using the vocabulary words for the week. All Vocab words must be used and titles included showing definitions.

Reading Trailer. This segment is to highlight new book available in the Media Center each week. This segment airs every Wednesday.