



*Your Leader for School News*

**2017-2018  
Handbook**

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# 2017-2018 WHAE Broadcast Crew

## **Name**

Olivia Baggs  
Madeleine Bowyer  
Abram Caccam  
Jaida Callahan  
Henry Cospers  
Ayla Geoghegan  
Sophia Gilman  
Graham Glasheen  
Scarlett Kenyon  
Emma Lee  
Isaiah Narain  
Lucy Pearson  
Eli Piquer  
Catherine Shore  
Leighton Yates

## **Position**

Camera Operator  
Technician  
Technician  
Anchor  
Camera Operator  
Anchor  
Camera Operator  
Anchor  
Anchor  
Anchor  
Technician  
Anchor  
Camera Operator  
Anchor  
Technician

# **WHAÆ Broadcast Crew Mission Statement**

# Broadcast Crew Job Descriptions

**Anchor-** TV anchors, also known as newscasters, news analysts or news anchors, are the on-air people that deliver news stories to the broadcasting station's audience.

**Camera Operator-**The camera operator, or cameraman, is the person who actually *operates* the camera. They are the person behind the lens and controlling the camera.

**Floor Manager-** The floor manager ensures that the anchors and guests meet their cues and that the program runs smoothly.

**Producer-** The producer takes all the elements of a newscast (packages, video, graphics, etc.) and compiles them into a cohesive segment.

**Sound Engineer-** The sound engineer is responsible for the sounds we hear on the broadcast.

**Technician-** the broadcast technician keeps the show on the air. Also called operators or engineers, they're the workers who install, operate, and maintain the electronic equipment used in broadcasting

**Teleprompter Operator-** Teleprompters provide on-camera talent with the opportunity to read from a script while looking into the camera, saving the time and effort needed to memorize lines.

# Morning Procedures

- Please make sure to sign in each morning when you arrive at school.
  - Job roles will rotate and will be posted online and in the studio. Please check for your position each week. Because of the limited amount of space in the studio, **ONLY** those assigned one of the following positions will be allowed in the studio:

Anchor 1  
Anchor 2  
Birthdays  
Weather  
Camera 1  
Camera 2  
Sound Engineer  
Technician  
Teleprompter Operator  
Floor Manager

**Anchor 1 & Anchor 2:** Familiarize yourself with the day's broadcast and script. Work with the teleprompter operator to make sure that the script runs smoothly. Do 2-3 practice read throughs.

**Birthdays:** Please consult with the teleprompter operator to make sure that the birthdays are loaded. Read over the names to make sure you know how to pronounce them.

**Weather:** Visit <https://www.news4jax.com/weather> for the local weather report. Fill out the Weather Report Script by clicking [here](#) or by visiting your WHAE Notebook in OneNote.

**Producers:** If you aren't assigned to a post this week, please utilize your time by writing and producing your special segments. You may use one of the media center laptops.

It is your duty to leave the studio in great shape for tomorrow's broadcast. Equipment should be off, mics should be placed in their spot, tricaster and monitor should be off, lights should be off, shirts hung, etc.

If you used a laptop, please make sure to log off before leaving.

# Special Segments

**Monday Sports Mania**- a segment that features sports news and scores both locally, on the state level and nationally. A blooper or highlight will be featured as well. This segment will be live.

**Hosted and produced by: Henry Cospers, Graham Glasheen & Abram Caccam**

- Monday Sports Mania script form can be accessed by clicking [here](#) or by visiting your WHAE Notebook in OneNote.
- This information should be complete by Monday morning at 8:15.

**Teacher Tuesday**- a chance to get to know the teachers up close and personal. Interviews will be prerecorded and aired on Tuesday Mornings.

**Hosted and produced by: Scarlett Kenyon, Liv Baggs & Eli Piquer**

- Click [here](#) to submit name of teacher to be interviewed by Tuesday at 7:00 pm.
- Click [here](#) to submit your list of interview questions. These should be sent by Wednesday night at 7:00 pm.
- Mrs. Halil will set up an interview before school at the teacher's earliest convenience.
- Taping will be done on Thursday, Friday or Monday morning each week.

**List of sample questions**

**Wacky Wednesday**- A way to share the cool green screen effects with our viewers. Live vs. pre-recorded will be decided on a weekly basis.

**Hosted & produced by: Madeleine Bowyer, Catherine Shore & Isaiah Narain**

- Click [here](#) to fill out the Wacky Wednesday form. It should be submitted to by Monday morning each week.

**Thoughtful Thursday**- Thoughtful will feature the 7 habits from The Leader in Me. It will be a chance to share books, movies and clips that exhibit one of the habits. It will also include a chance for students to share how they have seen the 7 habits at school. Live vs. pre-recorded will be decided on a weekly basis.

**Hosted & produced by: Emma Lee, Lucy Pearson & Leighton Yates**

- Click [here](#) to fill out the Thoughtful Thursday form. It should be submitted by Tuesday morning each week.

**Funny Friday**- A joke, weird-but-true fact or riddle will be featured. This is a live segment.

**Hosted, written & produced by: Jaida Callahan, Ayla Geoghegan & Sohpia Gilman**

- Click [here](#) to fill out the Funny Friday form. It should be submitted by Wednesday morning each week.

# **Broadcasting Like a Leader**

## **Habit 1 – Be Proactive**

You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

## **Habit 2 – Begin with the End in Mind**

Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

Don't wait until the last minute to prepare your broadcast.

## **Habit 3 – Put First Things First**

Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

## **Habit 4 – Think Win-Win**

Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

We are a team. We have to work together to have a successful broadcast.

## **Habit 5 – Seek First to Understand, Then to Be Understood**

Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

## **Habit 6 – Synergize**

Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

## **Habit 7 – Sharpen The Saw**

Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.