

The purpose of this contract is to make sure that all cadets know what is expected of them by being a part of the ENN Crew. These are guidelines that will help you in planning and scheduling your activities as they pertain to ENN. There is an expectation that all cadets will be working towards the completion of ENN episodes of high quality. These guidelines will hopefully make your time on the ENN Crew a successful, enjoyable experience.

### *Guidelines for all ENN Cadets*

1. Follow all regulations pertaining to cadet behavior and dress according to the Blue Book.
2. Show improvement over the semester through practice and participation.
3. Actively participate in the planning, brainstorming, and production of ENN, when assigned.
4. Inform the instructor of any issues with equipment, technology, or crew members that may hinder our work.
5. Have a positive attitude when discussing projects with other cadets.
6. Attend ENN weekly work sessions, unless it interferes with an extracurricular sport, or academic enrichment activity. For any of these, the instructor or ENN Producer should be notified a minimum of 24 hours in advance. The first part of the work session is a group discussion that involves all ENN crew members. After the group discussion, cadets who need to work on their ENN segments or AVTF projects or the ENN episode that week, should remain in the lab and utilize that time for those purposes.
7. Any misuse or theft of equipment, will result in appropriate disciplinary action, including potential dismissal from the ENN crew.
8. Each ENN show production group **MUST** include an ENN crew member from outside of the ENN classes - if there are any crew members who fall into this category.
9. Log at least 5 hours of event recording per quarter. These should be completed at a minimum of 2 different events. Additional outside production work will be included as extra credit on class grades.
10. All ENN Crew members who are in the ENN class will follow the course syllabus requirements for segment production and show assembly.
11. Cadets will follow the Academy policy on personal electronic devices.

### *Additional guidelines for any Cadets NOT in an AVTF class*

12. Participate in weekly team work sessions. Contact the instructor or ENN Producer if you are unable to attend. Assist with lab clean-up at the end of the work session or before being dismissed. Failure to follow this work session guideline will result in demerits being assigned, and a possible suspension from the ENN crew.
13. Each cadet must assist with the production of at least 2 ENN episodes per quarter (on-air talent, camera crew, script writing, editing, segment production, research and planning).
14. Must produce/crew at least 1 segment, with a group, per quarter.
15. Maintain regular communication with the ENN team/producer and/or instructor, through visits to the ENN lab, email, and/or other group communications tools being used.
16. Be willing to help out other cadets who are in the class, so you can learn more of the technical aspects you are not receiving in a class.

By signing this ENN Crew Contract, I acknowledge that I understand all of the guidelines within. Failure to follow these guidelines may result in disciplinary actions and/or removal from the ENN Crew. I also acknowledge that I must reapply for an ENN Crew position each school year.

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_