

TV & Film Level II
TV Studio Recording - Summative

News Anchors/Directors

Name(s): _____

TV anchors work out of a studio and may also travel to do on-site or live reports. TV anchors are at ease with being in front of a camera and have good verbal skills. They have a clear, pleasant speaking voice and nice appearance. Good grooming and hygiene practices are essential. Makeup is often applied to both men and women to neutralize the studio's lighting.

TV anchors deliver newscasts throughout the day, but they are not just spokespeople. Anchors gather information and write news stories of their own, in addition to reading the stories written by other news reporters. TV anchors are sometimes responsible for editing and rewriting news stories to ensure they are accurate and fit within the time and space allotments.

Prior to presenting a story, TV anchors may research current events happening in the local community, as well as state, national, and international regions. They then determine which stories are the most newsworthy and interesting, and organize them so that the most pertinent pieces are presented first.

Because of the number of students in our class, an anchor may also act as a director. As a director you must direct the talent (anchors). If you see something that could be worded better, or they can be in a better position on camera, it is your responsibility to fix it.

Responsibilities:

- You must be properly dressed (either uniform or business casual attire) _____(X3).
- **To Do Check-List**
 - ***Before Recording***
 - _____Read over script given to you by teleprompter operator.
 - _____Get your mic from the audio technician and mic yourself.
 - _____Sit in the positions that you will remain in for the filming, so your cameramen can set up and frame properly.
 - ***During Recording***
 - _____Read script from Teleprompters.
 - _____Be aware of cameras switching during practice, so you will know where to look during production.
 - ***After Recording***
 - _____Take the battery out of the mic and give both the mic and battery to the audio tech.
 - _____Clean up your area and push in your chairs.

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Technical Director

Name(s): _____

The definition of *technical director (TD)* varies between production houses. In general, there are two different types of TD, although both roles are often combined.

(1) Operating vision control and/or switching equipment

This is an operational role in which the TD is part of the production crew. The TD takes the position of vision switcher or CCU controller. In addition, the TD monitors the technical aspects of all video sources — gain levels, chroma phase, synch timing, etc. It is the TD's job to ensure all vision sources are maintained at "broadcast quality".

2) Technical/engineering management and support

In this situation the TD oversees the technical aspects of a production. Duties can include: Planning the technical aspects of a production, ensuring equipment is ready and technical checks are completed before production begins. Assisting with camera settings, lens choices, etc. Assisting with equipment changes and modification. Responding to equipment failure and fixing problems. Train staff on equipment use, safety, etc.

Responsibilities:

To Do Check-List

- ***Before Recording***
 - _____ Turn on main power source
 - _____ Turn on switcher and all monitors.
 - _____ Put on headset and check establish connection to cameramen & Lighting Director.
 - _____ Do a camera check of all studio camera
 - Make sure the picture is clear, if not this may be adjusted by the Camera Control Units CCU/ and or focus controlled by the cameramen.
 - It is suggested that you switch between all 3 cameras to make sure the pictures is consistent.
 - _____ Direct cameramen to create a correctly framed shot.
- ***During Recording:***
 - _____ Switch between cameras using the switcher. (be sure to pay attention to both the preview and program bus.
- ***After Recording***
 - _____ Turn off all monitors
 - _____ Turn off main power source.
 - _____ Turn off switcher.

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Lighting Director/Technician

Name(s): _____

Lighting Technicians set up and control lighting equipment for television broadcasts, recorded television shows, motion pictures, and video productions. They begin by consulting with the production director and technical director to determine the types of lighting and special effects that are needed.

They arrange the lighting equipment and plan the light-switching sequence that will achieve the desired effects. For example, if the script calls for sunshine to be streaming in through a window, they will set up lights to produce this effect. Other effects they may be asked to produce include lightning, the flash from an explosion, or the soft glow of a candle-lit room.

For a television series, which uses a similar format for each broadcast, the lights **often remain in one fixed position for every show.** For a one-time production, such as a scene in a movie, the lights have to be physically set up according to the particular scene. During filming, lighting technicians follow a script that they have marked or follow instructions from the technical director. The script tells them which lighting effects are needed at every point in the filming. In a television studio, lighting technicians watch a monitor screen to check the lighting effects. If necessary they may alter the lighting as the scene progresses by adjusting controls in the control room.

- ***Before Recording***
 - _____ Turn on lighting board.
 - _____ Establish communication with Technical Director(TD)
 - _____ make sure anchors are in position to test lighting on subjects.
 - _____ test different levels of lighting on your subjects while working with the technical director (X2).
- ***During Recording***
 - _____ make any adjustments to lighting as needed.
 - _____ Switch lights on subjects as necessary.
- ***After Recording***
 - _____ Turn off all lights on board.
 - _____ Shut down lighting board.
 - _____ Cover Lighting board with cover.

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Cameraman

Name(s): _____

Television Camera Operators work on programs that are aired on television and cable stations. They also work for independent production companies. They may work on live television shows or videos for television shows, documentaries, or cartoons. Television Camera Operators usually specialize in specific cameras and film. They work closely with a team that typically includes photography directors, producers, editors, grips, focus pullers, clapper loaders, and lighting cameramen.

Television shows that are recorded with live studio audiences are usually shot in studios or theaters with multiple electronic cameras to capture different angles. Studio camera operators usually work at a fixed position.

Camera operators follow a *shot list*, which is literally a list of shots they need to take, with the specific times they need to take them. Camera operators have the freedom to choose the angles and distances. They may start one shot with an extreme close-up, then zoom out to a wide-angle view. While they are working, they put themselves into the viewer's seat and imagine the visual flow that will make sense. They listen carefully to show dialogue and match the shots to the action.

- ***Before Recording***
 - _____ Establish Communication with the Technical Director and each other.
 - _____ make sure anchors are in position to test lighting on subjects and to frame your shots.
 - _____ Make sure camera is in focus.
 - _____ Turn on studio camera monitor(the TV)
- ***During Recording***
 - _____ Take direction from the TD & producer if camera angles need to be changes.
 - _____ Keep camera in focus.
- ***After Recording***
 - _____ Make sure all camera wires are not tangled.
 - _____ Roll cameras closer to the back wall.
 - _____ Place chairs behind camera.
 - _____ Turn off studio camera monitor(the TV).

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Teleprompter Operator

Name(s): _____

A teleprompter is a device used in video, film and TV that prompts actors for lines that may be forgotten or missed. Teleprompters are also used for speeches and for providing information such as a news anchor or reporter. The Teleprompter Operator transcribes scripts or recording into readable banners or special screens that are used to prompt people to remember what they are to say. Some teleprompter information may be provided in advance in the form of audio or videotape that must be transcribed into text format.

- ***Before Recording***
 - _____ Log-into the computer and open up the TelePrompTer software.
 - _____ Open up the template on Microsoft Word and load into the teleprompter software.
 - Remember each should be under the correct heading. (color coded for the anchors) (2X)
 - _____ Do a dry-run with the anchors to do a speed test for how you should set the teleprompter.
- ***During Recording***
 - _____ Scroll script for anchors to read. (2X)
 - _____ Note any corrections that need to be done to script and fix. (Do not forget to save!)
 - If things need to be re-worded it is your job to speak to the producer and change it at their discretion.
- ***After Recording***
 - _____ Save Script with today's date.
 - _____ Shut down computer.
 - _____ Give flash drive back to teacher.

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TV Studio Recording - Summative

Audio Technician

Name(s): _____

As an audio technician it is your responsibility to make sure all aspect of the audio for the production are in working properly. You are responsible to for micing the talent as well as regulating volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs

- ***Before Recording***
 - _____ Turn on Audio board.
 - _____ Place batteries into the lavalier microphones to be placed on the talent.
 - _____ Mic each of the anchors in preparation for the show.
 - _____ Do a dry run and mic test for each of the microphones.
 - _____ Adjust audio accordingly.
- ***During Recording***
 - _____ Adjust audio during the show.
- ***After Recording***
 - _____ Get mics back from the anchors.
 - _____ Place batteries on the charger.
 - _____ Wrap up all mics.
 - _____ Turn off audio console.

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TV Studio Recording - Summative

Producer/ Assistant Producer

Name(s): _____

The producer of a television program is a highly skilled professional responsible for the creative, logistic, budgetary, and technical aspects of an individual project or series. Television producers make sure that shows run smoothly in all details and take responsibility for everything, from coordinating writers and performers/correspondents to overseeing the fact-checking of names and titles on the credits.

Producers are usually selected by an executive producer to supervise a single program, an episode of a TV series, or several shows. They are tasked with the selection of scripts and performers and the planning of sets, costumes, props, lights, sounds, and camera angles. The producer hires the director and the actors either directly or with the help of supervising and executive producer. At network and independent production companies, two or three producers may be responsible for individual offerings or programs within a series and may have differing responsibilities on a daily or weekly basis, depending on the complexity and size of the projects.

In addition to their creative supervision, producers maintain programs on budget and on schedule. They supervise all negotiations with talent as well as the needed production and technical people. They select the performers who will appear in the production, including guest hosts and musicians, and when they will appear. They coordinate all production assignments and supervise directors. In short, they make all critical decisions about the production.

For newscasts and documentaries, producer often choose the pieces to be aired and the particular events to be covered. They frequently select which issues will be discussed, help pick the individuals to be interviewed, and supervise any needed research.

- **Before Recording**
 - _____ Set up anchors where they should be in the studio.
 - _____ Speak with Technical Director(TD) and sort out ideal lighting and camera angles prior to dry-run.
 - _____ Conduct a dry run and fix and errors in the script or issues with the anchors.
- **During Recording**
 - _____ Open iMovie and select import from camera, to get the studio cameras ready to record.
 - _____ Press import on iMovie when ready to begin record. (Make sure it is recording to the drive not the computer).
 - _____ Speak frequently with TD about camera angles, audio or any other issues that need to be corrected.
 - _____ If the production needs to be stopped during the recording do so and fix any errors.
- **After Recording**
 - _____ Assist TD with any shutting down of control room equipment.
 - _____ Click “done” on iMovie.
 - _____ Shut down computer.

TV & Film Level II
TV Studio Recording - Summative

Field Team

Name(s): _____

Field teams usually consist of a videographer and a field news reporter. They are exceptionally strong news writers, especially under pressure, and are prepared to write stories with very little notice and in a very short period of time. They are responsible to filming fast breaking stories or stories in the "field" meaning not in a studio.

- Organize the show, to ensure that there is good "flow"
- Gather leads for possible stories
- Monitor the wire agencies/network feeds for potential stories
- Interview witnesses or guest speakers during the reporting of the story.

TV & Film Level II

Overall Production Rubric

	20	15	10	5
Lighting	Professionally illuminates all aspects of the news production.	Adequately illuminates most aspects of the news production	Lighting is not always adequate or sometimes distracting.	Lighting has Major flaws.
Sound/Audio	Sound is clear, no errors in recording. Others were muted when needed.	Sound is clear and audible throughout, some errors.	Sound is usually clear and usually audible.	Sound is not clear and sometimes inaudible.
Shot Composition/ Movement	Creatively uses fluid movement, head room, shot choice, etc. to enhance the effectiveness of communication	Usually uses fluid movement, head room, shot choice, etc. to enhance the effectiveness of communication.	Sometimes uses fluid movement, head room, shot choice, etc. to enhance the effectiveness of communication	Rarely uses fluid movement, head room, shot choice, etc. to enhance the effectiveness of communication.
Following Job Description	All team members understand and follow their team assignments.	Team members understand and follow their team assignments most of the time.	Team members understand and follow their team assignments some of the time.	Team members misunderstand and rarely follow their team assignments.
On camera presence	Talent sustains enthusiasm, generating interest from the viewer, dresses professionally, speaks in a convincing manner.	Talent shows enthusiasm most of the time, dresses appropriately and speaks clearly.	Talent shows some enthusiasm, makes an attempt to dress appropriately, and usually speaks clearly	Talent shows little enthusiasm, dresses inappropriately, makes little eye contact, and speech is garbled.

Total: _____