

Lights, Camera, Media Literacy!

Television Production Roles

Producer

- 1) Take attendance and reassign jobs in case of absence.
- 2) Call **aloud** 5 min. to show time, 4 min., 3 min., 2 min., 1 min., 30 sec, 15 sec...
10, 9, 8, 7, 6, 5, 4,3,2,1 (Director repeats in headset/Floor manager repeats on set.)
- 3) Watch the show closely and note what needs to improve.
- 4) Assign P.A. who to talk to at commercials for improvements.
- 5) Talk to floor manager and/or director at commercials for any improvements.

Director

- 1) Practice, practice, practice at home before the day of the show.
- 2) Use the storyboard, tech notes, and director notes.
- 3) Remind the floor manager to use hand signals during production.
- 4) Tell floor manager to call "Quiet on the set" & to repeat aloud on the set, directions that you say into the headphone.
- 5) Evaluate camera shots one shot ahead.
- 6) Call the shots' ready cues: "Ready Camera One....Take Camera One."
- 7) Speak loudly.

Floor Manager

- 1) Give any necessary behavior reminders in the studio. ("Quiet on the Set.")
- 2) Wear headset (BP-100 on waistband).
- 3) Repeat all director calls, such as time countdown, for the studio.
NO TALKING while on air.
- 4) At one minute before on air, hold a stand-by signal with your hand.
- 5) Use hand signals to cue voice-over host. (You MUST maintain eye contact!)
- 6) Make sure talent speaks up (hand signal).
- 7) Give closing cue to host at 5 min., 4 min., 3 min, 2 min, 1 min, wrap up.

Visual Technician

- 1) Open iMovie and click to the beginning of the show.
- 2) Listen for Director cue to start.
- 3) Follow the show carefully for your start and stop cues.

Sound Effects

- 1) Check sound levels for sound effects.
- 2) Practice using space bar for starting and stopping.
- 3) Watch show carefully and start sound effects on time.
- 4) If the effect sticks, keep trying it.

Audio Technician

- 1) Check mike levels.
- 2) Check computer audio levels.
- 3) Crossfade #1, 2, 3 mics out during commercials.
- 4) Crossfade #1,2,3, mics in after commercials.

Visual Switcher

- 1) Start with color bars.
- 2) Listen to director:... "Ready" means PRESS, "Take" means SLIDE.
- 3) Mostly use clear cuts, but other transitions are fine.

Videotape Operator

- 1) Place a blank videotape in the VCR.
- 2) Make sure screen is showing color bars.
- 3) At the 15 second countdown, press RECORD on the control room VCR.
- 4) Say, "Tape rolling!"
- 5) At the end of credits, wait 10 sec, press "Stop," "Rewind," Eject. Remove the tape.
- 6) Break the tab on the cassette and throw it away.
- 7) Turn in the tape.

Cameras

- 1) Wear headset.
- 2) NO TALKING! JUST LISTEN AND DO WHAT THE DIRECTOR TELLS YOU.
- 3) Secure first shot...centered and as tight as possible.
- 4) Prepare other shots.
- 5) NEVER adjust shots when your camera is shown on the monitor!

Talent

- 1) Get in costume and place as soon as possible.
- 2) Wait for cues from floor manager.
- 3) Pay close attention to the show.
- 4) Do not ask for a question to be repeated.
- 5) Keep going even if there is a mistake.
- 6) **Smile** and have fun. Use energy, enthusiasm, but don't upstage the show.
- 7) if you don't know an answer, give a silly response.

Property Manager

- 1) Take care of props out and props in.
- 2) Fix any props that break or tear.
- 3) Fix anything that you can during commercials.

Costume Manager

- 1) Help talent get into costumes.
- 2) Fix costumes at commercials.
- 3) Help talent get out of costumes.
- 4) Put costumes away properly.

Set Manager

- 1) Make sure set is ready.
- 2) Fix set at commercials.

Quality Control Manager

- 1) Help host get cards in order.
- 2) Listen carefully to questions and answers.
- 3) Alert producer of any errors.
- 4) Write the correction on a card to give host during commercial.

Production Assistant (PA)

- 1) Assist the producer whenever requested.
- 2) Help producer deliver messages at commercials.

Cue Card Holder

- 1) Make sure cue cards are in order.
- 2) Hold up cards at appropriate times.

Scorekeeper

- 1) Keep score on scoresheets/board in the studio.
- 2) Hold up scoresheets often, so that voice-over host can see.
- 3) Use numerals...NOT tally marks.

Question Cards

- 1) Get cards before the show starts.
- 2) Hand cards to alert host..

Runsheets Coordinator

- 1) Keep track of time on the runsheet.
- 2) Inform the director and producer of the runsheet status at each commercial.
- 3) At the 2nd commercial, make sure director and producer know if show is running early or late and your suggestions for the 3rd round.
- 4) Signal Director at 5-minutes before Host's wrap-up (4,3,2,1)

Substitute

- 1) Fill in for absent student.

MAKE SURE YOU ARE PREPARED FOR YOUR JOB!
IT TAKES EVERY JOB TO MAKE THE SHOW A SUCCESS!
TRUE COLLABORATION!