

# TV Station Director

You will work closely with the Host and Camera Operator to coordinate interviews for the TV Station. Together, you are responsible for producing a video production of your school's visit to *JA BizTown*. Working together and communicating are very important for the production to be complete.

## 1. Review the TV Recording Schedule Board

The **TV Recording Schedule Board** is located on the wall in the recording booth. It outlines time periods during the BizTown day and what segments should be recorded during those time periods.

## 2. Recording of Morning Segments

Direct the Host and Camera Operator to begin recording the segments:

- a. Identify which segment listed under "Morning Video Segments" you will record first.
- b. Make sure the Host(s) and Camera Operator are ready.
- c. Be sure to close the sliding door in the wall of the recording booth.
- d. Start the recording process by saying "Action 3-2-1-go" ... use the Director's clap board to signal to the Camera Operator to begin recording.
- e. The Camera Operator should stop recording once the host is finished talking.
- f. Put a check on the TV Recording Schedule Board when a segment is completed.
- g. Remind the Camera Operator to AirDrop the recording to the CEO's computer.

## 3. Recording the CEOs

- a. When the first four TV Station "Morning Video Segments" have been successfully recorded, have the Host interview your own TV CEO.
- b. Use the **TV Recording Schedule Board** and the **TV Recording Schedule/CEO Availability Sheet** (in your yellow folder) to begin to line up the business CEOs to come into the recording booth to be interviewed.
- c. **After the Opening Town Meeting**, during RED Lunch break, choose any CEO from the "Red Break" list and go to their business to bring them in to be interviewed by the Host. Bring them in one at a time.
- d. **Important Reminder:** Citizens with an orange dot on their name tag do not have permission to be photographed or recorded. **DO NOT record anyone wearing an orange dot.** If the CEO has an orange dot on their nametag when you go to get them from their business, pick someone else from the business to come to the TV Station to be interviewed.

## 4. Cue Up Interview Questions

- a. Cue up the interview questions for each CEO on the iPad mounted to the wall in the recording booth. These are located in **Albums**, by business name in the **Photos app** on the iPad.
- b. Close the sliding door in the wall of the recording booth.

- c. When the interview questions are loaded and ready on the iPad, say “3-2-1-Action” and the Camera Operator may begin recording.
- d. You can leave the recording booth quietly and bring in another CEO, so they are ready and waiting to be interviewed.
- e. **IMPORTANT**: Be sure to put a checkmark on the **TV Recording Schedule Board** after each interview.

## 5. Afternoon Shopping Breaks

- a. During Yellow Lunch/Shopping Break, the Meteorologist will also use the recording booth for the weather reports they have worked on.
- b. During the Green Lunch/Shopping Break, continue working with the Host and Camera Operator until you have brought in each CEO and each segment has been checked off on the **TV Recording Schedule Board**.

## 6. Clean Up

Assist with business clean up at the end of the day.