

TV Station Host

Today you will work closely with the Director, Camera Operator, and the Meteorologist. You will be conducting interviews with the CEOs of each business for the video production of your school day at *JA BizTown*. Work together to make sure the production gets completed on time.

1. Record Morning Video Segments

During the business start-up time, the **Morning Video Segments** listed on the **TV Recording Schedule Board** on the wall in the recording booth will be recorded by the Camera Operator in the recording booth.

- a. You will record the opening segment to the video production and closing segment during this time.
- b. You will interview your own TV Station CEO during this time.

2. Interviewing CEOs

The Director will bring the CEOs from each business to the TV Station to be interviewed in the recording booth. They will follow the **TV Recording Schedule Board** on the wall in the recording booth. You will interview every CEO.

3. BEFORE Interviewing CEOs

- a. Do a test recording to be sure you are speaking loudly enough.
- b. Make sure the Director has the correct questions loaded on the Cue Card iPad (on the wall in the corner) for the business CEO you are interviewing. You can use these questions or your own questions.
- c. There are additional questions hanging on the wall around the window. You may ask one or two of these questions as well.
- d. Practice the interview questions with the guest **before** you begin recording.
- e. Keep the interview interesting!

4. Recording Reminders

When you are “on air” remember to:

- a. Introduce the guest that you are interviewing. Ask them:
 1. Name
 2. Job Title
 3. Business
- b. Look into the camera.
- c. Ask the questions on the Cue Card iPad and one or two additional questions posted on the wall. You may also ask your own questions if you want.
- d. Make sure both you and the CEO you are interviewing, speak loudly and clearly when talking.
- e. At the end of the interview, thank your guest for coming.

5. Clean Up

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