

1) Video Production - For now, we will do this on a monthly basis. But soon we'll do it every couple of weeks and eventually we will be down to a weekly newscast.

a) Organize

i) Plan daily announcements and weekly calendar

- Organize announcements into channel 12 PowerPoint slides (by Monday, Tuesday, etc.).
- Make sure you keep HS, MS and ES news separate for the PowerPoint.

ii) Create scripts

- Combine all stories into one, sequential list. For example, if both the HS and MS have the football game mentioned, you only need to talk about them both in the same blurb.
- Each story will have its own blurb.
- Decide which stories you want to tell more about than just a blurb (interest stories and interview).
- Some will be from the last week (in review) and some will be about upcoming events.

iii) Plan shots

- How do you want your shots to appear? Are you going to use a table? You decide and stick to the format so we have consistency week to week.
- Think about interest stories and interviews. What are some good formats?
- How many people do you need to execute any story? One on camera and on behind the camera? Can you use a tripod sometimes? You decide.

iv) Create timeline

- Sequence your plan for shots in two sections: 1) The Week in Review, and 2) Upcoming News
- Decide the order or sequence in which you want to tell your stories.

v) Set deadlines

- Decide on and stick to dates.
- Maybe planning and updating the PowerPoint is good enough for one day's work. That is a group project.
- Creating scripts takes time too. This can be a group and individual work, but ultimately the group must agree. That could take an entire period as well.
- Planning shots will eventually take little or no time, once you've done it enough times.
- Creating a timeline will also eventually take little time as once you start brainstorming script ideas, you'll find yourself simultaneously working on a timeline (it will eventually be OBVIOUS where something goes, etc.)
- Planning Interest Stories and Interviews takes time. Do you want to do it as a group or individually - For example, does the person who will do the interview want to also be the person who plans it, writing questions, etc.?
- Filming can take a whole class period itself, not to mention the other assignments such as Interest Stories and Interviews.
- Editing. At first, this will possibly take the longest time of any aspect of the newscast. Eventually, you will be expected to be able to edit a newscast, complete with Interest Stories and Interviews, by yourself.

b) Produce

i) Create interest stories

- Write and plan what and how you will do this each week. A suggestion is to pick a hot topic.
- Always make sure your subject can be filmed (refer to the Ch. 12/website list at station #9)

ii) Interview

- Which stories make for good interviews? Coaches? Players? Club Advisors? Administration? Teachers? Students?
- Always make sure your subject can be filmed (refer to the Ch. 12/website list at station #9)

iii) Film

- Get your raw footage. If you make a mistake, start over. Don't worry about rewinding - just keep filming where you left off. But remember, you have to edit everything down. So leave no mistakes for the final edit.

iv) Edit

- This takes time. We will work on this and all other aspects together at first.

v) Create

- You will save the final version as a file we can run on Channel 12 and have users download from the USD 452 website.

vi) Submit to Mr. Janes in order to upload to Web and Run on Ch 12