

How-to:

PRODUCE A SEGMENT



RULES:

1. ALL segments must be approved by the instructor before any production begins.
2. Deadlines are strict and are set on the day the segment is approved.
3. *Segment Producers* must report their progress to the *Director* on a daily basis.
4. Segments that do not meet the deadline, or are not up to the CTV Broadcast Standards, will be edited or removed at the *Director* and/or *Advisor's* discretion*.
5. Only one computer may be used per segment, no exceptions.

*You are ultimately responsible for ANY content deemed inappropriate by Administration, and will be held accountable!

PROCEDURES:

1. Fill out a *Treatment*, write a *Script*, or prepare a *Storyboard* and give it to the *Director* and/or *Advisor* for approval.
2. After approval, make sure the *Director* adds it to the *Rundown* and/or includes it in the *Anchor Script*.
3. Begin shooting immediately, recording all the necessary raw footage. Label and/or log your tape!
4. Check-out a computer from the *Director* and begin importing video. **ONLY IMPORT WHAT YOU THINK YOU WILL USE!**
5. Export your video project to a *quicktime file* and arrange with the *Director* for transportation to the master editing computer.
6. Turn in ALL written materials to the assignment box for a grade. Make sure it is stapled and labeled with ALL NAMES.

- ## FACTS:
- Most segments are worth between 50-100 points.
 - Most segments are :30- 1:30 in *total running time*.
 - Segment production accounts for 75% of your Final Grade. (CTV Officers are on a different grading scale)