

Teacher's Preparation Pack:

This Is Your Life session

Please find enclosed:

- OnTV T.I.Y.L structure timeline
- Preparation Checklist
- Studio Role descriptions
- Class Job Titles sheet
- OnTV Studio script template
- Teacher's Planning Resource



C a p i t a l E O n T V S t u d i o



Teacher's Checklist

This is Your Life Programme



PRE VISIT:

Collect parental permission for each of your students and sign the release to allow your classes show to be uploaded onto www.capitale.org.nz

Fax back signed confirmation of your booking.

- Type the script directly into the script template you have saved on the Capital E website.
(www.capitale.org.nz) Then email it directly to peter.graham@wmt.org.nz or ontv@wmt.org.nz .
- If you choose to print the template and handwrite the script, please use a dark pen and clear writing.
Remember to send the script a min. of 2 weeks before your visit!
- Email the Job Title Sheet 2 weeks before your visit to peter.graham@wmt.org.nz or ontv@wmt.org.nz .
- Or Fax: (04) 913 3735

ON THE DAY:

Please arrive 15 minutes prior to your session start time.

Confirm class numbers when you arrive.

Ensure each child has food and drink.

Bring any special props, costumes, make up etc with you.

POST VISIT:

- Payment:** An invoice will be sent to your school once you have completed your OnTV session.

Complete online evaluation of your session.



Dear

Thank you for your booking(s) with OnTV on

Your chosen option is:

Option A: ' This Is Your Life''

Students write their own script - Total maximum length 10 minutes:

This programme incorporates up to 3 news items (max 100 words each or approx. 1 min. reading time); 3 interviews (max. 3 questions), and a re-enactment of a memorable moment (using the blue screen.)

The scripted news stories, re-enactment and all interviews need to be published during school time and sent to the OnTV Studio prior to your session. Please ensure they are all **emailed or posted** to us **at least 2 weeks prior to your visit**, along with your **Job Titles sheet**.

For your convenience there is an electronic version of the script template and the Job Titles sheet for you to fill out and email on:

http://www.capitale.org.nz/whats_on/ontvstudio.htm

Scripts must be clear and easy to read for your students' session. For this reason, It is preferred by the OnTV staff that you type into the **website template** and **email** it to us. If you choose to fill out the news script manually each page needs to be published neatly in a dark coloured pen.

Please do not write in the margins of the script template – these are for the OnTV Tutors to write in the camera shots.

The session will be 2.5 hours duration. *(Please arrive 15 minutes prior to your start time.)*

Please find enclosed a Teacher's Planning Resource for your information. If you for some reason do not need the resource we would appreciate it if you would bring it back on the day to keep our cost down.

We do not have a structured break, however, there will be an opportunity to have a quick snack and drink while watching a short DVD. For teachers and parents, there are numerous cafes dotted in and around Civic Square where takeaway refreshments can be obtained.

Please make us aware of any children who are unable to appear on camera. Each classroom teacher is responsible for ensuring their script contains suitable material for a general audience.

We have a make up mirror and table available to use in the Wardrobe Room. If children have permission to use make up, they will need to bring their own, along with cleanser/ remover wipes to the session.

For the students to make the most out of their time in the studio, teachers and a minimum of 1-2 parents are expected to support, help and encourage students' learning throughout the session.

For any booking queries contact our Bookings Coordinator on:

PH: (04) 913 3742

EMAIL: capitalebookings@wmt.org.nz

If you have any ONTV session queries you can contact us on:

PH: (04) 913 3732

EMAIL: peter.graham@wmt.org.nz or ontv@wmt.org.nz

FAX: (04) 913 3735

We look forward to seeing you at our 2009 sessions!

Kind Regards

Peter Graham,
OnTV Studio Coordinator
peter.graham@wmt.org.nz



3. Rostrum Camera

Opening logo / opening titles

2. Camera Two

MS of Presenter

**ROSTRUM CAMERA SET UP
PIC 1:**

**TECH PRODUCER PREPARE
BACKGROUND & PAUSE:
RESTAURANT**

**VIDEO TAPE OPERATOR
PRESS BUTTON 3**

3. Cam #1 / Blue Screen

MLS of Presenter & Guest
Lock off: do not move camera

**LOCATION MANAGER
PREPARE TO CUE:
REPORTER #1...**

CAMERA 4 IS NEXT...

1. **Silence in the studio**
2. **Starting Countdown:
5... 4... 3... 2... 1...**

(video op.) 5.. 4.. 3.. 2.. 1...
3. **Videotape is now on**
4. **Floor Manager get ready to cue Presenters...**
...CUE NOW

OPENING LINK:

Kia ora & welcome to this week's edition of **This is Your Life!**

I'm [REDACTED] & tonight we have a very special guest - except they do not know they are our guest of honour! Who knows, it could even be you! Let me first give you a few clues...

(write 3 descriptive sentences about your guest)

Our guest tonight is at this very moment enjoying a quiet dinner in a restaurant just across the road! Let's go and surprise them!

Presenter: [REDACTED], This is your Life!

Guest: Oh My Gosh! Oh wow! How Exciting! Am I on TV?

Presenter: You certainly are! And not only that we are going to learn all about your life!

While we head back to the studio, we will let our viewers in on who we are talking to first. This person has an important part to play in our guest life!

(You may want to add a few "Clues" as to who is your first guest)

JOINING LINK:

Here's our on the spot reporter with that very important person!

...CUE NOW

4. Location Cam

2S Reporter / Interviewee

**CAMERA 1 SET UP A MCU
OF PRESENTER 1**

**CAMERA 2 SET UP
MS OF MAIN GUEST**

**FLOOR MANAGER
PREPARE TO CUE:
MAIN GUEST...**

CAMERA 2 IS NEXT...

OPENING LINK:

Hello, I'm [REDACTED] and here we have

[REDACTED]

Hi [REDACTED] and thanks for joining us today,

INTERVIEW ONE:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

JOINING LINK:

Thanks [REDACTED] and that's all from me, tell us [REDACTED],

just what did you think about that..?

...CUE NOW

2. Camera Two

MS of Guest

**LOCATION MANAGER SET
UP NEXT INTERVIEW**

**VIDEO TAPE OPERATOR
PRESS BUTTON 1**

3. Rostrum Camera [4 sec]

Pic 1:

2. Camera Two

MS of Guest

**LOCATION MANAGER
PREPARE TO CUE:
REPORTER #2...**

1. Camera One

MCU of Presenter

CAMERA 4 IS NEXT...

OPENING LINK:

Well that was a real blast from the past!

STORY TWO – Main Guest (approx. 100 words)

In fact, I remember a very **(adjective of your choice)** story from my life...

(Write interesting story from your main guest life here)

JOINING LINK:

Fascinating story!

Now for the next influential person from your life. Do you recognize this person..?

...CUE NOW

4. Location Camera

2S Reporter /Interviewee

**ROSTRUM CAMERA SET UP
PIC 2:**

**CAMERA ONE SET UP
2 SHOT OF PRESENTER
AND GUEST**

**FLOOR MANAGER
PREPARE TO CUE:
PRESENTER...**

CAMERA 1 IS NEXT...

OPENING LINK:

Thanks [REDACTED],

I'm [REDACTED] and joining me now is [REDACTED]

INTERVIEW TWO:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

JOINING LINK

And we're out of time over to you [REDACTED]

...CUE NOW

1. Camera One

2S Presenter 1 & Guest

**LOCATION MANAGER SET
UP NEXT INTERVIEW**

3. Rostrum Camera

Pic 2:

1. Camera One

2S of Presenter 1 & Guest

**LOCATION MANAGER
PREPARE TO CUE:
REPORTER #3...**

CAMERA 4 IS NEXT...

OPENING LINK:

Thanks [REDACTED]. Well how are you feeling? This must all be a bit overwhelming? Can you tell us something about your life back then?

STORY THREE – Presenter 1: (approx 100 words)

(This section can be an interview between the guest and the presenter. Or you may just want to have your guest tell another story. Please be aware that it can only be a 2 shot or a single mid shot of the guest)

JOINING LINK:

Let's cross to our on the spot reporter who has more on this story. Who could s/he be talking to I wonder..?

...CUE NOW

4. Location Camera

2S Reporter /Interviewee

**CAMERA 1 SET UP LONG
SHOT**

**CAMERA 2 SET UP 2-SHOT
OF PRESENTER & GUEST**

**TECH PRODUCER
PREPARE RE-ENACTMENT
BACKGROUND: _____**

**VIDEO TAPE OPERATOR
PRESS BUTTON 3**

**FLOOR MANAGER
PREPARE TO CUE:
RE-ENACTMENT
PERFORMERS...**

CAMERA 3 IS NEXT...

OPENING LINK:

Thanks [REDACTED].

I'm [REDACTED] and joining me now is [REDACTED]

INTERVIEW THREE:

1. [REDACTED]

2. [REDACTED]

3. [REDACTED]

JOINING LINK:

Thanks for your time [REDACTED]. Now we have some very old footage to surprise our guest! Roll it!

...ROLL BLUESCREEN / CUE NOW

3. Camera Three

LS Presenter/actors

OPENING LINK:

(This is a blue screen section of the show. You can write a "re-enactment" of a moment of your guest life e.g.: Heroic act, early childhood story, meaningful moment)

**FLOOR MANAGER
PREPARE TO CUE:
PRESENTER...**

JOINING LINK:

...CUE NOW

CAMERA 2 IS NEXT...

2. Camera Two

2S Both Presenters

**CAMERA TWO
SLOWLY ZOOM OUT
TO A LONG SHOT**

**TECHNICAL PRODUCER
PREPARE TO ROLL
CREDITS & PRESS
'INPUT SELECT 2'**

2. & 3. Camera 2 / Credits

'Luma Key'

*[Cam 1 on Top, Cam 3 on Bottom,
press 'LUM KEY' & put T-Bar to
bottom]*

**TECHNICAL PRODUCER
ROLL CREDITS ...**

CLOSING LINK - Presenter 1 and Guest:

Wow! That was some amazing footage! Did you really do that?!

Well we've come to the end of this week's edition of **This is Your Life**. I hope you at home enjoyed the show, and we hope you **(Guest)** enjoyed reviewing your life. To help you remember these moments, here is your own copy of your life!

[hands over book]

Thank you all for watching and we'll see you again next time.

From the whole team at **This is Your Life**,

GOOD BYE / E NOHO RA

JOB TITLES – OnTV ‘This Is Your Life!’ PROGRAMME

★You can now find this sheet on the Capital E website which can be emailed directly to us!★
 Please fill in this sheet and fax it back to the OnTV Studio at Capital E
 on (04) 913 3735 / (04) 913 3744 **min 1 week before your session date**

PLEASE NOTE

1. ... Positions with a ... beside them are positions you can manage without. Please ensure you fill all the ESSENTIAL roles first, before doing the positions with a ... beside them.
2. The Location & Wardrobe Teams can be dropped if you are still short of students to fill positions.
3. The ‘This Is Your Life’ script consists of 2-3 Stories, 3 Guest Interviews & a 30sec-1min ‘reenactment’ to be performed (Max 5 performers). We recommend planning & practicing your performance pre-visit.
4. One graphic artist can do all 4 of the pictures required. Pre-prepared images should be A4 landscape format.
5. Please do not assign the children doing jobs without ... with more than one role.

SCHOOL: _____ DATE OF VISIT: _____ TEACHER BRINGING CLASS: _____

VISIT TIME: 9.30am / 12.30pm / 3.30pm CONTACT CELL #: _____

NUMBER OF STUDENTS ATTENDING: TEACHER’S EMAIL: _____

STUDIO TEAM	
PRESENTER:	_____
MAIN GUEST:	_____

LOCATION TEAM	
LOCATION MANAGER:	_____
...SET DRESSER:	_____

INTERVIEW TEAM	
REPORTER # 1:	_____
INTERVIEWEE # 1	_____
REPORTER # 2:	_____
INTERVIEWEE # 2:	_____
REPORTER # 3:	_____
INTERVIEWEE # 3:	_____
...EXTRAS: (please state which interview number)	_____

CONTROL ROOM	
DIRECTOR:	_____
VISION MIXER:	_____
...VIDEOTAPE OP.:	_____
TECHPRODUCER:	_____
SENIOR SOUND:	_____
...Asst. SOUND:	_____

‘OLD FOOTAGE’ TEAM	
ACTOR 1:	_____
ACTOR 2:	_____

STUDIO FLOOR	
FLOOR MANAGER:	_____
CAMERA 1 OPERATOR:	_____
CAMERA 2 OPERATOR:	_____
ROSTRUM/ AUTO CUE:	_____
LOCATION CAMERA:	_____

GRAPHIC ARTISTS	
...STORY ONE:	_____
...STORY TWO & THREE:	_____
...DIGITAL ARTIST:	_____

WARDROBE TEAM	
...COSTUME DESIGNER:	_____
...Asst WARDROBE:	_____
...HAIR (& MAKE UP):	_____

Special Needs: _____

Remember to arrive 15 minutes before your session

OnTV STUDIO JOB DESCRIPTIONS – Teacher’s notes for *This is Your Life*.

Below you will find a brief description of each of the roles the students will have in the ONTV Studio. It is important to allow the students as much as possible to choose their own positions. However try to ensure that there are leaders and initiators in each group. You will see roles indicated where students with particular personalities or strengths would be better placed in some positions.

The students will be given training in their chosen role on the day.

Notes:

- The emphasis for TV production is on **teamwork** – although some jobs involve more than others they are ALL equally important. The successful filming of the programme needs the input of EVERYONE!
- Some students (e.g.: artists, wardrobe and assistant sound) will complete their roles before the filming occurs and may have nothing else left to do except come to the control room, sit back, relax and watch the show as it is being made.
- Fill in the essential roles first, and then the less essential (marked with ‘...’ beside them, on the Job Title Sheet). The students assigned in the essential roles should only be assigned in one role.
- Once the roles have been decided please record the students’ names next to the job title on the Job Title sheet and **email or fax this through to Capital E a least a week prior to your visit.**

❖ Presenters/ Reporters/ Interviewees/ Performers

(Strong and confident readers are recommended).

Children need to be quite out-going as well as confident readers and speakers. There are 2 studio news presenters, one or two studio weather presenters, 2-3 location reporters, 2-6 interviewees (and 1-2 reviewers **or** 1-5 performers – ‘Wake Up New Zealand’ magazine only).

The Assistant Weather Presenter works very closely with the Weather Presenter to prepare the script and learn the locations in the report. The assistant can assist in the delivery of the script (either on camera - by pointing to the places mentioned in the script or off camera – by holding the published script up beside the camera for the Presenter to read.)

If you have chosen the ‘Wake Up New Zealand’ magazine option; up to five performers can provide a small pre-planned and practiced performance of up to 2 minutes to vary the show’s content. Drama, singing, dancing, kapa haka and comedy are all suitable. However, planning and practice are very important to ensure students are confident and sure of their part of the show.

❖ Graphic/Digital Artists

(Students with good artistic and time management skills).

Each story needs a picture in landscape format to go with it. Children who are artistic and like drawing/creating will enjoy this role. The pictures need to match each story.

The Digital Artist requires sound computer skills as well as creative flair. The Digital Artist is a good person to assign the school or class logo that can be displayed at the beginning of the programme. Alternatively this can be done before you come to the studio if you prefer. Once the pictures are drawn or printed, the Artists can watch the rehearsals and recording in the control room – they get to see both sides of the production happening.

❖ **Location Team**

(Students with strong organisational skills and good concentration).

The **Location Manager** and **Set Dresser** need to have strong organisational skills, and must be able to maintain concentration while the rehearsals and filming occur to ensure that the correct props, background and reporters are in position at the right times. The Location Manager wears headphones and works closely with organizing others and watching the Interview/Review/Performance Teams practise and during the show, cueing them as instructed by the Director. The Set Dresser also wears headphones so s/he can follow the Director's instructions and get the set ready at the correct times. This role involves decorating the location set with pictures, chairs, flowers, props etc. and the person in this role needs to be good at listening to and following instructions from the control room.

❖ **Director**

(Student with a strong personality able to take control, read well and speak clearly to lead a team).

The Director is in charge of making the TV programme. Based in the control room s/he will read the camera shots from the script, using a microphone to pass all instructions for the studio floor to the Floor Manager and the Camera Operators. Each of the 4 cameras is linked to a monitor (TV) in the control room. The Director uses these 4 monitors to help the Camera Operators get their camera shots ready in advance.

❖ **Vision Mixer**

(Student with the confidence to use technical equipment and has a long concentration span).

The Vision Mixer controls the cameras and makes sure we see the right thing at the right time. S/he is based on the vision-mixing desk in the control room. S/he must have the ability to follow the script reading slightly ahead to see which camera is needed next. Careful thought is required to find just the right student.

❖ **Senior Sound**

(Student with the confidence to use technical equipment and to be alert to anticipate changes quickly.)

The Senior Sound Operator makes sure we are hearing the right microphone at the right time. S/he operates the Sound Desk by turning up the different levels which are connected to the different microphones.

The **Sound Assistant** connects the microphones to the Presenters and tests they are working using the Sound Desk. S/he teaches everyone how to use and care for their equipment and is responsible for putting away the gear once recording has finished. S/he also remains in the studio during rehearsing and recording with headphones on, to solve any problems that may occur for the Senior Sound Operator.

❖ Videotape Operator

(Student interested in a technical role that is not too complex.... Ability to concentrate is helpful).

The Videotape Operator works in the control room and is responsible for choosing the starting sequence for the show. During the recording of the show s/he have to press some buttons and is also responsible for recording the copy of the programme to DVD which the class will take back to school with them.

❖ Technical Producer

(Student with good ICT skill. Ability to concentrate is required).

The Technical Producer needs to be confident using a computer and a competent speller, as the job involves entering the class's names into the end credit list. They are also in charge of organising and playing the weather and any location backgrounds using the Blue Screen. Once the credit list is rendered, and the weather is prepared s/he needs to concentrate during the rehearsals and filming and control the timing of the weather and credit roll towards the end of the programme.

❖ Floor Manager

(Student able to quickly relay all the Director's instructions and must have good time management, organization and leadership skills).

The Floor Manager is based in the actual studio. S/he is the Director's contact with everyone else on the studio floor, receiving instructions through headphones from the Director, which need to be relayed to the relevant people on the studio floor. S/he is responsible for organizing and watching the presenters practise and for cueing them as instructed by the Director. The F.M keeps an eye on the time and informs the rest of the cast and crew.

❖ Camera Operators (includes the Rostrum and Location Camera Operators)

(Students able to follow instructions quickly and efficiently).

The Camera Operators take orders from the Director through the headphones as well as listening carefully to the Floor Manager. They will need to be familiar with the script to see what their next camera shot is to be.

The **Rostrum Camera Operator** ensures the pictures done by the Graphic Artists are in place. They also operate the Autocue if it is required by the "old footage" performers. All Camera Operators need to listen carefully in their headsets and are primarily responsible for getting shots ready and checking that their cameras are correctly focused. (The Director can also help each operator to do this).

❖ Wardrobe Team

(Students with creative flair, good communication and organisation skills).

The Wardrobe team is responsible for dressing the presenters, reporters, interviewees, performers and reviewers. It is the **Costume Designer's** job to ensure that each person looks his or her best and select clothing that is appropriate to the script and the type of programme being made. The **Wardrobe Assistant** works with the Costume Designer to draw up clothing design plan sheets. If the class wishes to bring their own make up and cleansers, the **Make-Up Artist** may apply these and do hairstyling, allocate wigs etc. At the end of the recording all the costumes and props need to be gathered back from all the Presenters, then hung neatly and put away ready for the next production.