The stories in each block are numbered in order of their sequence in the block. When the producer has the rundown set, he or she will freeze the page numbers. This means that if page A9 corresponds with the JAIL LEVY story, then JAIL LEVY will remain at page A9 even if the story gets moved up or down in the rundown. This is important because once the page numbers are frozen, the tech director can name the video clips based on their page number and story slugs. Note: once the page numbers are frozen, the producer will only change story order in case of emergency.

**STORY SLUG**

The story slug is the story’s name on the rundown. It is a 1-3 word name that concisely explains the point of the story. The story slug gets used in a lot of places in the newscast. All media associated with the story (videos and OTS or full screen graphics) are titled with the story slug.

**SEGMENTS**

This column describes what type of story each line is. The segment will be one of the following: reader (RDR), VO, SOT, or package (PKG).

A *reader* (abbreviated as RDR) is a story that the anchor reads and remains on camera throughout. Readers only need one line on the rundown.
A voice-over (or VO) is a story that involves the anchor reading part (or all) of the story off camera over video or graphics.

VOs often start with an on-camera intro followed by the VO. Sometimes the VO ends with an on-camera anchor tag. A VO that does not have an on-camera intro is called a cold VO.

Even though VOs can involve on-camera elements in addition to video, VOs only need one line on the rundown.

A voice-over/SOT (or VOSOT) is a VO with an additional sound on tape, or SOT. VOSOTs often start with an on-camera intro followed by the VO, followed by the SOT.

Sometimes the VOSOT ends with an on-camera anchor tag. A VOSOT that does not have an on-camera intro is called a cold VOSOT.

VOSOTs are formatted as two video clips. The first video clip is just VO b-roll video. The second clip begins with the SOT and ends with more VO b-roll. Even if the show is scripted to go directly from the SOT to an on-camera tag, always put extra VO at the end of the clip for padding.

VOSOTs need two lines on the rundown. The first line is for the initial VO and the second line is for the SOT. The entire script, including the intro, the VO, the SOT, any further VO, and the tag, goes in the script for the VO on the first line of the story.

A package (abbreviated as PKG) is a self-contained story that runs as a video clip through the switcher. Packages usually have an on-camera anchor intro and often have an on-camera anchor tag.
Packages need three lines on the rundown: one for the on-camera intro, one for the package, and one for the on-camera tag. (Note: if the producer elects not to have an on-camera tag, the package would only need two lines.) The script for the entire story, including the intro, the package script, and the tag, goes in the script for the intro on the first line of the story.

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</tr>
</thead>
<tbody>
<tr>
<td>B9</td>
<td>UOPD GUNS INTRO</td>
<td>RDR</td>
<td>JV</td>
<td>3</td>
<td>OTS L</td>
</tr>
<tr>
<td>B10</td>
<td>UOPD GUNS</td>
<td>PKG</td>
<td>00:01:38</td>
<td>00:00:00</td>
<td>12:15:14 PM</td>
</tr>
<tr>
<td>B11</td>
<td>UOPD GUNS TAG</td>
<td>RDR</td>
<td>JV</td>
<td>3</td>
<td>00:00:10</td>
</tr>
</tbody>
</table>

**TALENT**

The initials of the anchor or reporter reading the story go in this column. The talent column for packages and SOTs should be left blank. If it is a two-, three-, or four-shot, include the initials of all on-camera talent.

**CAMERA**

This column indicates which camera is used for the story. The camera column for packages and SOTs should remain blank.

**GRAPHICS**

If the story has a graphic associated with it, this column indicates the graphic type and placement.

If the graphic is an over-the-shoulder, or OTS, the graphics column will show OTS R for an OTS on screen right or OTS L for an OTS on screen left.

OTS titles match slug titles, so when the tech director is setting up graphics in the switcher he or she will pull the OTS graphic called Tuition Hearing Left for this story.

<p>| | | | | | |</p>
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</thead>
<tbody>
<tr>
<td>B4</td>
<td>TUITION HEARING INTRO</td>
<td>RDR</td>
<td>JV</td>
<td>3</td>
<td>OTS L</td>
</tr>
</tbody>
</table>

If the graphic is a lower third, the graphics column will show LT with the initials of the person to indicate that it is a lower third.
For example, LT – JV would indicate a single name lower third for John Vincent and LT – JV/SH would indicate a double name lower third for John Vincent and Susie Howard.

<table>
<thead>
<tr>
<th>A3</th>
<th>Hello</th>
<th>RDR</th>
<th>JV,SH</th>
<th>2</th>
<th>LT JV/SH</th>
<th>00:00:07</th>
<th>00:00:06</th>
<th>12:00:17 PM</th>
<th>12:02:14 PM</th>
</tr>
</thead>
</table>

If the graphic is a full screen graphic, the graphics column will show FS to indicate that there is a full screen graphic.

Full screen graphics are often maps, photos, or text. To indicate what full screen graphic to use, the graphic column will show FS with a brief description of the graphic (ex. FS – EUG map or FS – mug shot or FS – legislation text).

### EST. DURATION

Est. Duration stands for Estimated Duration. These numbers reflect how much time the producer wants to allocate to each line. The producer enters these values manually.

### ACTUAL

These numbers reflect the calculated time of the script based on the read rate set for each anchor. Rundown Creator calculates these values and they cannot be changed manually.

### FRONT TIME

This time reflects the time each segment will start based on the show’s start time and the segment lengths in the Actual column.

### BACK TIME

This reflects the suggested time that each segment should start for the broadcast to end on time. It is based on the show’s end time and the segment lengths in the Actual column. “Back time” refers to counting backwards from the end of the show to determine how much time the content will fill.