DIRECTOR

The director is responsible for calling the show and making sure that the tech director knows which videos and cameras to take, the camera operators know which shots to set up, the floor director knows time cues and instructions from the production booth, and that the producers know how the show is running and how much time is left in the broadcast.

BEFORE THE SHOW

1. Make sure that the producer has ensured that all videos and graphics are on the server and in the formatted correctly. As necessary, help the producer make changes to graphics and videos to ensure that all media is in the correct format.

2. When the final rundown is set, go over it with the producer. Make sure that all cameras are set correctly, all video types are correctly labeled in the segment column of the rundown, and that all graphics are indicated on the rundown. Help the producer make changes as necessary.

3. Help the tech director rename videos as necessary, import all videos and graphics from the server onto the switcher, and organize them in the switcher to match the rundown.

4. Make sure all camera operators know which anchor they are responsible for framing. Help them set up their centered anchor shots as well as their OTS shots. From the production booth, direct camera operators to zoom, move, and white balance their cameras as necessary to set their shots before the show.

5. Make sure the tech director, floor director, audio technician, and camera operators all know what verbal show cues you will give during the broadcast and what they mean.

6. If using a printed script, remove any blank pages from the script so that during the show, you will only have the pages you need.

7. During the run-through, call the show as if it is live. Follow along with the script and the rundown to anticipate what the next few steps in the show will be. Communicate these steps to the crew.

8. Keep in constant communication with the producer to troubleshoot any problems with the rundown or changes that the producer may need to make.

9. Make sure that all talent and crew are in place five minutes before show time.

DURING THE SHOW

1. At five minutes to show time, start giving time cues to the talent and the crew. ("Two minutes to show... Ninety seconds... One minute to show... Thirty seconds to show... fifteen... live in ten... standby to fade up to camera two from black in three, two, one, go...")

2. Follow along with the script and the rundown to call all camera and video source changes during the show. "Standby camera/video/break" lets the tech director and the rest of the crew know what is coming up. "Take camera/video/break" lets the tech director and the rest of the crew know what is live.

3. Direct camera operators when to change their camera shots to frame from and OTS shot to a centered shot and vice versa.

4. When packages or breaks are rolling, announce how much time is left before the anchors are back on camera. ("Two minutes away from camera three... ninety seconds... one minute away... thirty seconds away... fifteen seconds... standby camera three in ten... five...take camera three.")

5. During breaks and packages, make sure the tech director knows what his or her next few moves are so that he or she can anticipate the next few switches. Use this time to communicate with producers and announce any changes to the crew.

6. Keep track of how much time is left in the show. Make sure the producer, floor director, and talent all know how much time is left. ("Two minutes in show... minute left in the show...thirty seconds in show...ten seconds in show...out in five, four, three, two, one, clear.")

7. Throughout the show, communicate with the producer. If the producer makes any changes to the rundown, immediately communicate those changes to the crew. This is especially important if videos get dropped from the show or if stories get added.

AFTER THE SHOW

1. Debrief with the cast and crew.

2. Make production show notes for the rest of the crew to go over at the next meeting.

3. Make sure studio is normalized.