

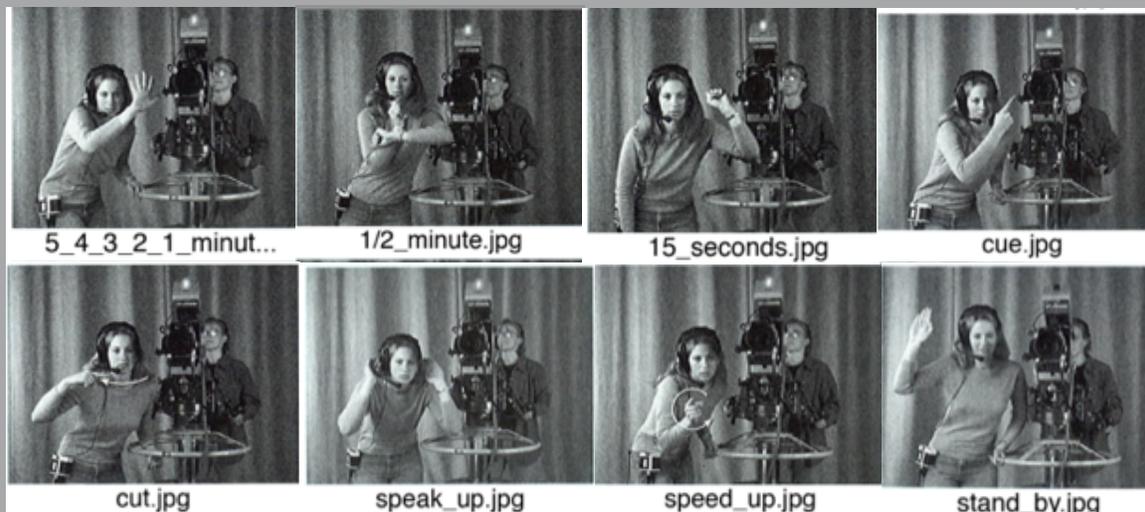
FLOOR DIRECTOR

The floor director is in charge of all activities on the studio floor. He or she directs talent, relays director's cues to talent, and supervises floor personnel.

BEFORE THE SHOW

1. Get a rundown from the director so you can anticipate talent and camera traffic.
2. Before the run-through, go over all hand cues and verbal cues with the talent so they know what to expect during the live broadcast. During any run-throughs, deliver all cues as if on air.
3. Have director look at the set before fine-tuning the lighting as necessary. Make sure that the teleprompter works and that the font size large enough.
4. Position yourself so you can see the talent's eyes. Do not cue on your own, even if you think the director missed a cue. Keep talent cool and out of lights if there is a long interruption. Reassure them that they are doing a good job.

HAND SIGNALS



1. When the director says, "Ready Camera 1," give the talent on camera 1 a standby signal. When the director says, "Take Camera 1," give the talent on camera 1 the cue signal.

2. During commercial breaks or packages, the director will tell the floor director how much time is left in the break or the package. The floor director will relay these time cues to the talent. This can be done verbally up until the cue to standby, but the signal to cue the talent to air must be a silent hand signal.

DURING THE SHOW

1. Cue the talent as directed by the director. Refer to the hand cues guide for all necessary cues.
2. Make sure that the talent knows where on the set they are supposed to be at all times. Help talent put on microphones or switch positions during breaks.
3. Make sure that nobody enters or leaves the studio during the live broadcast.
4. Help communicate camera movements to camera operators.

AFTER THE SHOW

1. Debrief with the cast and crew.
2. Assist in striking the set as necessary.



UNIVERSITY OF
OREGON

School of Journalism
and Communication