**BROADCASTING INSTRUCTIONAL COLLATERAL BY WEEK**

**Printable Collateral Key:** WE HAVE PROVIDED THIS FOR YOU

YOU WILL NEED TO GENERATE THIS YOURSELF

**WEEK 1**

**DAY 1**

Video - BC W1 Overview

Video - BC W1 D1

Types of News Segment Refresher

**DAY 2**

Video - BC W1 D2

Job descriptions handout

Production scheduling versions 1, 2, 3

Rotation scheduling for monthly schedule

**DAY 3**

Video - BC W1 D3

Submitting a Segment Flow of the Newsroom

Segment Evaluation Sheet

**DAY 4**

Video - BC W1 D4

**DAY 5**

Video - BC W1 D5

**WEEK 2**

**DAY 1**

Video - BC W2 Overview

Video - BC W2 D1

Story Focus Statement

Story Intro Organizer (Anchor Information)

**DAY 2**

Video - BC W2 D2

Anchors I Weigh

What We Look For In An Anchor

**DAY 3**

Video - BC W2 D3

Audition Scripts

Peer Evaluation Sheets for Anchor Evaluations - THIS WILL BE CREATED BASED ON THE

ANCHORS I WEIGH CRITERIA AND WHAT WE LOOK FOR IN AN ANCHOR

Anchor Evaluation Sheet for the Instructor - THIS WILL BE CREATED BASED ON THE

ANCHORS I WEIGH CRITERIA AND WHAT WE LOOK FOR IN AN ANCHOR

**DAY 4**

Video - BC W2 D4

Suggested Anchors and Back-Ups

Segment Tracking Form

**DAY 5**

Video - BC W2 D5

Accountability Planner

Segment Planning Form

**WEEK 3**

**DAY 1**

Video - BC W3 Overview

Video - BC W3 D1

**DAY 2**

Video - BC W3 D2

Shot List

Interview Planners

**DAY 3**

Video - BC W3 D3

**DAY 4**

Video - BC W3 D4

Stand-Ups Lead Sheet

Voiceover Rules

**DAY 5**

Video - BC W3 D5

Equipment Checkout

Equipment Permission

**WEEK 4**

**DAY 1**

Video - BC W4 Overview

Video - BC W4 D1

Accountability Planners

Daily Tasks While Shooting

**DAY 2**

Video - BC W4 D2

Show Stack Sheet

**DAY 3**

Video - BC W4 D3

**DAY 4**

Video - BC W4 D4

**DAY 5**

Video - BC W4 D5

**WEEK 5**

**DAY 1**

Video - BC W5 Overview

Video - BC W5 D1

Segment Storyboard

Stylebook

**DAY 2**

Video - BC W5 D2

Show Stack Sheet

**DAY 3**

Video - BC W5 D3

**DAY 4**

Video - BC W5 D4

Segment Evaluation Rubric

**DAY 5**

Video - BC W5 D5

Peer Evaluation

**WEEK 6**

**DAY 1**

Video - BC W6 Overview

Video - BC W6 D1

What Does Good Editing Look Like?

Broadcast Style Guide

**DAY 2**

Video - BC W6 D2

Show Stack Sheet - INCLUDED IN WEEK FIVE DAY 2

**DAY 3**

Video - BC W6 D3

Prod Day Assignments - on rotation schedule

**DAY 4**

Video - BC W6 D4

**DAY 5**

Video - BC W6 D5