**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