WDHS Announcements

Department Responsibilities

Camera		
Setup	Shooting	Wrap
- Make sure the stage is set - Check the headsets work - Monitor headset - Adjust tripods - Remove lens caps - Be sure camera wire is straight	- Follow directions from the control room and director - Shoot - Don't sit down	- Lock tripod - Replace lens cap - Don't turn off cameras

Control Room		
Setup	Shooting	Wrap
- Turn on cameras - Prep graphics and backgrounds - Turn on house monitors	- Record broadcast - Direct cameras through the headset - Switch between cameras - Lay in graphics	- Turn off cameras - Turn off house monitors

Direction		
Setup	Shooting	Wrap
- Distribute scripts - Prep talent - Time out broadcast - Check on other departments	- Count in and out - Turn off house lights - Decide if we need a retake	- Announce "We're clear" - Dispose of scripts

WDHS Announcements

Department Responsibilities

Lighting		
Setup	Shooting	Wrap
• Turn on both lighting boards • Adjust levels and colors	• Watch monitors • Adjust when necessary	• Turn off lights and lighting boards

Production		
Setup	Shooting	Wrap
• Announce time for first shot • Keep every department on schedule	• Watch broadcast • Decide if we need a retake	• Turn in crew log • Make sure every department wraps

Sound		
Setup	Shooting	Wrap
• Unpack mics • Connect mics • Test levels • Put mics on talent	• Monitor sound board • Adjust levels live	• Pack up mics

Talent		
Setup	Shooting	Wrap
• Read through script • Learn to pronounce difficult words • Decide who says what	• Perform	• Dispose of scripts • Clear stage