

Channel 17/ Town Meeting TV

Channel 17 Field Producer Responsibilities

As Channel 17 field producers you are the public face of Channel 17. You also serve as the eyes and ears of the many viewers who are unable to attend public meetings. With your good work, you create viewable and audible programs and create a public record of important meetings in our region. To accomplish this, your fellow Channel 17 staff people will provide you with the training you need to become an expert community field producer. The following detailed information will help you to be in charge of your own learning curve.

Consider the following information as necessary for you to produce watchable community programming for Channel 17 viewers!

1. Look over the monthly schedule and confirm your assignments. **Know what is expected** of you to create a good program.
2. On the day of the assignment **confirm** the meeting **TIME** and **LOCATION** with the appropriate municipal offices. Also confirm the nature of the event (how many speakers, podium etc) and what you will need to record it properly, shotgun, mixer, tripods, lights etc.
3. Allow **ample time** (generally an hour for full set up) before the meeting or event is to start. This gives you time to test equipment, room set up, ambient noise and **TROUBLESHOOT** solutions **BEFORE** you begin recording.
4. Make sure you have **documentation** of the event/meeting: Handouts, agenda, names of all speakers etc.
5. Use the camera clock to time meetings and record **ACCURATE times** on the agenda. Note any technical issues that will need to be handled in post production.
6. **Include any relevant information** that should be included in post-production such as **WEB SITES** mentioned, locations for **MORE INFORMATION** etc. Anything a viewer at home might wonder about while they are watching your program on television.
7. Record the **TOTAL TIME** of the event on

CCTV was started in 1984 to push for public access to cable television in and around Chittenden County, Vermont. Because of the determined work of a handful of community activists, there are now 25 access centers operating 43 public, educational and government (PEG) access channels throughout the state. Channel 17/ Town Meeting TV is one of four PEG access "centers" operating in and around Burlington, S. Burlington, Essex, Essex Junction, Winooski, Williston, Colchester and St George.

Channel 17 defines "government access" broadly to include public and government voices. We produce more than 100 hours of new TV every month, now seen on Comcast, Burlington Telecom and through our website: www.cctv.org and www.channel7.org. Channel 17 is run by a board of Trustees from each of our member communities and is operated by the staff of the Center for Media & Democracy--which also operates CCTV Productions, CCTV

your agenda/flyer as well as the Firestore # used.

8. **Return equipment directly** after the event unless arrangements have been made previously with Rob, Tuija or Geoff. Be sure that equipment is returned completely, cables are coiled, mics and headphones are returned to their proper homes. If you **DO NOT** want to return equipment at night, you **MUST** make arrangements ahead of time.

9. **Record your hours immediately** on your timesheet. Make sure to turn in your timesheets to Rob **BEFORE** the last day of the month. If Sarah does not receive your time sheet before the “pay dates” (check with her for this list if you do not have it) you will not be paid until the end of the following month.

10. Field producers are expected to **be organized, prompt, agreeable, responsible, direct and neatly dressed**. Your name will be credited for all tapes you turn in. It is incumbent upon you to create a product that can be watched, heard and that you are proud to have your name on.

The Post-Production Team will benefit from your attention to the following additional details: We recommend **HIGHLY** that **ALL** Field Producers spend some time learning about what happens to your tapes when you drop them off with us. You may be interested in learning to produce these programs as well and it will help us immensely if you schedule time to learn about this process.

All Meetings and Events are finished with Full page Intro titles, Agenda Titles, Subtitles, and Public Service announcements. In addition we also produce many edited programs for airing on Channel 17.

FIRESTORE NOTES:

- Always take a Firestore when available. Firestore’s are prioritized for **MEETINGS**.
- Write down the firestore number on your agenda or documentation
- Be ready and don’t forget to start recording **BOTH** to tape and firestore at the beginning of the meeting. If you do miss some of the meeting, write down how much you missed and if it was due to a technical error **REPORT IT**.
- These are **DELICATE** tools. Handle all cables and connections **VERY** carefully.
- Connect all cables to cameras and the wall **BEFORE** turning on.

GENERAL AUDIO NOTES:

- **ALWAYS** have **HEADPHONES** and use them to monitor sound
- Usually the **AUTO** setting works well for recording audio, but you must use your judgment and troubleshoot if this is not the case for your situation.
- Turn the shotgun **UP** and **DOWN** as needed. It adds an unnecessary hum when left on constantly and is difficult to deal with in post production.
- Set up the mixer close to the camera so that you can monitor levels and adjust as needed. (Think of your Audio stream like this: Microphones **CLOSE** to speakers,

People will **CHANGE** the channel if they can’t hear or understand what is being said. People who watch our channel **WANT** to hear what is being said.

Mics into mixer, levels controlled at mixer, mixer OUT level adjusted to a mean level, camera level on AUTO.)

- USE a SHOTGUN MIC when you are recording audience talk.
- If you DO have audio problems, TELL SOMEONE, write a note, send an email or call in your issues.

GENERAL VIDEO NOTES:

- Locate your camera in a position to record the action clearly and interestingly. Don't leave people at home wondering about something outside the frame.
- Be aware of ALL the manual settings on your camera.
- ALWAYS white balance in each location you visit.
- Know how to use the MANUAL focus. Use it.
- Often the Auto Iris works well, but be aware of how the manual iris works if you need to use it to adjust for backlight, power points, etc.

OTHER ITEMS TO KNOW:

- Record ONLY 3 hours, even though the tape will run for 3hours 6 minutes!
- Note when you make tape changes during a meeting and try to time this with a break or good stopping point.
- Know how to reset your cameras counter. If you DO not know, ASK.
- ALWAYS return the tripod shoe to the tripod. Nothing worse than getting to a shoot and having to HAND HOLD the camera because you can't use the tripod. Return camera plate to camera bag.
- Always set up used BATERIES to recharge when you are done.
- Mark up your agenda CLEARLY with times, postponed items, special notes etc.
- Write down the TOTAL TIME of your meeting or event so that we can begin scheduling before post production.
- We have an air date notification system for interested persons. Write down EMAILS clearly and we will let them know when the event will air on television.
- DO NOT RECORD BREAKS.
- Make sure of the tape lengths. We have some shorter tape stock, so LOOK before you put the tape in the camera.
- ALWAYS REPORT ANY TECHINICAL PROBLEMS OR MALFUNTIONS. Use the bright pink sheets available in the equipment room.

Here are a variety of terms that will help you do your job better! During your time as a Channel 17 field producer you will and should learn the meanings of these terms and how to use them to create great video productions for television. **THANKS FOR ALL OF YOUR HARD WORK AND ATTENTION. IT MAKES A BIG DIFFERENCE TO OUR VIEWERS!**

White Balance

Zebra Stripes

Background Noise

LCD Screen

Hot spots

Framing

One Shot

Headroom

Tripod

Establishing shot

Iris

Gain

Backlit

Shotgun

Sound Levels

Production values

Headphones

Panning

Rule of thirds

Zoom