

Order of production for FOX 61 news stories

THE SHOOT

1. Be on time, or be early.
2. Check in with your contact and introduce yourself around.
3. USE A TRIPOD.
4. If possible, do your interviews first. This will give you the info you need to write the **VO** for your story. This info will also help you get all the **B-roll** (cover shots) you'll need.
5. USE A TRIPOD.
6. Do your **B-roll** in an orderly fashion (*3 shots for every one shot you think you need.*) And keep quiet while you're shooting in case you want to use the **NAT SOT**.
7. USE A TRIPOD.
8. Pick a nice place to do your **stand up** and watch your framing and lighting.
9. Do both a **bridge** and a **close** so you'll have a choice when you're editing. Make the stand ups short. Do them several times. Always USE A TRIPOD for this. Hold still for at least 5 seconds before and after the **stand up**. And it wouldn't kill you to begin with "3,2,1, pause," then say your lines.
10. If you're at an event, pick up any printed materials offered (press releases, brochures, fact sheets). Get statistics and sources if appropriate. Get a phone number to call if you need more information after the event.
11. Get correct names, dates, locations, and titles. Spelling counts.

VIEWING RAW TAPES

1. Watch and log your tapes at the same time. This saves time.
2. Listen to your **sound bites** and write them down word-for-word.
3. Time the **sound bites** you might use EXACTLY to the second. Write the times on the log sheet next to the **SOT**.
4. Mark the great shots as you log so they'll be easy to find when you start editing.
5. **Be mindful of the :50 second rule.**

