



Regional 2020-2021 Contest Catalog

AUDIO/RADIO PRODUCTION (Virtual)

Contest Description

This contest is open to active SkillsUSA members enrolled in Career and Technical Education (CTE) Audio/Radio Production programs. Teams of two students will produce (plan, write, voice, record, edit, render, etc.) a 5-minute radio production such as a PSA, NPR-style soundscape, sound-rich/NPR style news story, sound & interview only news story, etc. A 30 Second Ad Spot will also be produced and inserted into the production. The completed production requires students to demonstrate their ability to plan a project that meets a specific prompt & run time; gather, edit and mix a variety of audio sources; and finally, render the completed project to a specified audio file. Contest entrants are required to submit an individually personalized resume. A 100 question multiple-choice written test on Audio/Radio terminology, history and production techniques will be given at the Regional level. **This contest is NOT a live event and will be conducted ONLINE via the SkillsUSA CA website.**

Regional Competition

Important Notes for SkillsUSA CA Contestants

Please read the guidelines below for the Regional competition and review the published SkillsUSA requirements for student resumes. **SkillsUSA Attire and Team Interviews are not required for Regionals.** Each team is responsible for a properly formatted upload submission with a project file, all needed materials and personalized individual resumes in a Team Number labeled PDF Notebook. **All contest requirements are completed in advance of the judging dates and uploaded on a given submission date to your offsite providers. There will be no entries or uploads accepted outside of the contest deadlines.**

Demonstration Videos and resumes must be submitted to SkillsUSA California by January 30, 2021.

The contest prompt will be posted by Friday, December 4th.

FAILURE TO COMPLY WITH CONTEST RULES & GUIDELINES WILL RESULT IN DISQUALIFICATION

All SkillsUSA California contest projects are subject to change due to any unforeseen facility, staffing or site-related issues. Please use these materials as a reference to prepare students for the potential contest project. SkillsUSA California regional and state contest projects are developed by state technical committee members to align with the national technical standards.



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All winners of the competition at the Regional level will be required to review and follow all SkillsUSA CA contest rules and standards.

Documents

Contest Considerations - Regional (2021)

Contest Guidelines Regional (2021)

Contest Score Sheet

Contest Example Forms

Prompt Release TBD

Materials Supplied by SkillsUSA CA

1. Contest Considerations, Guidelines, Score Sheet, Example Forms and Prompt for the production
2. A Contest Entry Form Supplied on the SkillsUSA CA Website
3. A 100 question multiple-choice written test

Student Materials List

1. All materials and equipment needed to complete your contest submission
2. Completed Audio and Video project files will be uploaded to your offsite providers (Vimeo, Google, YouTube, Drop Box, etc.) A link from your contest team will be provided to SkillsUSA CA on the Contest Entry form. Please double check your submission and the link before making your form entries. All entries are final.
3. One-page, typed, resume from all team members to be submitted to the judges
4. Any additional file submissions necessary to complete the contest requirements
5. **Please read, sign and return the Contest Considerations sheet with submissions**

Note: Continue to check the Contest Information / Updates page on the SkillsUSA CA website:

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www.skillsusaca.org

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**SkillsUSA California
Audio/Radio Production
2021 Regional Contest Guidelines (Virtual)**

PURPOSE

To evaluate each contestant's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of Audio/Radio production.

Contest Clothing Notes for Virtual Competitions Only:

- **Official SkillsUSA Competition Clothing recommended but NOT required**

Contestant clothing options include the following:

- Official Competition Clothing
 - Trade Appropriate Clothing
 - Professional Dress
 - Business Casual
- Clothing must meet industry safety standards
 - No identification of the contestant, school or state is allowed on clothing
 - No offensive, vulgar or inappropriate images or text are allowed on contestants clothing
 - No shorts or sleeveless shirts are allowed
 - Skirts must be at least knee-length
 - Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19
 - Scoring deductions may only be given and/or disqualification of contestant if clothing safety standards are not met

These regulations refer to clothing pictured and described at: www.skillsusastore.org

If you have questions about clothing or other logo items, call 1-888-501-2183.

ELIGIBILITY

Open to a team of two active SkillsUSA members enrolled in career and technology programs with Audio/Radio production as an occupational objective.

MATERIALS NEEDED

Supplied by the SkillsUSA CA Technical Committee:

Contest Prompts, Contest Examples, Contest Guidelines and Contest Consideration forms

Supplied by the Contestants:

- a. A Team Number labeled Virtual Production Notebook* with a cover page
- b. All team competitors must create an individually personalized one-page resume submitted inside the virtual production notebook. Failure to do so will result in a penalty
- c. Talent Release forms for actors and interviewees submitted inside the virtual notebook
- d. Music Releases, License information and Copyright forms for all sounds and/or music used are also submitted inside the virtual production notebook
- e. An offsite provider to upload the entire final audio project to on the submission date
- f. Any and all computers, Internet, audio equipment and software needed** to complete the final project submission for proper format uploaded to the team's offsite provider

SCOPE OF THE CONTEST

This contest for SkillsUSA CA will emulate the National SkillsUSA Technical Standards. The contest includes an assignment to produce a final virtual project as determined by the contest Technical Committee. Each team will be comprised of two student members from the same school and same division, one specializing in Radio and the other in Audio Production.

This contest has four portions: A Virtual Production Notebook* assignment to be completed in teams of two people, a 5-minute NPR-style newscast that will be recorded including a :30 second ad spot, an individually personalized resume for each team member is required and a 100 question industry-based written test*** taken by each team member for this Regional competition. The two test results will be averaged together to create points on the score sheet.

NEWSCAST SCRIPT

Contestants will create typed scripts detailing their plans for the skill performance newscast. Scripts must match the produced newscast. A digital copy of the script must be included in the virtual production notebook submitted by the deadline.

Note for Virtual Competitions: Contestants may not be required to perform all the standards and competencies listed in this section. However, contestants should be prepared to perform various components in all areas. Prior to the competition, the Technical Committee may determine which standards and competencies contestants will be perform for the virtual contests. The Technical Committee will determine if additional information is needed for contestants prior to the competition. These changes will be posted on the SkillsUSA CA website as contest updates at: www.skillsusaca.org

SKILLS CONTEST GUIDELINES

1. Each contestant will work within their team and talent/interviewees to produce their project.
No Advisors or outside help are allowed to participate in project production
2. Teams will be provided with the prompts in advance of the Regional competition. Teams will plan, write, voice record, edit, compile, etc. a completed 5-minute radio production such as a PSA, NPR-style soundscape, sound rich news story, sound and interview only news story, etc. for contest submission. The final script must be provided inside the virtual production notebook
3. Audio, sound effects, interviews, music tracks, etc. may be included to convey the assigned theme. Pre-recorded music may be used if a **mandatory** license agreement is included within the virtual production notebook
4. The 5-minute production must include a :30 second ad spot featuring sponsorship information which will be provided along with the prompt in advance of the Regional contest date
5. A verbal slate with project title and Team Number are **mandatory** and located ahead of project content. The slate will be :05 seconds in duration followed by :05 seconds of Black/Silence. Slates are excluded from the total running time. **No schools or real student names** can be used during slates or project content
6. All teams must submit their completed written information entries in a Team Number labeled Virtual Production Notebook* including a Team Number cover sheet, resume and script
7. Other mandatory items included in the virtual production notebook are all releases, license agreements and a signed Contest Considerations form by each team member*
8. The finished audio project is submitted (along with any other files) by uploading the finished .wav or .aiff file in the proper format and standard stereo levels on the given submission date to your offsite provider

9. A link to the uploaded materials will be provided to the SkillsUSA CA website for the judges to download or stream. Make sure to fill out the contest entry form at the SkillsUSA CA website
10. **There will be no entries or uploads accepted outside of the contest deadlines**

SCORING

Will focus on:

- a. Professional-grade audio/radio production based on the National SkillsUSA Technical Standards
- b. Quality of the audio and editing
- c. Conveyance of the subject, theme and information to the listener
- d. Writing, creativity and understanding of the main script & ad prompts
- e. Organization and completeness of the Team Number labeled Virtual Production Notebook*
- f. A 100 question written test***
- g. Ability to follow all instructions posted for this contest

SUBMISSIONS

1. All completed written contest entries must be submitted in a Team Number labeled Virtual Production Notebook* with a cover sheet and contents as indicated below. Also enclose resumes and signed Contest Consideration sheets in the virtual notebook
2. All entries must be submitted by the posted deadline date for the Regional contest. All entries are final and there are no exceptions. All entries become the property of SkillsUSA CA
3. Make sure all submissions playback properly after uploading and that all information is valid before any submissions are made to SkillsUSA CA. Also post the contest submission links to the SkillsUSA CA website for proper screening and judging of all entries
4. Failure to meet requirements or make virtual production notebook submissions above will result in loss of points or disqualification
5. **No team interviews by judges will be necessary for Regional virtual competition**

* VIRTUAL PRODUCTION NOTEBOOK REQUIREMENTS

The Virtual Production Notebook must contain ALL of the following:

1. Logline: Ability to capture what your production is about in a sentence or two
2. Screenplay: Actual story or script in the proper format
3. Talent Release forms
4. Music License forms
5. Licensing/Copyright forms
6. Individual resumes
7. Signed Contest Consideration sheets

FAILURE TO COMPLY WITH CONTEST GUIDELINES WILL RESULT IN DISQUALIFICATION.

** EQUIPMENT SUGGESTIONS

- Suitable location and power to edit final product
- Surge-protected power strip
- Audio equipment, batteries, cables and connectors
- Portable digital audio recorder with removable recording media
- Microphone(s) with audio cable or wireless
- Method of importing digital audio from field recorder to editing system
- Audio editing software/system (use of laptops is strongly encouraged)
- Writing instrument (pen, pencil, marker, etc.)
- Ample memory storage (USB flash drives, SSD, Hard Drive, etc.)

**** EQUIPMENT SUGGESTIONS Continued...**

- Scratch paper for notes
- Headphones (not ear buds)
- Word Processing software package
- Internet Capability

***** WRITTEN TEST REFERENCES**

- Oxford University Press – Converging Media
- Novella Online Learning Center
- Grabstudy.com Online Communications, Electronics, Television & Engineering
- Quizlet.com
- Cyber College (www.cybercollege.com)
- Federal Communications Commission, U.S.A.
- American Radio Relay League

ADDITIONAL CONTEST REFERENCES

- NCTM Principles and Standards for School Mathematics. For more information, visit: <http://www.nctm.org>
- McREL compendium of national science standards. To view and search the compendium, visit: www2.mcrel.org/compendium/browse.asp
- IRA/NCTE Standards for the English Language Arts. To view the standards, visit: www.ncte.org/standards



**SkillsUSA California
Media Arts Productions
Contest Considerations for ALL 2021 Virtual Events**

PRODUCTION CONSIDERATIONS for ALL MEDIA ARTS CONTEST

- **Outside consultation or coaching is Strictly Prohibited. Absolutely NO CONTACT with Advisors during the production**
- **Proper Personal Protective Equipment (PPE) must be worn by contestant to meet all state, local and school requirements due to COVID-19 (Coronavirus)**
- Your team is tasked with creating a production entry that incorporates the prompt in some meaningful and creative way. Your interpretation of the prompt and the production you create is completely up to you. **This contest is NOT a live event and will be conducted ONLINE (virtually) via the SkillsUSA CA website**
- Judges will be looking first and foremost at how successful you are at telling a compelling story with your project. A **virtual notebook** (per individual contest guidelines) is required. Neatness and good technical standards are important as well
- Do not interfere with any location employees, people in public places or businesses
- You must obtain written permission to record and include signed authorization inside the virtual notebook IF your product involves others
- Do not block sidewalks, parking lots, alleys or streets for your project
- Be Safety & Health Conscious (traffic, equipment, heat, fluids, facial coverings, etc.)
- All music used must be royalty-free, created by you or licensed to you or your school. Receipts/paperwork detailing licensing agreements are absolutely required in the contest virtual notebook included in final delivery. Forms available through the Internet
- A Talent Release Form is absolutely required in the contest virtual notebook for every performer involved in any aspect of your production. Forms available through the Internet
- **No professional actors, voice talents, TV/Radio/Film/Video and/or Broadcast personnel may be used in the making of any Media Arts project. Teams may use any volunteer (unpaid, amateur) actors they wish, including adults. HOWEVER, Advisors/Teachers will only be allowed to act on camera and not provide any assistance with the content or creation of the project beyond their on-screen role. Team members may act in their own production if they wish. Interviews of outside people for realism are allowed provided the above rules are followed**
- For the safety of competitors and the general public, teams may not make use of moving vehicles in their production. This also includes no dangerous physical stunts that could cause serious bodily harm. Avoid production equipment that could cause injury
- NO rooftops or swimming pools are to be used as locations
- Teams may use their own wardrobe and props within the bounds of good taste and appropriateness
- NO weapons (even toy/props) including but not limited to guns, knives, swords, bows & arrows, bombs, whips, fire-related materials, axes, etc. are allowed
- NO inappropriate language or subject matter including but not limited to cursing, gang affiliations, drugs, alcohol, sex, etc. is allowed
- Absolutely **NO DRONES** may be used during productions for contests

- Please use the sample Contest Score Sheet to see how technical, production and editorial aspects of the project will be scored
- Slates with Team Numbers are **mandatory** and located ahead of production content. The slate will be no longer than 5 seconds in duration followed by 5 seconds of Black/Silence. Slates and End Credits **are excluded** from the total running time. No schools or real student names can be used during slates, credits or project production
- Please check your final submission to ensure it plays out correctly without any errors and is in the correct designated format. Re-check your files for proper video and audio playback after posting to your off site provider

All contest submissions are digital files uploaded by teams to an offsite provider. Once team projects are uploaded, a link to the file must be provided to the SkillsUSA CA contest submission form. Submissions are made 2 weeks prior to judgment dates. ***Absolutely NO submissions, updates or changes will be accepted after the contest deadline.***

Included in the final delivery submission is a Team Number Only file folder containing the following:

- **Audio or Video Project with Team Numbered Slate**
- **Specialized Video B-Roll Footage (Broadcast News Only for State Competition)**
- **Team Numbered Virtual Notebook with a Cover Sheet**
- **Signed Acknowledgment of these Contest Considerations by Each Team Member**
- **Individual Resumes**

Audio Project submissions must playback clearly (without error) in a file format for your offsite provider. A link to review your project must be provided to SkillsUSA CA during your submission process.

All Video file submissions are HD 16X9 Full-Frame format and must playback clearly (without error) in a file format for your offsite provider. A link to review your project must be provided to SkillsUSA CA during your submission process.

All file and video submissions are final after the upload is confirmed. No other submissions, fixes, additions or changes will be allowed. All decisions and submissions by the judges to SkillsUSA CA will be final. All submissions become the property of SkillsUSA CA.

FAILURE TO COMPLY WITH CONTEST CONSIDERATIONS WILL RESULT IN DISQUALIFICATION.

Acknowledged By,

Signature

Date

Print Your Name

This signed sheet must be included in the Virtual Notebook. No exceptions!



**SkillsUSA California
Media Arts Contest
Contest Example Forms**

The following pages are here to show examples of the forms and templates that can be used in the Media Arts contests. All entries must be similar in design to what you see here under each category. These forms (and other acceptable substitutes) may be found on the Internet, in dedicated programs and plug-ins.

The categories are:

- Screenplay, Story, Script Writing Format (6)
- Storyboards Layouts (3)
- Camera Shot Lists (3)
- Overhead Shot Schematic (floor plan) Layout (4)
- Release Forms (7)

Special thanks to Tinseltown Films, Lowel Lighting, FilmSourcing, Microsoft, Graphisoft and others who contributed the forms and templates for our examples.

Screenplay, Story, Script Writing Format Examples

VISUAL

AUDIO

FADE IN:

- | | |
|---|---|
| 1. Various shots of ballet dancers in the practice studio dancing. | SFX: Up tempo music. |
| 2. Close-up of eggs in a basket. | NARRATOR: Where does it come from? |
| 3. More dancing shots ending with the close-up of a young girl's face as she stands in a group. | NARRATOR: The daring interest that fuels the imagination... |
| 4. More dancing in the practice studio. | NARRATOR: And fires the spirit with a passion for excellence. |
| 5. More shots of girls dancing in the practice studio and ending with a close-up of street shoes on the floor. On "transform" a magical glitter sparkles around the street shoes that-- | NARRATOR: What's the inspiration behind the drive and determination that suddenly transforms the ordinary... |
| 6. Morph into a pair of ballet toe shoes on the floor. | NARRATOR: Into the extraordinary? |
| 7. Girls in practice studio taking ballet steps. | NARRATOR: And just when is it that those first few eager steps... |
| 8. Girls in practice studio performing spiraling leaps. | NARRATOR: Spring forth into full realization... |
| 9. More shots of dancers in practice studio. | NARRATOR: And the hopes and dreams of wishful thinking take the shape of purposeful resolutions and focused efforts towards future goals? |
| 10. Dancing scenes. | NARRATOR: We believe it begins with an ardent desire as... |
| 11. Various shots from Snow Queen Production. | NARRATOR: Young people encounter new opportunities, discover their unique giftedness, and experience the self-confidence that comes from achieving peak performance. |
| 12. Girls laughing in studio. | NARRATOR: And as youthful exuberance... |
| 13. Girls stretching legs in the mirror in the practice studio. | NARRATOR: Combines with the willing dedication and determination to reach one's best... |
| 14. Shot from Snow Queen Production. | NARRATOR: Dreams are forged into reality. |
| 15. More dancing scenes. | NARRATOR: And towards that end, Next Generation Dance Company is committed to the mission of helping young people who are striving towards the next level of development. |

EXAMPLE #1

8. Music Licens EXAMPLE #2

TEAM NUMBER # _____ TITLE _____
WRITER(S) _____

DATE: _____

VIDEO AUDIO

Abbreviated logo animation plays over various studio audience shots [WS-MS-CU-RS]

TALENT-1: Welcome to another exciting game show! Let's meet the players and get started!

Cam matte [WS] sweeps the studio featuring logo, showing Talent-1 & Talent-2.

[:17]

Post super: *[talent names]*

[AUDIENCE APPLAUSE CONTINUES]

Post Video/GFX:

VO1: Starting Game One, it's Jim Beck of Cleve, OH

VO2: Jerry Stewart from Berea

VO1: Mary Haverschad of West Park, OH

VO2: And David McKenna from Parma

[Run contestant bio profiles over VO]

[1:00]

[AUDIENCE APPLAUSE]

WS of talent 1 & 2 at game base

TALENT-1: Everybody wins on this show, but the goal for these players is to win enough to advance to the next round.

Cut to MS OF contestant #1

TALENT-2: We have big cash on the game board, but it's in the next round where the winning gets really big! Jerry, your winning starts now... let's see what you can find on the board!

*GAME PLAY: SEMI-FINAL GAME ONE, FIRST TURN
[CUE MUSIC]*

[AUDIENCE APPLAUSE]

[AUDIENCE APPLAUSE]

[MUSIC AND APPLAUSE CONTINUE]

[1:00]

VIDEO AUDIO

GAME PLAY: SEMI-FINAL GAME ONE, SECOND TURN

· [TALENT-1 & 2 AD LIB SEMI-FINAL

GAME 1 – TURN 1, RECAP LEAD & LOW

Camera cuts to each contestant [MS-MS-MS-MS]

Re-establish to [WS] of Talent-3

LOCAL BREAK #1

2:02 Local break

Post Bumper

R-O-T-W still/video

Country Food Mart

NW South St. in Springfield [WS] of Talent-1

& 2 at game base

[:23]

LOCAL BREAK #1

Cut to [M2S] of TALENT-1 & 2

[2:02]

TALENT-3 VO: Tonight, we salute Country Food Mart in Springfield. They're our Retailer of the Week! **Insert anecdote.**

Pull out [WS] to reveal contestants in background

Congratulations!

Cut to [MS] of contestant

[:15]

[AUDIENCE APPLAUSE]

GAME PLAY: SEMI-FINAL GAME ONE, FINAL TURN

TALENT-1: Welcome back! Tonight's players are cleaning up! But the game still has one turn left.

[WS] of game board reveals any remaining double or bonus spots

TALENT-2: In Round Two, thousands in prizes, are left -- players, this is your last shot to find them!

SCORES]

TALENT-1: David, you start the final turn... [1:00]

· TOSS TO TALENT-3 AT HOME BASE FOR RECAP

TALENT-1 & 2

· TALENT-3 THROWS TO BREAK

· AD LIB FINAL TURN(S) OF SEMI-FINAL GAME 1

TALENT-3: And Mary has \$5200. All of tonight's players will leave this game richer than when they got here. Stay with us for the last turn of the game to see who will leave a lot richer!

· DECLARE WINNER (or tie)

· WALK TO CONTESTANTS

[AUDIENCE APPLAUSE]

TALENT-3

· RECAP THE FINAL SCORES

· DOUBLE WINNER'S TOTAL

EXAMPLE #3

Shooting Location: Football Field Tunnel

Director(s): Wanna B. Me

Actor(s); Joe Greene, Kid, Background fans

Editor(s): Roy Needham

Team Number: ZZ1755

Video Audio

Camera up on grim Greene, limping slowly down tunnel from field toward locker room; words

"Mean Joe Greene" superimposed on picture. Because he is alone, game must still be going on with Greene out of it, due to injury.

Cut to kid (white, about age nine) standing in tunnel, bottle of Coke in hand.

Cut to Greene.

Cut to kid.

Cut to Greene, scowling.

Cut to Greene, grimacing.

Cut to kid.

Cut to kid, offering bottle.

Cut to Greene, sighing, He takes it, drinks, greedily.

Cut to kid, who hesitates, waiting for autograph or sign of recognition from his hero.

Finally kid turns to leave, reluctantly.

Cut to Greene, suddenly animated and smiling.

Greene grabs his game jersey and tosses it.

Cut to kid, beaming, catching shirt.

Supers fill screen:
"Have a Coke and a Smile" (centered) "Coke Adds Life" (in right corner)

Kid [sound on film (SOF)]: Mr. Greene!
Mr.Greene!

Greene [SOF]: Yeah?

Kid [SOF]: You need some help?

Greene [SOF]: Uh-uh.

Kid [SOF]: I just want you to know: I think--

you're the greatest.

Greene [SOF]: Yeah, sure.

Kid [SOF]: Want my Coke? It's Okay. You can have it.

Greene [SOF]: Okay. Thanks.

As much swells under dialogue, lyric is heard:

A Coke and a smile/makes me feel good/makes me feel nice

Kid [SOF]: See ya, Joe.

Greene [SOF]: Hey kid!

Greene [SOF]: Catch

Kid [SOF]: Wow! Thanks, Mean Joe!

Music Swells.

EXAMPLE #4

“TITLE”

By

Team Name/Number

Date

SkillsUSA CA

Media Arts Competition

FADE IN:

SCENE NAME

Scene description/opening

CHARACTER NAME 1

Dialogue

CHARACTER NAME 2

Character Name 2

CHARACTER NAME 3

Character Name 3

CHARACTER NAME 4

Character Name 4

CHARACTER NAME 5

Character Name 5

Scene description

CHARACTER NAME 1

Dialogue

CHARACTER NAME 7

Character Name 7

CHARACTER NAME 8

Character Name 8

Scene description

FADE OUT:

THE END

EXAMPLE #5 NEWS STORY to NEWSCAST TEMPLATE

The four, five and/or six (no more than six) who make up the group assume roles, choose a story based on their reading of news or work with a story chosen by the teacher. Roles are 1) news anchor 2) reporter 3) subject (one or more) and 4) commentator. Text complexity will vary based on the selected story.

Headline of story: Reporter's byline (and other source):

NEWS ANCHOR

Good Evening, I'm _____ . It's _____
and Anchor's name Day and Date

this is _____, in
Name of station, created by the team presenting the newscast

Place where the newscast is taking place

reporting on today's news.

I turn now to _____ reporting on location in
Reporter's name

Place where the story takes place

He/she is interviewing _____ (Subject's name

and _____,
Subject's name, if more than one person is interviewed

BACKGROUND that provides CONTEXT for the report, such as who belong to, witnessed, took part in, etc.

To you _____
Reporter's name

Preparation: The subjects' answers are drawn from quotes and paraphrases in story after close reading by the subject(s) and reporter who work together to prepare the questions/answers and practice the interview.

REPORTER
Thanks

anchor's name News

• REPORTER

Question:

SUBJECT
Answer:

• REPORTER

Question:

SUBJECT
Answer:

• REPORTER

Question:

SUBJECT
Answer:

• REPORTER

Question:

SUBJECT

Answer:
After QUESTIONS/ANSWERS end with reporter and one or more subjects.

REPORTER

This is

Reporter's name

returning you to the studio and

News anchor's name

NEWS ANCHOR Thank you

Name of the reporter

Our commentator

Name of the

commentator

who offers his/her viewpoint or informed opinion about the story and its implications.

COMMENTATOR

Offers viewpoint, informed opinion about story and its implications.

Then

COMMENTATOR says Back to you

News anchor's name

NEWS ANCHOR

Thank you _____ for your
comments. *Name of commentator*

News Anchor signs off with something such as this:

And that is the news on _____ in

_____. *Day of week, date AND location of studio*

Join us at 11:00 tonight for late breaking news and again tomorrow at 6:00. Prepared April 16, 2014

EXAMPLE #6 Radio Script Sheet

Source: <http://www.qcomnet.com/riverfestradio30.htm>
Product: Beloit Riverfest
Client: Beloit Riverfest
Title: Yes Sir!
Writer: John Doe
Length: 30 seconds

Marines

Source (in loud Marine-type voice. Older sounding)
SERGEANT Marines! I hear that some of you are
Audio sneaking off base to attend Beloit Riverfest.
Is this true Private?

Setting: Drill Sergeant addressing a group of

PRIVATE: (in loud, country sounding voice) Yes Sir!

SERGEANT: And why would you disobey my rules Private? PRIVATE: Well, in part
because of the great music, Sir. SERGEANT: And what type of music will be there?

PRIVATE: Their headliners are Ted Nugent, KC and the Sunshine Band, Blue Oyster Cult
and Diamond Rio,
Sir!

SERGEANT: (starting to sound a little interested) Hmmm, and what else is there to do at
Beloit
Riverfest?

PRIVATE: There's delicious food, 4 music stages and tons of special events, Sir!

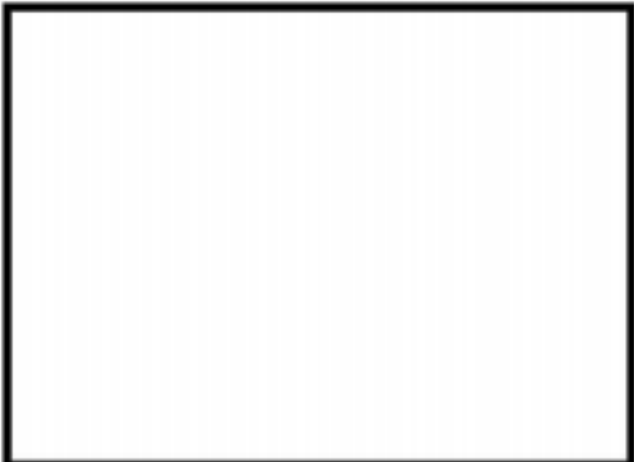

SERGEANT: Well Private, I think we should all sneak off base for Beloit Riverfest. Who
else is with me?

SFX: Cheers from the troops. SFX: Fun, part-type music plays in the background

ANNCR: Why not sneak away? Come to Beloit Riverfest on July 11th through the 14th. Located in
beautiful Beloit,
Wisconsin. For more information, call 1-800-4-
BELOIT or visit beloitriverfest.com

Storyboards Layout Examples

EXAMPLE #1

Team Number _____	Project _____
	

Draw or describe the visual/action in the block. Draw or describe the visual/action in the block. Scene Description:
Scene Description:



Draw or describe the visual/action in the block. Draw or describe the visual/action in the block. Scene Description: Scene Description:

EXAMPLE #2

Tinseltown Films

MISHA'S FIRST LESSON

STORYBOARDS

DAY 2

SCENE 7A-8C
INFO

page # 5



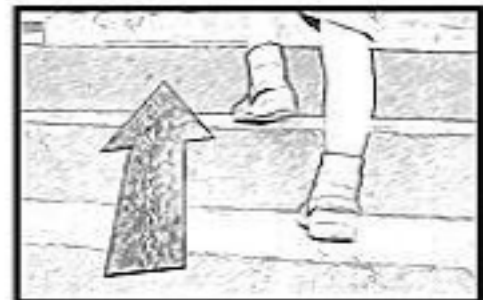
POV/SHOT TYPE: street/pan follow
ACTION : walk to door
KEY DIALOGUE :

TIMING : 12 seconds
EDIT/SOUND : humming



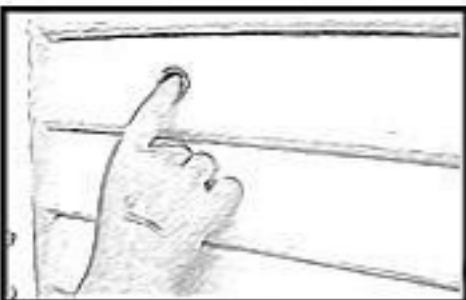
POV/SHOT TYPE: close up
ACTION : wild hands play
KEY DIALOGUE :

TIMING : 4 seconds
EDIT/SOUND : piano (poorly)



POV/SHOT TYPE: static close up
ACTION :
KEY DIALOGUE :

TIMING : 2 seconds
EDIT/SOUND :



POV/SHOT TYPE: close up
ACTION : hand comes INTO frame
KEY DIALOGUE :
TIMING : 1 sec
EDIT/SOUND : Doorbell (musical)



POV/SHOT TYPE: sliding pan down
ACTION :
KEY DIALOGUE : "Be right there!"

TIMING : 4 seconds
EDIT/SOUND : Music stops



POV/SHOT TYPE: PULL BACK/UP
ACTION :
KEY DIALOGUE : both singing
"when a man loves a woman"
TIMING : 15 sec
EDIT/SOUND : fade2black/music

EXAMPLE #3



scene: The Loss of Olivia -
Drowning of Ophelia
shot type: Medium long shot
camera movement: tracking
sound: Panicked screaming
Mise - en-scene: Dark, eerie, unsafe - alone



scene: Rory/Romeo Decides to
Poison himself over death of his love
shot type: Over the Shoulder
camera movement: Handheld
sound: Diegetic door-metal
Mise - en-scene: Flammable cupboard-bright



scene: Rory/Romeo drinks 'poison'
(white spirit) and dies
shot type: Close-up
camera movement: Static-tripod
sound: "Olivia no..." dialogue
Mise - en-scene: Wall, floor, holding poison

Camera Shot Lists Examples

Scene	Angle	Movement	Subject	Description
1	Mid	Steady	Two Characters	Mom walks into frame and stands in front of Jordi at the table
2	High	Steady	Two Characters	Mom sits down, Jordi responds to her statement
3	Mid	Steady	Jordi's Mom	Mom continues to talk with son
4	High	Steady	Jordi	Jordi responds
5	Mid-High	Steady	Two Characters	They continue their conversation
6	Mid	Steady	Jordi	Jordi begins to get agitated
7	Mid	Static	Two Characters	Camera follows Jordi as he gets up, grabs his backpack and heads for the door, scene fades to black
8	Mid	Static	Jordi	Camera focuses on Jordi and he walks out of frame on the left
9	Mid	Steady	Three Characters	Jordi walks in from the right to the shot, looks at the students on the left and proceeds forward
10	Mid	Steady	Jordi	Jordi waks behind a pillar on the right up the stairs, the camera doesn't follow
11	Mid	Static	Jordi	Jordi walks down a hall, past another student, the camera follows him to the door and zooms
12	Mid	Steady	Jordi	Jordi sits in his desk, and catches the attention of another student
13	Mid	Steady	Two Characters	Victor walks into the shot and interacts with Jordi
14	Low	Steady	Two Characters	Victor continues to talk to Jordi
15	High	Steady	Two Characters	Victor and Jordi continue to talk
16	Mid	Steady	Victor	Victor introduces himself in this shot
17	High	Steady	Jordi	Jordi introduces himself in this shot
18	High	Steady	Two Characters	Victor and Jordi shake hands
19	Low	Steady	Two Characters	Victor questions Jordi
20	Low	Steady	Victor	Victor asks if Jordi has any extracurriculars
21	Mid	Steady	Two Characters	Victor wants to know if Jordi has some time
22	Low	Steady	Victor	Victor offers Jordi a chance to join SkillsUSA
23	High	Steady	Jordi	Jordi declines the offer and Victor walks out of the shot
24	Mid	Steady	Jordi	Jordi reflects on the morning, then tries to get Victor's attention
25	Mid	Steady	Victor	Turns around in excitement
26	Mid	Static	Jordi	Jordi gets up and camera follows
27	Mid	Steady	Two Characters	Victor walks into the shot from the left side
28	Mid	Static	Jordi	Camera moves slightly but is focused on Jordi
29	Mid	Steady	Victor	Victor drops a box and points at Jordi
30	Mid	Static	Jordi/Flag	Jordi swings around an American flag which he loses grip of, camera follows the flags motion
31	Mid	Static	Jordi/Cardboard	Jordi moves his hands around and presents a cardboard box that the camera focuses on
32	Mid	Static	Jordi/Computer	Jordi presents his animation on the computer, the camera focuses in on the camera

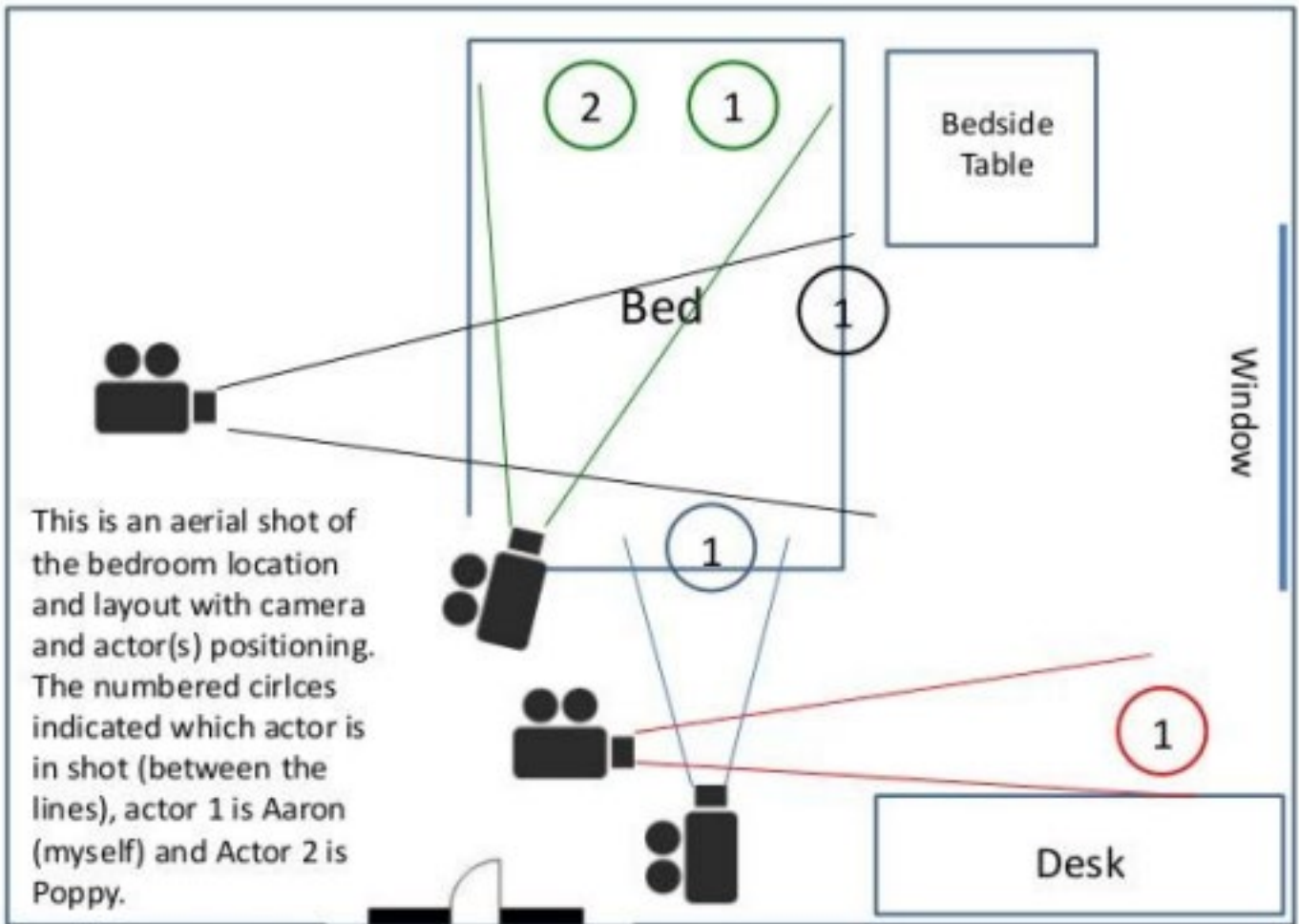
EXAMPLE #1

EXAMPLE #2

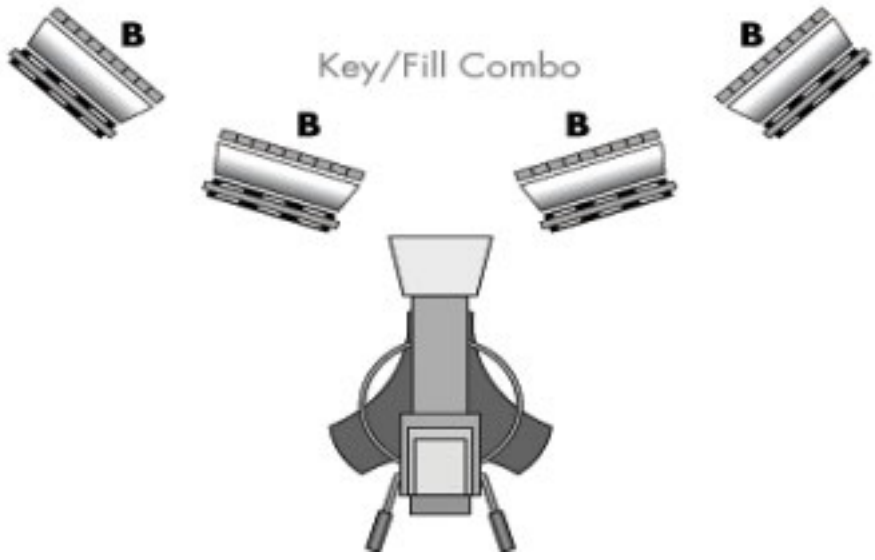
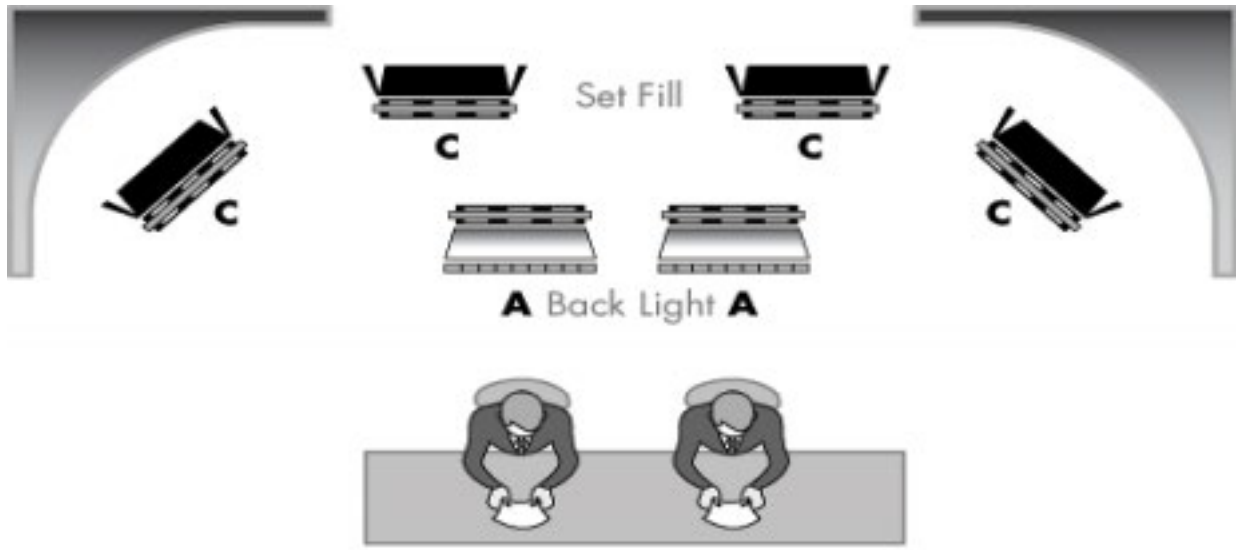
EXAMPLE #3

Overhead Shot Schematic (floor plan) Layout

EXAMPLE #1

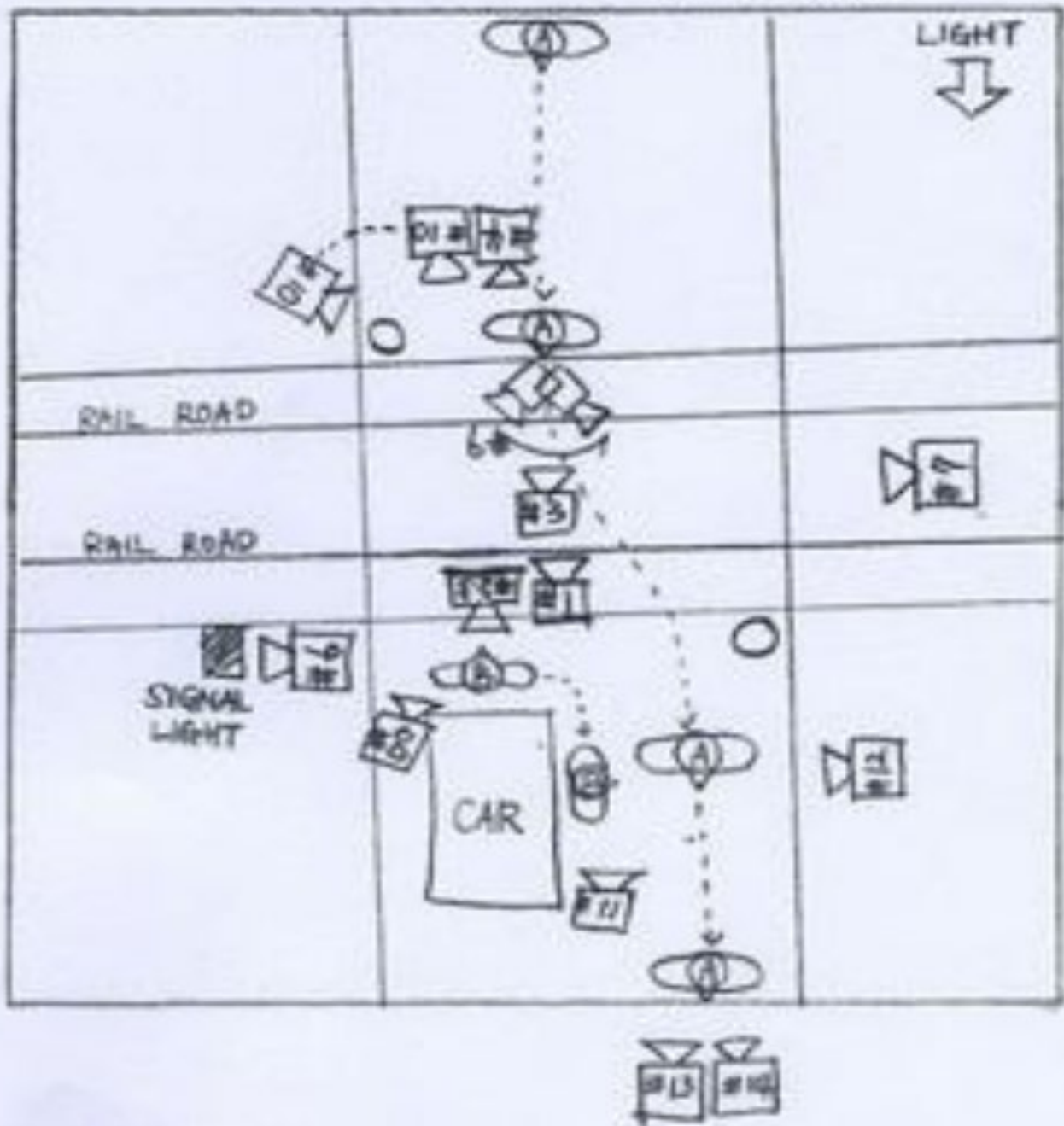


EXAMPLE #2

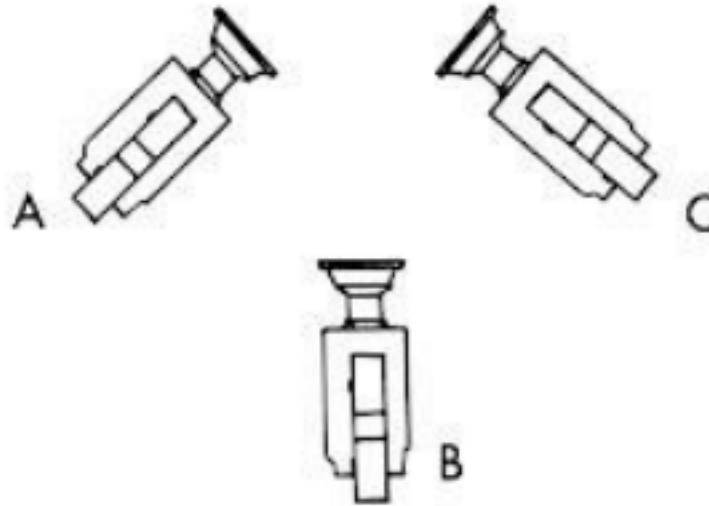
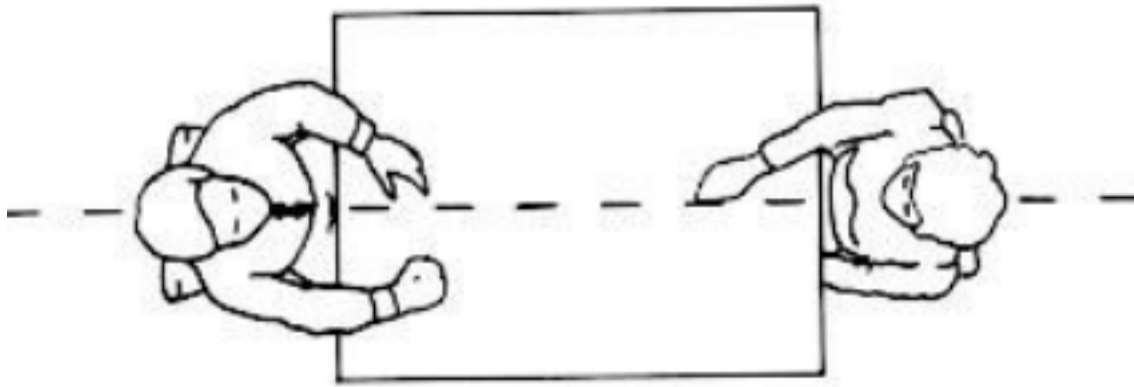


EXAMPLE #3

OVER HEAD SHOOTING PLAN



EXAMPLE #4



Release Forms

EXAMPLE #1

TALENT RELEASE FORM for the MEDIA ARTS

I authorize the undersigned contest Producers to make use of my voice or appearance on:

PROGRAM TITLE: _____ TEAM NAME &

NUMBER: _____ TEAM LEADER PHONE

NUMBER: _____ DATE of TAPING:

I understand that I am to receive no compensation for this appearance. The Producers shall have complete ownership of the program. I give the Producers the right to use my name, likeness, voice and biographical material to publicize the program and the services of the Producers. The Producers may:

1. Photograph me and record my voice and likeness for the purpose of the production mentioned above, whether by film, videotape, magnetic tape, digitally or otherwise;
2. Make copies of the photographs and recordings so made;
3. Use my name and likeness for the purpose of education, promotion, or advertising of the sale or trading in the photographs, recordings and any copies so made.

I further understand the show master remains the property of the Producers and SkillsUSA CA and that there will be no restrictions on the number of times that my name, voice and likeness may be used.

NAME (Please print): _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE _____

TALENT SIGNATURE (Parent or Guardian if under 18 years of age)

_____ DATE: _____

General Media Release Form

Production Title _____

Production Date ___ / ___ / ___

- 1) I, the undersigned, hereby authorize _____ to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions).

- 2) I authorize the use of any such photographic or electronic reproductions of me for any purpose, including, but not limited to educational and other public media as may be deemed appropriate by _____ (I understand that I may be identifiable from such photographic or electronic reproduction)

Agreed and accepted by:

Print Name _____

Title _____

Address _____

City, State, Zip _____

Phone _____

Signature & Date _____

I am signing this form as an individual Yes No

I am signing this form as a representative of a group, and have full authority to grant release for this group Yes No

Name of group _____

PARENTAL CONSENT

I certify that I am the parent or guardian of the individual above, _____, a minor under the age of eighteen years. I hereby agree to assume legal responsibility for his/her authorizations referred to in this General Media Release.

Signature of Applicant's Parent/Guardian

Date

Address of Parent/Guardian (if different)

() _____
Phone Number (if different)

City, State, Zip Code

EXAMPLE #2

EXAMPLE #3

EXAMPLE #4

EXAMPLE #5

LOCATION RELEASE FORM

PROJECT TITLE: _____ DATE: _____

PRODUCTION COMPANY

LOCATION

DESCRIPTION OF PREMISES

OWNER

DESCRIPTION OF PREMISES

FEE

1. In consideration of the above indicated fee, Owner hereby consents to permit Company's employees, agents and all necessary production equipment to be in and around the Premises on the above date(s) for the purposes of production in connection with the above Picture.

2. In connection with the Picture, Company will hold Owner harmless from any damage to the Premises caused by its agents or employees and for injury to any persons on the site of the Premises caused by said representatives of Company. Company will furnish to Owner a Certificate of Insurance evidencing standard limits for coverage of the risks stated herein.

3. Owner warrants that it has the legal right and power to grant the rights granted herein. Owner acknowledges and agrees that all right, title and interest in all footage of the Premises filmed by Company during the aforementioned day(s) will belong solely and completely to Company for its use in any manner and media it sees fit. Owner agrees that Company may use and authorize others to use the likeness and information concerning the Premises for Picture publicity and institutional promotional purposes in connection with the Picture.

Location Owner / Legal Representative

Date

Production Company Representative

Date



Photograph & Video Release Form

I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.

Photographic, audio or video recordings may be used for the following purposes:

- conference presentations
- educational presentations or courses
- informational presentations
- on-line educational courses
- educational videos

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting.

I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

This release applies to photographic, audio or video recordings collected as part of the sessions listed on this document only.

By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Full Name _____

Street Address/P.O. Box _____

City _____

Prov/Postal Code/Zip Code _____

Phone _____ Fax _____

Email Address _____

Signature _____ Date _____

If this release is obtained from a presenter under the age of 19, then the signature of that presenter's parent or legal guardian is also required.

Parent's Signature _____ Date _____