



WBOC BOOT CAMP

Training schedule

Day one

10a.m. Human Resources

11a.m. AND - Salisbury Newsroom procedures:

- vehicle maintenance
- equipment maintenance
- edit bay maintenance
- vacation request
- expense reports
- fueling vehicles/ locations
- washing vehicles/ locations
- company policies – website
- timesheets

NOON – 2p.m. Bill Laws –

1 - INTRO. TO PROPER SAFETY EXPECTATIONS/ PROCEDURE

2 - Intro. to DVC PRO and Cartoni Tripod (camera manual provided):

- essential camera care
- proper transport techniques
- white balance
- shutter
- audio

- Focus/ macro
- Understanding variable focal length
- Rain gear
 - New hire should be outside shooting vo and vosot prior to editing training

2:30p.m. – end of day **Nightside editor - Final Cut Pro**
Editing/Ingesting procedures

Day two

Delmarva Day (begin at 10am)

Drive around beat area.....

Reporters – turn in 10 story ideas by day three

- Turn in list of 10 contacts from your assigned beat

Day three (take home Legal DVD and watch by Friday)

10a.m. – noon Chuck Regner - “Shooting the Interview”

1p.m. – 3p.m. ENPS training w/producer

- should learn basic scripting
- how to answer phones
- how to search wires
- how to archive search in ENPS

3p.m. – end of day Final Cut editing w/nightside editor

Day four

10a.m. – 11a.m. Chuck Regner – Audio/Video linkage

11a.m. – end of day REPORTERS - Beat 101 w/AND –
Spend the rest of the day compiling
organizational calendar and daily call
list (to be turned in at end of day)

VIDEOGRAPHERS – Shoot w/omb’s vosots and edit
them for remainder of day

Day five

9a.m. – 10a.m. Tease writing w/AND

10a.m. – 11a.m. **REPORTERS/OMB** – Meet with
Executive Producer to discuss graphics
available for story telling

* Shadow news crew after AM meeting

WEEK TWO: Day six (Reporters/OMB - attend at least one meeting or event from your beat area)

9a.m. Assist.ND and News Director – What WBOC is
looking for in a news piece – shooting
and reporting

10:30am. Attend AM meeting

* Reporters/OMB must begin
pitching stories from beat area

11a.m. Assigned to report and/or shoot vosots

Day seven

9:30a.m. – 10a.m. AND – Deadline discussion

10:30am. Morning editorial meeting (**must pitch two
stories from your beat area**)

11 – 7p.m. Go out w/news crew and shoot vosots, write and then edit

Day 8 - 10

9a.m. – 10:30a.m. REPORTERS/OMB’S (day 8 only come in early to learn web procedures)
Website Coordinator – Web training

10:30a.m. – 11a.m. (in time on days 9-10) Morning editorial meeting (**two beat story ideas**)

11a.m. – 6p.m. OMB a pkg (with a OMB shadowing)

Week 3: Day 11- Dover

10a.m. – 11a.m. Work out of Dover w/ Sr. Dover photog.and/or reporter

- Explanation of studio live shot procedures
- Transmitting audio/ video from Dover
- Dover newsroom procedures

DAY 12 - Milton

Work out of Milton w/ SR. Milton photographer

- Overview of Milton newsroom procedures
- Explanation of “Livebot”
- Explanation of Router
- Cut stories on Newsbyte and feed back
- Set up and execute live w/ nightside reporter on “livebot”

