

JOB TITLES – OnTV ‘Time Watch’ PROGRAMME

★You can now find this sheet on the Capital E website which can be emailed directly to us!★

Or fill in this sheet and fax it back to the OnTV Studio at Capital E
on (04) 913 3735 / (04) 913 3744 min 1 week before your session date

PLEASE NOTE

1. ... Positions with a ... beside them are positions you can manage without. Please ensure you fill all the ESSENTIAL roles first, before doing the positions with a ... beside them.
2. The Location & Wardrobe Teams can be dropped if you are still short of students to fill positions.
3. One graphic artist can do all 4 of the pictures required. Pre-prepared images should be A4 landscape format.
4. Please do not assign the children doing jobs without ... with more than one role.

SCHOOL: _____ DATE OF VISIT: _____ TEACHER BRINGING CLASS: _____

VISIT TIME: MOW - 9.30am / Capital E - 12.00pm

CONTACT CELL #: _____

SCRIPT OPTION (Tick One):

EMAIL: _____

OPTION A: OPTION B:

NUMBER OF STUDENTS ATTENDING:

<u>PRESENTERS</u>	
STORY ONE & THREE:	_____
STORY TWO :	_____

<u>LOCATION TEAM</u>	
LOCATION MANAGER:	_____
...SET DRESSER:	_____

<u>INTERVIEW TEAM</u>	
REPORTER #1:	_____
INTERVIEWEE #1:	_____
... INTERVIEWEE #1:	_____
REPORTER #2:	_____
INTERVIEWEE #2:	_____
... INTERVIEWEE #2:	_____
REPORTER #3:	_____
INTERVIEWEE #3:	_____
... INTERVIEWEE #3:	_____

<u>CONTROL ROOM</u>	
DIRECTOR:	_____
VISION MIXER:	_____
VIDEOTAPE OP.:	_____
TECHPRODUCER:	_____
SENIOR SOUND:	_____
...Asst. SOUND:	_____

<u>REVIEW TEAM:</u> <u>Sport or Fashion</u>	
PRESENTER:	_____
...ASSISTANT :	_____

<u>STUDIO FLOOR</u>	
FLOOR MANAGER:	_____
CAMERA 1 OPERATOR:	_____
CAMERA 2 OPERATOR:	_____
...ROSTRUM CAMERA:	_____
LOCATION CAMERA:	_____

<u>GRAPHIC ARTISTS</u>	
...STORY ONE:	_____
...STORY TWO & THREE:	_____
...DIGITAL ARTIST:	_____

<u>WARDROBE TEAM</u>	
...COSTUME DESIGNER:	_____
...Asst WARDROBE:	_____
...HAIR (& MAKE UP):	_____

Special Needs: _____

Remember to arrive 15 minutes before your session