**NOTES FOR TEACHERS**

**SCRIPT**

* Please email your completed scripts to the OnTV Coordinator **two weeks** before your visit kristenr@experiencewellington.org.nz. Each Newscast session requires a significant amount of set-up and prep before your group arrives, which is why scripts are requested early.
* If you are not able to meet this deadline, please let the OnTV Coordinator know and we can switch your programme to an OnTV session with a pre-written script.
* Scripts sent in must be **typed**, not handwritten, and submitted with your group’s Cast and Crew List.
* Scripts will be printed by Capital E and marked up for each student’s role before your session and the autocue will be prepped with your script.

**IMAGES**

For your Newscast programme you’ll need images to use as greenscreen interview backgrounds. Images may be sourced online during your session by a student assigned to the Graphic Artist role, or

* If you have found images or videos beforehand, please supply these to the OnTV Coordinator with your script, twoweeks before your visit.
* Images must be copyright free. When undertaking a Google Image Search, select the following options: ‘Tools’, ‘Usage Rights’, and then ‘Labelled for Reuse’.
* Images must be high resolution and landscape. When using Google Image Search, select the following options: ‘Tools’, ‘Size’, ‘Large’.
* Please contact the OnTV coordinator by email if you have sent images via Google Drive or email, to check that images have been received.

**ADDITIONAL MATERIALS / REQUESTS**

Please discuss any additional requests for your Newscast session (for example, change in the show order, use of additional images or videos during the show etc.) with the OnTV Coordinator ahead of time.

OnTV Coordinator - 04 913 3734 or [kristenr@experiencewellington.org.nz](mailto:kristenr@experiencewellington.org.nz)

**NEWSCAST SCRIPT TEMPLATE**

**SCHOOL:**

**BOOKING DATE AND TIME:**

**NAME OF YOUR SHOW:**

**Notes:**

* Please read the **Notes for Teachers** page before completing this script template.
* Indicate clearly how your script is allocated between each presenter, as per the template below (specifying P1, or P2, or using students names).
* A maximum of three to four should be included for each interview. Answers may be pre-written and included in your script, or students can work on their answers during the OnTV session.
* For smaller groups, you may choose to leave out the optional sections (Stockmarket Report and Interview 4).
* Example dialogue has been included in this template and may be adjusted.

**OPENING LINK – Presenters 1 & 2**

P1: Kia ora, welcome to [NAME OF SHOW]. I’m [PRESENTER ONE]

P2: And I’m [PRESENTER TWO]. Today on [NAME OF SHOW] we have:

[BRIEF OVERVIEW OF YOUR STORIES HERE]

**STORY ONE INTRO – Presenter 1**

**Note:** It is recommended that Presenter #1 reads this section, as it gives Camera Operator #1 the opportunity to adjust their camera shot.

P1: But first up -

[INTRODUCTION TO YOUR FIRST NEWS STORY HERE. APPROX. 50 - 100 WORDS]

**JOINING LINK:**

Here’s our on the spot reporter [REPORTER ONE] with [INTERVIEWEE].

**INTERVIEW 1**

Hello, I’m [REPORTER ONE] and here we have [INTERVIEWEE].

Hi [INTERVIEWEE] and thanks for joining us today.

1. [QUESTION ONE HERE]

[Answer here]

2. [QUESTION TWO HERE]

[Answer here]

3. [QUESTION THREE HERE]

[Answer here]

**JOINING LINK:**

Thanks [INTERVIEWEE] and that’s all from me, now back to you [PRESENTER 1 & PRESENTER 2] in the studio.

**OPTIONAL SECTION: STOCKMARKET INTRO – Presenters**

P1 or P2: Now it’s over to [STOCKMARKET REPORTER] with the \_\_\_\_\_\_\_\_\_\_\_\_ Report. What’s up? And what’s going down?

**OPTIONAL SECTION: STOCKMARKET REPORT**

**Note:** This could be a Stockmarket Report, or another type of report.

This student will read their report from the autocue.

Thank you. Let’s turn to the markets and take a look at what’s hot and what’s not right now.

1. Going up is / are \_\_\_\_\_\_\_\_\_\_\_\_\_, which are trading at \_\_\_\_\_\_\_\_. This is much better than yesterday, when they were worth only about \_\_\_\_\_\_\_\_\_\_.

2. Going down today is \_\_\_\_\_\_\_\_\_, which used to be really cool, but isn’t anymore because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3. Also going down today is \_\_\_\_\_\_\_\_\_\_\_, which used to be great then wasn’t for a while, then suddenly was again because \_\_\_\_\_\_\_\_\_\_ was seen in \_\_\_\_\_\_\_\_\_\_ magazine with one. Now everybody wants one.

4. Finally, a new word making it big on the scene is \_\_\_\_\_\_\_\_\_\_, meaning something that is very, very \_\_\_\_\_. So there you go.

**JOINING LINK:**

Well, that’s all from me. Stay \_\_\_\_\_\_\_ New Zealand. Back to the News desk with [PRESENTER 1] and [PRESENTER 2].

**STORY TWO INTRO – Presenter 2**

**Note:** It is recommended that Presenter #2 reads this section, as it gives Camera Operator #2 the opportunity to adjust their camera shot.

P2: Thanks [REPORTER ONE / STOCKMARKET REPORTER].

And now for something completely different.

[INTRODUCTION TO YOUR SECOND NEWS STORY HERE. APPROX. 50 - 100 WORDS]

**JOINING LINK:**

Now over to our reporter [REPORTER TWO].

**INTERVIEW 2**

Hello, I’m [REPORTER 2] and joining me now is [INTERVIEWEE].

Hi [INTERVIEWEE] and thanks for joining us today.

1. [QUESTION ONE HERE]

[Answer here]

2. [QUESTION TWO HERE]

[Answer here]

3. [QUESTION THREE HERE]

[Answer here]

**JOINING LINK:**

And we’re out of time. Back to you [PRESENTER ONE and PRESENTER TWO].

**STORY THREE INTRO – Presenter 1 and/or Presenter 2**

P1 or P2: Thanks [REPORTER TWO].

And now for our next story.

[INTRODUCTION TO STORY 3 HERE. APPROX. 50 - 100 WORDS]

**JOINING LINK:**

Let’s cross to our on the spot reporter who has more on the situation. Over to you [REPORTER THREE].

**INTERVIEW 3**

Thanks [PRESENTER 1]. I’m [REPORTER 3] and joining me is [INTEREVIEWEE].

1. [QUESTION ONE HERE]

[Answer here]

2. [QUESTION TWO HERE]

[Answer here]

3. [QUESTION THREE HERE]

[Answer here]

**JOINING LINK:**

Thanks for your time [INTERVIEWEE]. Back to you in the studio.

**WEATHER INTRO – Presenters**

P1 or P2: Thank you. Now it’s time to go over to [WEATHER REPORTER] with the weather update.

**WEATHER REPORT**

**Note:** The Weather Presenter(s) will read their report from the autocue.

Thank you [PRESENTER 1 & PRESENTER 2].

Hello, I’m [WEATHER REPORTER].

[WEATHER UPDATE HERE. Cover 7—9 places from top north to bottom south]

**JOINING LINK:**

That’s all from me for now. Goodnight New Zealand, we’ll spot you tomorrow. Back to the news desk.

**OPTIONAL SECTION: STORY FOUR INTRO – Presenter 1 and/or Presenter 2**

**Note:** As the last interview of the show, this section could have a human interest focus, or could feature a special guest, or be about ‘odd stuff’.

P1 or P2:

Thanks [WEATHER PRESENTER]. And now it’s time for ‘2 Minutes with [REPORTER 4]’. Who have you got there today [REPORTER 4]?

**OPTIONAL SECTION: INTERVIEW 4 – ‘TWO MINUTES WITH’**

Thank you [PRESENTER 1 and PRESENTER 2].

I’m [REPORTER 4] and today we’re having Two Minutes With [INTERVIEWEE].

Hello [INTERVIEWEE], thank you for joining us.

1. [QUESTION ONE HERE]

[Answer here]

2. [QUESTION TWO HERE]

[Answer here]

3. [QUESTION THREE HERE]

[Answer here]

**JOINING LINK:**

Well [INTERVIEWEE], thank you very much for joining us. This has been Two Minutes With me, [REPORTER 4]. Back to the news desk.

**CLOSING LINK – Presenters 1 and 2**

Thanks [WEATHER PRESENTER OR REPORTER 4].

[WRITE A BRIEF CLOSING SUMMARY FOR YOUR SHOW HERE. APPROX. 50 – 75 WORDS].

P1: Thank you all for watching. We’ll see you again next time.

P2: From the whole team at [SHOW NAME]

Both: GOOD BYE / KA KITE ANO.