

Just a couple of very important things you should remember when you are out on the field.

Reporter's, your biggest responsibility is the content of the story

- Ask for the person's first and last name. (Ask them to spell it and then get their age on tape)
- Have an idea of what you want to ask but always play off of the person's answer so, LISTEN!
- Always be aware of your surroundings, write down what the person was wearing, the weather, the colors of the place you're at...radio uses lots of description so be aware of where you are.
- During the interview if you hear something that you like mark the time or make quick note.
- Also, always have a conversation with the person before you begin interviewing. It makes the interviewee more comfortable and it gives your producer an opportunity to check the audio levels.
- You should try to record your questions for your piece. You might not use it but it's always good to have. (It could make your piece stronger)
- Stand-ups (optional), makes the piece strong. This is like a bridge between two ideas in your story. Or it could just be a piece of information. For ex. You could say "but over 100 children in Kansas are left homeless" and you're actually in the shelter with kids and ambient noise behind you. If you decide to do this....this part of the script will not change, so either it's in the piece or it's not.

Producer's, your biggest responsibility is the sound

- Inventor your equipment before leaving the building
- Always have enough MD's and Batteries
- Also, check to make sure the MD works, so do a practice record and then play it back to make sure you can hear it.
- Always wear the headset (LISTEN, it's okay to be direct. Ex. If the interview is going well and an ambulance drives by...you can say, "Please let's stop and wait until that sound goes away"
- Make sure you hear the interview in the headset
- During the interview, always make sure you are Recording.
- Always remember ambient sound---wherever the reporter goes we take the listener so get at least 5min of natural sound WHEREVER you are.

Quick Tips

-Use the **MARK button** on the MD. Anytime you ask a question and they answer, pause and then press the MARK button.

-The mark button will start a new track and it will be very helpful when you begin to log your tape. **If you hear something you like and you pressed the mark button then you can easily say, "I asked this question, I liked the answer and it's track 4."

-AMBIENCE! Always get plenty of natural sound.