

## **EubieTV News: Announcements Format and Guidelines**

**SUBMISSION** - A sponsor or staff member must **post the announcement in the Blake Announcement folder** (located in the Blake Private folder through Outlook). No paper announcements will be accepted.

- Email/messages submitted to your group's designated Advanced Video Production student will be written up by the students and submitted for broadcast.

**DEADLINE is 12pm the day before** announcements are to air. For example, if you want an announcement to run Wednesday, then it must be posted by 12pm Tuesday. Announcements for Monday must be submitted by Friday at 12pm. Anything placed in the Announcements folder after the required time will not be aired until two days later. **Sports scores** that don't funnel through Mr. Fribush should be emailed directly to Heather Emory AND [EubieTV@yahoo.com](mailto:EubieTV@yahoo.com), and must be submitted by 7:15am for that day's broadcast.

**DURATION** - Announcements will air for **no more than 3 days**. Our recommendation is to have your announcement start two days before your event or deadline, then read for the final time on the day of the event or deadline.

**FORMAT** - Please follow the format below for writing your announcement. We want to be fair to everyone. However, when time is a factor, priority will be give to announcements that have not been previously aired. This is to minimize the impact of time on the instructional day.

**Use proper spelling, grammar, and capitalization.** Our copy-editors are students. We expect them to use proper grammar, spelling, etc. when writing in our classes. Please do the same!

**Do not write in all capital letters.** Things written in capital letters are stage directions in a script, not said aloud. Our student editors must re-type each word that is written in capital letters.

**VISUALS** - If possible, provide a visual to support your announcement, i.e., poster, t-shirt, newspaper, flyer, etc. (.jpg format is best).

**EDIT your own announcement for length, please!** We would rather have you decide on what information is critical; this limits mistakes and confusion. If your announcement is too long, our student copy-editors will use only the first **THREE** lines.

## **2. EXAMPLE**

**A. In the Blake Announcements folder, click NEW POST**

In the **subject line** include: Air date(s) and name of club or activity

**B. In the body of the message:**

- **For activities & events (maximum of 3 lines [12pt Arial font, 1 in margins] or 2-4 sentences)**

Identify activity or event and details

- **For meetings (maximum of 2 lines for meetings)**

Day, date, time and place of meeting

**Activity/Event Example:** 9/13, 9/14, 9/16 Picture Day

This Wednesday is picture day! You will be given an order form during your English class today.

Please give the packet to your parents. See [sponsor's name] for details...

**Meeting Example:**

The Debate Team will meet to plan for our annual fundraiser. The meeting is on Wednesday, March 20, at 11 a.m. in C 237. See [sponsor's name] for details...

## **3. The Blake Announcement Folder is located in the James Hubert Blake H.S. Private Folder.**

- **Note:** Tim sent out directions to access the "Blake Announcement" folder via email this week. Also try: T:\Tshared\Computer and Phone Help Documents\Microsoft Office 365\Microsoft Outlook