

Always wear headphones... use hand sanitizer to clean ear cups

Clean your studio when you are finished

The Rules for News Announcers-

- You must have your news script typed and approved at least one day before your news shift with an estimated TRT typed at the bottom. DO NOT do your news any earlier than 3 days before your shift. News is now, so you can't put it together too early.
- Use the Metro Source website to get your stories. It is easy to cut and paste the stories you want into a word document.
- It is your job to know when the DJ has scheduled the news during her/his show. This means you must talk to the DJ. Ask them to tell you when they are playing the song that comes *before* the newscast so you will be prepared.
- It is your job to tell the DJ how long you think the news will last... time it out with a stopwatch in advance.
- Pre-read your newscast at least 3 times before air in the newsroom with headphones on, using the microphone. Practice in the most authentic way possible.
- You must include ALL elements listed in the news format (see below). Your news script must include DETAILS, including when/which # PSA to play.

News Format-

These are the types of stories/order you must construct your script in. If you have a passion for radio, you can also include at least one *audio story* (ask for assistance):

You will hear the DJ "toss" the news to you, then you will play...

#1- Intro From Replay

#2- "Good morning, I'm (First Name and last Initial) with Exile Radio News."

#3- Local Story

#4- State Story

#5- National Story

#6- Tease what is coming up next

#7- PSA From Replay

#8- Sports

#9- Entertainment (or Kicker)

#10- Weather (Today, Tonight, Tomorrow, Current)

#11- "More news next hour. I'm (First Name and last Initial), now back to (Dj's name) on Exile Radio, 89.1 FM."

You can do some post-news crosstalk if the DJ would like. Please consult with the DJ about this prior to doing your news

Metrosource website: <http://source.metronetworks.com>

Username: WPHS_MI (all caps)

Password: v8yuxo

Sample News Script

(You will hear the DJ say something like, "Now it is time for the news with Jeremy."
Then you play the News Intro from <1> Instant Replay)

<2> Good Morning, I'm Jeremy O. with Exile Radio News.

<3> In local news, a young man from Farmington Hills is living his dream. Steven Simowski grew up loving the theater. He started dancing at seven and kept performing locally until he graduated from North Farmington High School in 2005. Now he's back playing in the ensemble of the national touring company of the Wizard of Oz at the Fisher. Steven says he finds it hard to believe he is in such good company.

<4> A second man goes on trial today in connection with a triple-fatal traffic accident in Macomb County. James LaCoursiere [[lah-kour-cee-ay]] is charged with manslaughter with a motor vehicle. He drove into oncoming traffic along Gratiot Avenue in April of 2008 and collided with an empty school bus. The crash killed three of LaCoursiere's high school classmates. Stephen Davis has been sentenced to up to two years in prison.

<5> Internet search giant Google is close to finalizing a cybersecurity partnership with the National Security Agency to investigate a corporate espionage attack that Google believes originated in China last month. "The Washington Post" reports the goal of the alliance is to better protect Google users from cyber attacks.

<6> Facebook causes some problems at a Chicago high school. The story, after this.

<7> (Play PSA from Instant Replay)

<8> The Red Wings lost to the Ducks 3-1 last night in Anaheim. The Ducks scored twice in the first period and added another goal in the second. The Wings lone goal came late in the second, when Pavel Datsyuk scored on a power play. Detroit goaltender Jimmy Howard stopped 27 of the 30 shots he faced, while Anaheim's Jonas Hiller made 46 saves on the night. The Wings continue their road trip in Los Angeles Saturday when they take on the Kings.

<9> A pair of Chicago teenagers had to learn the hard way that there are just some things you shouldn't post on Facebook. According to the "Chicago Tribune," two Brookfield High School students received ten-day suspensions after they were seen in a video holding guns and flashing gang signs. The clip -- which was shot last November -- was first seen by local police who then notified the school. The students were removed from class on Monday.

<10> Finally in the weather, today- partly cloudy skies with a high of 40 degrees. Tonight, temperatures dip to a low of 28 and tomorrow, sunshine and a high of 42. Currently, partly cloudy and 36 degrees at Warren City Center.

<11> More news next hour. I'm (First Name and last Initial), now back to (Dj's name) on Exile Radio, 89.1 FM.