

SPORTS REMOTE MINIMUM EXPECTATIONS

- 1) By signing below, you agree that you have seen the broadcast schedule and commit to broadcasting all the games for your sport including playoffs (this includes non-academic periods). Considering client advertising contractual obligations and the professional sound of the station, missing more than 15% of the broadcasts will result into your removal from the team.
- 2) Dress code is shirt, tie and shoes (no jeans or sneakers) for all games. Avoid white socks.
- 3) Recorded promo with highlight and voiced by someone other than sport announcers given to Production Director minimum three days before remote.
- 4) Place Live Read in the FM Booth minimum three days prior to remote.
- 5) Confirm with school Sports Information office and/or remote venue at least two weeks prior to broadcast that you are coming, press pass availability and phone line status.
- 6) For high school sports, need to call area schools one day prior to broadcast for morning announcements.
- 7) Pick up stat information from Sports Information Office or League statistician day of remote or before. Download or contact opposing SID for roster at least two days prior to remote. Memorize rosters and key info, type out filler material and game prep sheets (open, close, etc.)
- 8) Recorded interviews with both head coaches in person or via phone prior to remote start.
- 9) Recorded halftime/between period interview(s) done prior to remote and loaded into AudioVault system (exception: second game of two game weekend).
- 10) Check equipment list before departing. Have backup batteries for wireless mic & parabolic. Coordinate in advance with any other remotes that may be happening on the same day (Sports, News, PR). Take needed equipment for backup.
- 11) During game, keep own unofficial stat sheets.
- 12) When available, have third person on site do quick hit interviews in the stands with injured players, other team coaches or other pertinent people to spice up broadcast.
- 13) Live postgame player interview(s) with either team (college hockey does head coach).
- 14) After game, record game report from site for 11pm & morning show not to exceed 25 seconds.
- 15) After returning from home games, load game files onto website podcast. For away games, ensure that the board operator has loaded the game.

***Failure to do any of the above may result in a warning and then removal from the broadcast team for a period determined by the respective director.**

Broadcaster

Date

Operations Manager

Date