

Arlington
Public

NEWS

A Production of Arlington Community Media, Inc.

News Manual



Contents

1. Pre-Production
2. Field Work
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Manual Edition 1
2014

Pre-Production

Plan!

Brainstorm

Think of topics relevant to the Arlington community, things that interest you, issues covered by other news stations, or ask to be assigned a story.

Areas include: Arts and Entertainment, Business, Education, Elderly Affairs, Environment, Finance, Politics, Health and Fitness, Housing, Lifestyle, Science and Tech, Sports, Transportation, Youth.

Research

Once you choose a topic research information, and learn about the issue, subject, or event.

Some important questions:

Who would you contact/interview?

What is the background information/history?

When/where will you be filming?

Package Proposal

Write a proposal and submit to the News Director for approval
(For package proposal see page 21)

Implement

Gather resources, schedule shoots, sign out equipment, ask team members to help with crew, etc.

Writing for Multimedia News:

First, choose a story structure that is appropriate for your story: a voiceover, an open/close, recorded questions, or a combination of the previous

Voiceover: A narration that is used to structure a news story. It relays information about the segment, and it is played with images and footage.

Open: It is shot on location and introduces the reporter/story/subject/issue/location. ie. Hi, I'm John Smith from Arlington Public News and I'm here at the Arlington Police Station to speak with Captain Flynn about the recent fatality on Mass Ave.

Close: It is shot on location and closes the news piece. ie. Thanks for watching. From Arlington Town Hall, I'm John Smith with Arlington Public News.

Links: www.news.acmi.tv/segments/pedestrian-safety/

Questions essential to any news story:

Who, What, When, Where, Why, How

3 A,B,C Rules:

Accuracy, Balance, Concise

Keep Sentences short and to the point:

Don't Use: John Smith, who works as Education Director in Arlington...

Use: Arlington Education Director John Smith

Attribution (who said it)

1st time: use full name and title
Arlington Education Director John Smith

2nd time: use last name, or version of title
Smith or The director

Tips:

- Use active voice
- Avoid jargon and excessive details
- Read your script out loud
- Localize your story (make the local reference first)
- Think of the pacing of the story
- Use hook words
- Quickly relay information

Field Work

When creating news segments, team members often need to shoot video on location at events, meetings, interviews, or on-the-street scenes. It is important to make certain you have all the equipment needed for filming, and that everything is working properly. Make a checklist and test all equipment before you leave the studio!

Equipment:

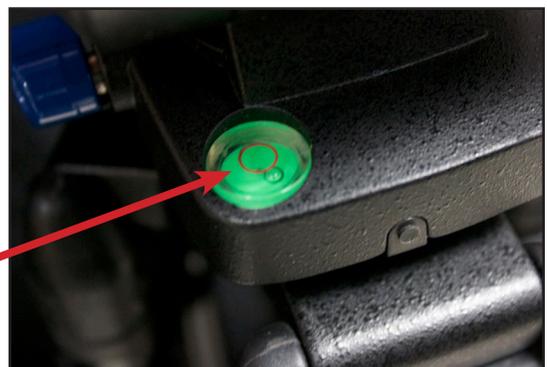
Tripods

Tripods are helpful for steady shots, especially during interviews. They allow for smooth pans and tilts by moving the arm of the tripod. There are times when a hand held shot is necessary or preferable, such as when moving or following a subject, but use a tripod for steady shots as often as you can!



Open the latches on tripod legs, extend each to desired height and lock.

Use the level to make the tripod straight. Bubble should be in the center of circle. Crooked footage is unappealing.



Every tripod needs a camera mount to hold the camera. Attach the camera mount to the bottom of the camera by turning the screw and slide the mount onto the tripod. You must lock the mount onto the tripod or the camera will fall.



Cameras: JVC and Canon Cameras



Turn camera on, by switching to ON position.

Open LCD Screen to view footage. Make sure you open or remove lens cap.

Insert memory cards, SD Card or CF Cards.



Initialize/format cards in Menu. This means you are deleting all previous footage and settings on memory cards.

Set camera to **manual mode**.

Settings on camera:
Record in 1280 x 720, 30fps HQ

Set up your shot





White balance camera by zooming camera into a white piece of paper/object and pressing AWB (tip: set up lighting and shot before WB so that the same light is captured on camera)

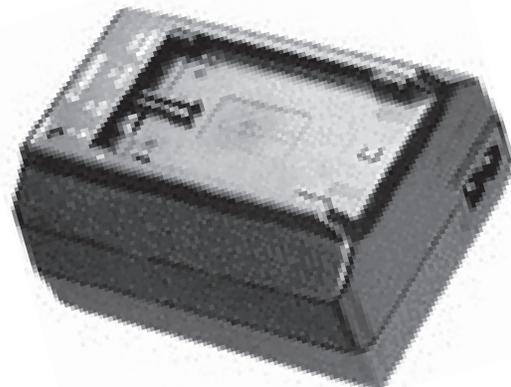
Focus camera by zooming all the way in to what you want focused.
Example: Zoom all the way into a person's ear and focus by turning ring. Make sure the ring is set to focus not zoom. Once you zoom out the range of focus will be from the ear and everything in front of it.

Press record and a REC display will appear on LCD screen.

Playback media It is important to check that footage is being recorded. Stop recording and playback a clip, listen to the audio and look at the framing. Fix anything that does not look or sound correct!



Batteries for JVC and Canon Cameras.
Make sure batteries are charged.





You will go through the same process of white balancing, focusing, recording etc. on all cameras. However, Canon and JVC cameras have controls in different places. The camera manuals are below for detailed information.

Here are the links to the JVC manuals:

Online Manual for GY-HM100U: pro.jvc.com/prof/attributes/inst_man.jsp?model_id=MDL101845&feature_id=11

Online Manual for GY-HM150U: pro.jvc.com/prof/attributes/tech_desc.jsp?model_id=MDL102117&feature_id=02

Here is the link to Canon manuals:

Online Manual for XF100 and XF105: <http://gdlp01.c-wss.com/gds/0/0300004500/04/xf100-xf105-im5-n-c-en.pdf>



Inputs for external audio devices. Make certain that the inputs are on the correct channels.

Audio Microphones

1. **Lavalier:** great for interviews. Attaches to a person's clothes.
2. **Handheld:** great for on-the-street interviews. Held by reporter.
3. **Boom:** great for ambient noise or sound at a distance. Held or set up on a stand.

Mics can be wireless or wired. (either an XLR cable connects to the camera, or a wireless signal connects the camera and mic). Make sure all cables are correctly attached, and the audio is recording on the appropriate channels.

Wireless Packs



XLR Cable



Audio Channels



Audio should be monitored on the display screen and with headphones. Use your ears and eyes! Make sure levels do not peak! Peaking occurs when the audio meter on the display screen reaches into the red or when the audio sounds distorted.

Try to film in quiet locations without ambient noise, such as air conditioners, elevators, etc. If you are filming near traffic, film with the mic facing away from the street. This will reduce traffic noise.

1.



How to attach a Lavalier to interviewee:

Explain to interviewee that you need to attach a mic to his/her shirt. Depending on what they are wearing you may need to ask them to run the wire under their shirt to the collar. You can attach it to a tie, collar, or the seam of a button-up shirt. If they are wearing a blazer or jacket, you can hide the wire under their blazer.

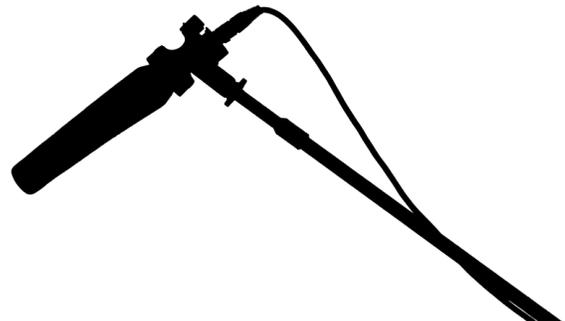
Make sure the mic is facing upright towards their mouth and is not obstructed by material.

2.



If you are using a handheld mic, make certain you point it towards the mouth of whoever is speaking. Handheld mics can also be set up as wireless or wired.

3.



Boom mics can be set up on a stand or held by a crew member. The mic should be pointed towards the sound you want recorded

Interviews:

1. Make sure the person you are interviewing is comfortable. Contact them ahead of time, give them a general idea of questions and topics you wish to discuss, suggest what is not good to wear on camera (bright, tight-lined patterns), and confirm a time and place.
2. If possible, come early to the interview to set up equipment. When setting up the interview shot, tell them where to sit or stand. Then mic them if you are using a lavalier.
3. Test audio levels, ask them to introduce themselves, their name, and that they agree to be interviewed. (You may record this for reference later, make sure you get the correct spelling of their names and correct titles).
4. Always prepare questions ahead of time, know background information, dress appropriately, and be polite. Don't start with the hardest question, and ask open ended questions for good responses. Always thank the interviewee!
5. Have release forms signed if necessary. **If interviewing anyone under 18, release forms and consent of a guardian is required!**
(see page 22 for Standard Release Form)

Framing Interview Shots:

Look at the background when framing a shot. Pick interesting and relevant backgrounds, but not overpowering. (ie. if you are interviewing a lawyer in his office, a bookshelf in the background would be appropriate. A blurry background also would look appropriate).

Avoid moving the camera when a person is speaking. It is best to use a tripod if possible.

Avoid having the subject profile.



The Background is music related for radio DJ, but does not overshadow the subject.

Lead space: well-composed shots leave space in the direction the subject is facing or moving.

Subject is not in profile

If the interviewer is not going to be on camera.

Either, set up an over the shoulder shot or frame the subject. Have the interviewer stand or sit next to the camera lens so that the eyeline matches in the shot.



If the interviewer is going to be on camera.

Set up a two person shot. Camera operator can zoom into subject when speaking.



If there are two cameras, one should frame the subject. the other can be a two shot or frame the interviewer. (3 cameras, like in the studio, allow for all of these shots)



B-Roll:

B-roll is footage or photos that are cut to during an interview or narration to show the content of the story and to keep the segment visually interesting.

Make sure you film B-roll and/or take photos when on location.

B-roll can be of anything **related** to the segment such as location (ie. high school building, street sign, lake, etc.) activities (ie people playing sports, fishing, reading, eating, etc.) objects: (ie, art work, trees, food, etc.)



B-roll for a sport segment



B-roll for pedestrian safety segment



B-roll of location for Mozambique piece

Always give credit to footage/photos that are not yours. You must have permission for all images that you use.

B-roll is important, it will make your segments interesting and will help during editing to cover cuts and jumps.

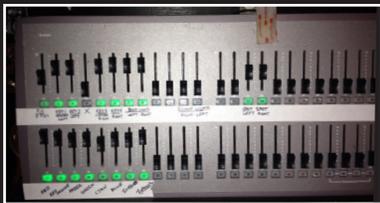
Here are links to segments with a lot of B-roll:

news.acmi.tv/segments/winter-safety
news.acmi.tv/segments/praying-knight/
news.acmi.tv/segments/cavalry-church-belfry/

In Studio

Set Up of Equipment:

News Desk: And background set should be placed according to marks on the studio floor. There should be two anchor chairs set up and chairs for any on-air guest. Turn on the lights on the desk, and turn the background lights on with the dimmer to 75%

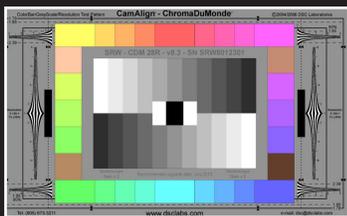


Light Board: Turn lights on in control room by switching on orange taped switches. In studio, turn on light board. Move up dimmer, and adjust lights for anchors and set.

Mics: 77b Lavalier Microphones should be plugged into channels 5,6, or 7. Attach each to respective anchor. Audio operator should test levels and sound.



IFBs/headsets/comms: There should be a wireless headset for the Floor Director, a headset for both Producer and Director in the Control Room, two IFBs for anchors, and headsets for each Camera Operator. The Camera Operators should have their talk-back turned off during Newscast. All devices should be tested before Newscast.



Calibrating cameras: After setting up lighting, frame a chip chart on all cameras, and calibrate cameras by defining black and white by. Color correct by shading Reds and Blues. Press "paint" to shade.

BPIX: Open BPIX. Choose ArlingtonPublicNews show, click open. Import clips from USB, by copying clips to location: **MyComputer>Video>Clips>APN Folder**. In BPIX open **File>Edit Show>Clips**, and import clips from the APN folder. Clips should be ordered according to the rundown and script. Click OK and Save.



EZ News: Open EZ News. Username: newsprod. Open ArlingtonPublic News show and load completed script in the generated rundown.
(For example of a script and rundown see pages 23 and 24)

Newscast Roles:

Anchors: Anchors host the Newscast. They read the script clearly from teleprompters. They must dress appropriately and apply make-up for television. They should review the script before the Newscast and give edits to Teleprompter Operator. They should be in placement early to allow Audio Operator to test mic levels and Camera Operators to frame them.

Teleprompter Operator: This person is responsible for setting up EZ News, turning on the teleprompters, and loading and editing the news script. If the anchors need to make changes with wording, Teleprompter Operator will make edits. During the Newscast, they scroll through the script matching the pacing of the anchors.

TechDirector: This person is responsible for setting up BPIX, importing, loading and ordering clips, as well as testing clips. They aid in framing shots and calibrating cameras. During the Newscast, they control the switchboard and listen to the Director for which camera or clip to cut to.

Audio Operator: This person is responsible for setting up and testing mics, setting levels on the SoundDevice using Bars and Tone, and checking audio on clips. They adjust gain and levels on talents' mics before recording, asking each anchor to speak in turn. During the Newscast, they listen intently to audio, adjust levels as necessary and communicate any problems with sound.

Cameras 1, 2, 3, Jib: Each camera operator is responsible for setting up camera shot with the guidance of the Director and Producer. Camera 1 and 3 typically frame a medium one shot of the anchors. Camera 2 typically frames a two shot of the anchors. The Jib is often used for the opening and closing of the Newscast. The cameras must be focused, framed properly, and locked.

Floor Director: This person is responsible for the events in the studio. They are the eyes and ears for everyone in the control room. They must help set up the news set, camera shots, anchors, and help test headsets/comms. During the Newscast, they relay any information, issues, and directions between studio and control room. They also relay countdowns to anchors.

Director: This person is responsible for directing all events of the Newscast. They should oversee calibrating cameras, framing shots, and making certain each member has completed necessary tasks. During the Newscast, they are responsible for pacing, directing TechDirector to cut to the best shots, and communicating efficiently with the Floor Director.

Logger: This person logs each take. And keeps track of good and bad takes. (this is only for Newscasts that are not taped live).

Post-Production

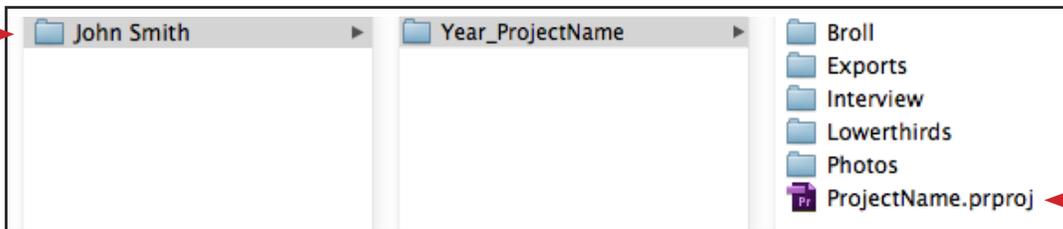
Once footage is taken, return equipment to studio. Make sure you take SD/CF cards and download footage onto the news server! Ask for a card reader to download footage. Everything needs to be saved on the server! Or it will be lost or deleted.

To connect to server:

Click finder window
Click XXMS in shared
Click connect as
User Name: news
Password: acmi_news



In the news folder, **Create a folder with your name:** Example: John Smith
Add new **folder with project name and date:** Example: Year_ProjectName
Download footage into **correctly labeled subfolder:** ProjectName>Broll or Interview



Pr Open Adobe Premiere, and begin new project. Browse folders and Save on the server to your project folder. Example: ProjectName.prproj

Organization of Projects:

Correct organization of project folders is necessary for other news team members to access footage and project. It will also make your organization in editing easier. In the Notes folder there should be a document with two to three sentences summarizing your segment. **This is a must for a completed project!** Every project folder should have the following subfolders (if applicable)

- Exports:
- Footage: (or separate folders of Broll/Interview)
- LowerThirds:
- Music:
- Notes:
- Photos:

If music is used in your segment (ie. live band, added background music) you must have permission from the artist or it must be public domain. **Here are links to public domain music:** acmi.tv/2012/03/resource-fridays-creative-commons-music-downloads/

Paper Edits:

Before you begin editing (or give your project to an editor), you must review and log your footage. This requires creating a paper edit, which will guide the story structure during editing.

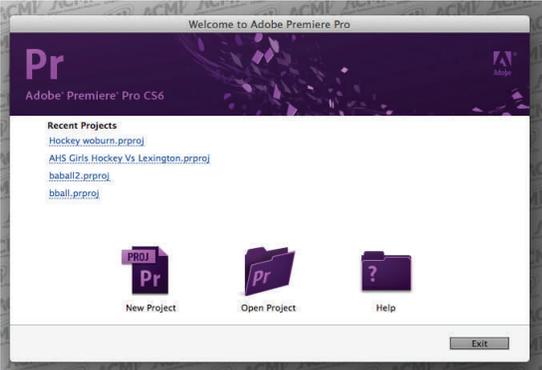
A paper edit has two columns, Audio and Video. Each one lists what will be shown and what will be heard in the edited order. Think of it as a story outline.

You must pull out quotes from any interviews that you will use and list the clip number and timecode so that it is easy to find. Narrations, voiceovers, and open/closes must also be listed with their corresponding clip numbers and timecodes. A general description of b-roll can be listed.

(For an example of a paper edit with a link to the edited video, see page 27)

Basics of Editing:

For a detailed tutorial and for reference of video editing with Adobe Premiere see, **AdobePremiereEditing.pdf** found on the news server in folder *Production Assets*



Edit 1.1

A guide to Session I of your Adobe Premiere Pro Workshop.

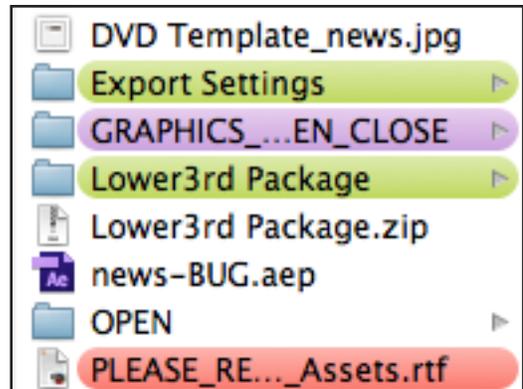
Adding News Elements When Editing:

Lowerthirds must be added to each news segment to identify speakers. Open **News-L3Master.ai** in Lower3rd Package folder and edit in Adobe Illustrator.

Add Name and Title. When done Click **Save As**. Save in your project folder under sub folder Lowerthirds. Import lowerthird into project, put on timeline, and make sure it is in text safe margins.



In **Production Assets** there is the APN Open/Close Graphics, Lowerthird package, and export settings.



Exporting:

When project is completed two versions are always exported: **BPIX and Web**
Duplicate your sequence, Label one BPIX and one Web

BPIX files have a second of black at the beginning of the clip and 2 seconds at the end.

Web files have the APN intro and close that can be found on the news server in folder, Production Assets>Graphics Open Close.

To export each sequence:

File>Export Media

Then click the preset for **BPIX 720p 30fps**

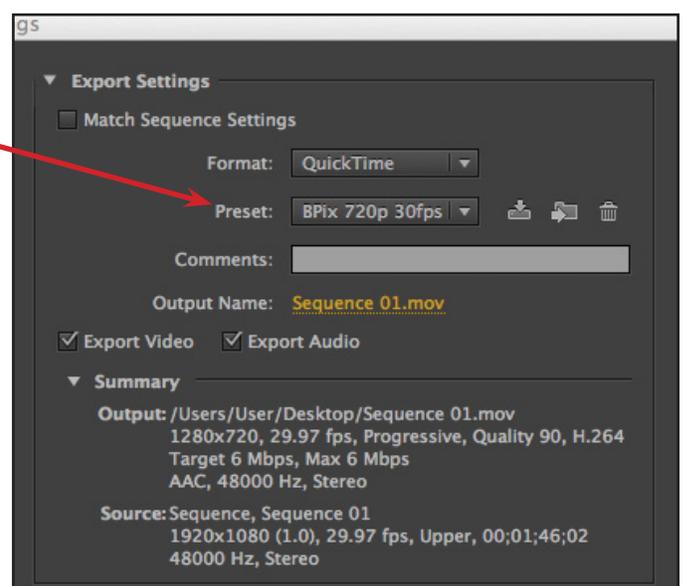
Name the project with the correct extension:

Projectname_BPIX or Projectname_Web

 Project Name_BPIX.mov

 Project Name_WEB.mov

Make sure there is an export folder in your project folder to store files. Once exported, spot check all clips, make sure there are no audio problems, etc.



Posting Clips on APN Website:

Site: news.acmi.tv/wp-login.php

Username: newsintern

After segments are exported, the web versions need to be uploaded and posted on the APN website. A description needs to be added, as well as the contributors and categories.

Login to Wordpress and then go to Segments or Newscast on the left side of the page depending on which you are posting. Click **Add New**. Input correct information below:

Video format selected: Vimeo or Youtube

Copy and paste Vimeo URL

Uploading thumbnail images: First, you must take a screen grab of a still frame from whichever segment you are posting. Save the screen grab onto the desktop and re-name according to naming conventions. Naming conventions can be found listed in the document on the server folder: **Website>Stills**. Click **Add Image**, then click **Upload Files** and choose the correct screen grab.

Attributing credit: There is a list of frequent contributors on the right side of the page. Check the box next to any contributors. You can add new ones by clicking Add New Contributor. Make certain names are spelled correctly.

Adding clip description: Copy and paste description from the Newscast script into the description box.

Choosing categories: There is a list of categories on the right side of the page. "Featured" will make the clip a featured clip on the website, meaning the first clip shown. Check the box for all appropriate categories.

Review all information. Then click **Publish** to post.



Categories:

- **Arts & Entertainment**
 - Books
 - Movies
 - Music
 - Theater
- **Business**
 - Chamber
- **Community**
 - Seniors
 - Pets
 - History
- **Environment**
- **Health & Fitness**
- **Housing**
- **Human Rights**
- **Life Style**
 - Home
 - Gardening
 - Food & Restaurants
 - Travel
- **News**
- **Politics**
- **Schools / Education**
- **Science & Technology**
- **Sports**
- **Town Government and Agencies**
 - Finance Committee Roundup
 - School Committee Roundup
 - Selectmen Roundup
 - Town Meeting
 - Redevelopment Board
 - Police & Courts
- **Transportation / Traffic**
- **Youth**

Social Media

Arlington Public NEWS
A Production of Arlington Community Media, Inc.

Social Media Guidelines

1. When on shoots take quality “behind the scenes” photos. This means photos are in focus, have good composition, and have an interesting subject/image.
2. You can take photos with mobile phones or other cameras.
3. Send photos to **lauren@arlingtonpublicnews.org** or **seankeane@arlingtonpublicnews.org**, or upload photos to social media drive once at the studio. Photos for social media should be uploaded onto the edit server into folder labeled SocialMedia, under the corresponding year. NEVER upload to the folder labeled Posted, unless your role is to post on Twitter or Facebook.
4. Interns will be posting on Twitter or Facebook, and posts will be monitored. If you have an idea for a post, email Lauren or Sean!
5. Posts should have action words and avoid the passive. Examples of good/bad words and phrases and tips on writing posts is in document labeled SocialMedia>WordBank. Be creative, don't use the same phrases over again!
6. APN will post at least twice a week.



Arlington Public NEWS
A Production of Arlington Community Media, Inc.

ArlingtonPublicNews
@ArlingtonPublic
Arlington Massachusetts · news.acmi.tv

58 TWEETS 124 FOLLOWING 64 FOLLOWERS

Following

Types of posts:

A. Behind the scenes photos (newscast, editing, training session, fieldshoots, team photo, etc.)



#tbt Anchors Michelle Marino and Paul Wehrin's first time as news anchors! What was your favorite memory this year?

B. Upcoming segment photos/posts(Love baking? Tune in Friday for tips on holiday treats).

C. Upcoming events in Arlington (We went behind the scenes at AFD's *Oliver*, see the play this Saturday! *Post with link to event*).

D. Posts related to segment information (interesting facts, links to articles. Did you know only female mosquitos bite humans? Learn more in our youth segment, *attach link*).

Always provide captions for images. Post links to segments on news.acmi.tv when appropriate. Always tag people or organizations related to posts! Apply appropriate trends/hashtags. ie. We're bringing you a behind the scenes look at the theater! @AFD



PACKAGE PROPOSAL

Name: **Date:**
Subject:
Title:

Date and Time:
Location Address: **Site:**

Main Contact:
Title: **Phone:** **Email:**

Date of Completion:
Interviewee(s):
Number of Segments and Duration:

Abstract:

Objectives:

Required Equipment:

- 1. Travel Kit
 - a. Arlington Public News press tag
 - b. Camera
 - c. Tripod
 - d. Type of microphones
 - e. Other

Date of equipment pick up:

Personnel and roles:

STANDARD PROGRAM RELEASE

For Program: Arlington Public News

In return for the opportunity to appear in the above-named Program, I _____ hereby grant to Arlington Community Media Inc. (ACMi) and the Program Producer Arlington Public News permission to record or transmit LIVE my likeness and /or voice for any lawful purpose at any time via cable or broadcast television, via the internet, or in print, and to own and register all copyrights of said program. I assign to ACMi and the Program Producer the right to reuse, publish, and otherwise reproduce, modify, and display said Program, in whole or in part, and to use my name in connection with it for the purpose of promoting and publicizing it. I also authorize the use of any excerpts of said Program for the purpose of promoting and publicizing it. I hereby waive any right that I may have to inspect or approve the finished product or the written copy that might be used in conjunction therewith, or the use to which it may be applied. I agree to hold harmless, the Program Producer, cable operator, the Town of Arlington, or ACMi or its directors and employees (and its successors) from any liability, loss, claim, cost of damage of any nature whatsoever which may arise by reason of my participation in the above-named Program.

I have read this agreement before signing it, and I fully understand its content. This release shall be binding upon me and my heirs, legal representatives, and assigns.

I agree that I am to receive no compensation for the grant of rights contained herein.
Accepted and Agreed:

Signature

Date

Print Name

Mailing Address

I represent that I am a parent (guardian) of the minor who has signed the above release and I hereby agree that we shall both be bound thereby.

Signature of Parent or Guardian

Date _____

Print Name



Example Script

Paul// Hello and welcome to this edition of Arlington Public News. I'm Paul Wehrlin.

Michelle // And I'm Michelle Marino. Thank you for joining us. BANTER

Paul + Michelle // Brief BANTER about Town Day & FALL

Michelle // At Arlington Public News, we bring you stories of interest to Arlington and surrounding communities. In tonight's newscast, we bring you highlights from Town Day, interviews from the Thompson ribbon cutting ceremony, a short conversation with departing Town Counsel Juliana Rice plus a science segment on Voyager 1 as well as our community calendar.

Paul // That and more, coming up next. Please stay with us.

Michelle // The Arlington Police Dept continues to investigate the recent spike in "overnight" house break-ins. The APD reports that the majority of the incidents involve unlocked homes and vehicles, and urges residents to call 911 to report suspicious activities. If you have any information regarding these crimes contact the Arlington Police Criminal Investigation Bureau at 781-316-3938

Paul // Best selling author Rick Riordan will visit the Ottoson Middle School on October 8th. Rick is a children's author who has written many books including the popular "Percy Jackson Series". Rick is releasing the 4th book in his "Heroes of Olympus" series, "The House of Hades". Ottoson is his only stop on the East Coast. To attend, you must pre-order a book and only 1 book is required per family. To pre-order go to the Arlington Public School Web Site or Barnes and Noble. Arlington Community Media will cover the event.

Michelle // Arlington celebrated Town Day 2013 on Saturday September 21st. The street fair hosted over 200 booths and countless activities for all ages. Some of the highlights on center stage were performances from the Cheerleaders, the award-winning AHS Jazz Band and entertainment from bands such as the Dave Sammarco Band and Air Traffic Controller. There were demonstrations from Officer Hogan and his K9 Dasty, and safety tips from the Fire Department. Arlington Community Media covered Town Day with a live broadcast of events and interviews with residents, business and participants.

Example of EZ News Rundown

Example Rundown

#	Stat	Slug	Format	ERT	SOT	Total	D	Dmy	Cume	Proj Hit	Act Hit	Lt.Hvy
-2:32												
A-1		Open - Welcome Walter	RDR +	0:38	5:30	6:08	<input type="checkbox"/>	0:00	6:08	2:47:28 PM	8:00:27 PM	HV 5:12:59
A-2		Teaser	RDR	0:28	0:00	0:28	<input type="checkbox"/>	0:00	6:36	2:53:36 PM	8:16:42 PM	HV 5:23:06
A-3		Somerville Alert	RDR	0:38	0:00	0:38	<input type="checkbox"/>	0:00	7:14	2:54:04 PM	8:29:59 PM	HV 5:35:55
A-4		Rabies	PKG	0:25	3:40	4:05	<input type="checkbox"/>	0:00	11:19	2:54:42 PM	8:31:36 PM	HV 5:36:54
A-5		Pedestrian	PKG	0:21	2:30	2:51	<input type="checkbox"/>	0:00	14:10	2:58:47 PM	8:37:57 PM	HV 5:39:10
A-6		Mozambique	PKG	0:15	3:47	4:02	<input type="checkbox"/>	0:00	18:12	3:01:38 PM	8:52:26 PM	HV 5:50:48
A-7		Therapy Dogs	PKG	0:12	2:00	2:12	<input type="checkbox"/>	0:00	20:24	3:05:40 PM	8:53:02 PM	HV 5:47:22
A-8		Sports Spotlight	RDR	0:10	0:00	0:10	<input type="checkbox"/>	0:30	20:34	3:07:52 PM	8:53:37 PM	HV 5:45:45
A-9		Wrap, Credits	RDR	0:21	0:00	0:21	<input type="checkbox"/>	0:00	20:55	3:08:02 PM	8:53:59 PM	HV 5:45:57
		End of Show							20:55	3:08:23 PM		

**ACMI Public News
Fairness and Balance Policy**

Approved by the ACMI Board of Directors on 5/16/2013

1. All news produced by the volunteer producers and interns at ACMI for inclusion in Arlington Public News shall be fair, balanced, factually accurate and unbiased.
2. ACMI will follow to the best of its ability the FCC equal time guidelines.
3. Personal opinions on the part of the ACMI staff or the individual covering an event or conducting an interview shall not be included in the newscast.
4. All news gathered and edited by the volunteer producer shall be reviewed by ACMI's News Director for fairness, factual accuracy and bias. If the segment is determined to be factually inaccurate or biased, the News Director shall require the producer to reshoot or reedit the segment to correct the inaccuracies or bias.
5. Best effort will be made to obtain an opposing or different viewpoint on an issue when appropriate. If the individual producer cannot arrange for an individual with an opposing viewpoint for presentation in the same newscast, then, the individual with an opposing viewpoint may be included in the following newscast. In some instances, interviews by phone or other electronic media may be included to provide a balance.
6. The News Director is responsible for final approval of the program or segment's content. The individual producer is solely responsible for any and all factual errors or omissions, misrepresentations and/ or bias.
7. All issues that cannot be resolved by the News Director shall be brought to the attention of ACMI's Executive Director for determination of suitability for presentation taking into consideration the segments fairness, balance of presentation, factual accuracy and non-bias. The Executive Director may choose to consult the ACMI Board of Directors, for a determination of the suitability of a disputed segment for inclusion in its news program.

8. ACMI shall not take an editorial stand on local, state or national issues, nor engage in issue advocacy, unless the issue involves ACMI, its mission, status, or community access in general.

9. ACMI may deny access, at the sole discretion of the Executive Director, to its facilities and resources to any producer or individual who is determined to be in violation of this policy.

10. All of ACMI's Arlington Public News Programs shall have a disclaimer indicating that the program is a public affairs presentation of the Individual Producer, and that ACMI, its staff and Board of Directors, the Town of Arlington, Comcast, RCN and Verizon are not responsible for the content.

I, _____, have read and understand the ACMI Public News
(Print your name here)

Fairness and Balance Policy, and agree to abide by and be bond to its terms.

Date

Signature

**Example of Paper Edit:
Greenway Ribbon Cutting**

Link to Segment: news.acmi.tv/2012/dcrs-alewife-greenway-ceremony-october-25-2012/

Video

Audio

1. B-roll of the event	Narrator: On Thursday, October 25th, local and state officials celebrated the completion of the Alewife Greenway bike path. The grand opening was attended by residents from all over the Mystic River.
2. Close-up of Rick Sullivan [01:19:20:20-01:19:30:30]	Sullivan: "We dedicated a new pathway here on the Alewife bike path to make this connection between Somerville and Arlington more safe, but certainly more user-friendly."
3. Close-up of Ed Lambert [01:03:18:21-01:03:29:20] B-roll of bicycles on bridge	Lambert: "We want to try to accelerate our ability to allow people to use non-automotive needs. Bicycle and pedestrian pathways are important to us."
4. B-roll of minute man bikeway map	Narrator: The Greenway is 2.5 miles long and passes through Arlington, Cambridge, and Somerville. This new path addition connects the Minute Man Bikeway and the Mystic River Reservations.
5. Close up of Jessica Mink [AA0014_01] [01:01:19:12] B-roll of creek and boardwalk	Mink: "This is a really beautiful place right here because we've got a wonderful board walk over the creek that was too narrow so they made it wide enough."
6. Close-up of Ron Newman [AA0016_01] [01:06:27:23-01:06:43:12] B-roll of Mystic River Parkway and of new bike path	Newman: "Although bicyclists are allowed to use this road, it's a narrow road, it has very fast traffic, it's not the most comfortable place for most people to ride, and this is a much better alternative."
7. B-roll of the ribbon cutting	Narrator: The project was funded almost entirely with grant money from the Federal American Recovery and Reinvestment Act.
8. Close-up of Ed Lambert [01:03:32:12-01:05:06:11] B-roll of the event	Lambert: "This is federal stimulus funding that paid almost the entirety of the 3.5 million dollars for this project....local contractors worked on this."
9. B-roll of the path plans	Narrator: Construction for the Greenway began three years ago after planning for seven years among local and state officials and bicycle advocates.
10. Close-up of Bill Brownsberger [01:17:30:08]	Brownsberger: "This took a lot of work by local people to fight through controversy about this project. I'm very confident that in a couple of years people will be saying, 'Isn't this wonderful?'"
11. Close-up of Rick Sullivan [01:20:18:09-01:20:31:03]	Sullivan: "The Governor and Lieutenant Governor really do appreciate the fact that these connections, these recreational opportunities, these open spaces, really do define and add to the quality of life in the community."
12. B-roll of bike path B-roll of map	Narrator: Check out the new bike path connection at the intersection of Alewife Brook Parkway and Mystic Valley Park-

Edition	Date	Author	Description
1	January 2014	Lauren Jo Alicandro	Original News Training Manual