

## Floor Manager

1. Bring out the boxes of mics/IFBs/leg straps.
2. Put six fresh batteries in ALL six mics – ask Rox, the director, for more batteries if needed.
3. Test the batteries in ALL SIX (6) IFBs using the yellow battery tester. Switch the dial to 20.
4. Batteries 8.3 volts or more are still good – do NOT reuse any batteries with less of a charge than 8.3!
5. Use the disposable wipe pads to clean all of the IFB earpieces.
6. See who the 4:00 and 4:45 producers are, and get their rundowns. Find out what reporter is in each position (i.e. monitor, video wall, weather, reporter seat, flashcam, sports, and left and right anchors.)
7. Each position has its own microphone and IFB assignment.
  - Reporter seat: MIC 1, IFC 1
  - Anchor left: ANC 1, IFC 2
  - Anchor right: ANC 2, IFC 3
  - Weather: WX, IFC 4
  - Monitor/video wall: MIC 2, IFD 2
  - Flashcam: FLASH, IFE 2
8. Hand out mics/IFBs to the appropriate reporters and make sure everything is on. Hand out legs straps if necessary.
9. Bring your own headset from the control room out into the studio.

10. Explain to all students that the red light on the cameras will cue them when to start speaking.
11. If two reporters need to share the same mic/IFB, tell each reporter how much time they have in between stories. Have the second reporter standby in the area by the control room and help the reporters with the mic switch.
12. Cue the reporter at the reporter seat when to go on and off set (usually during a VO or SOT in the story or two before their segment).
13. Explain to the weather reporter that they will be pointing at the items on the Chroma Key wall opposite what they see on the monitor on the camera. Make sure they know to stay on the blue tape on the floor, and NOT to go closer to the green screen. Explain that they must return to the mark on the “weather wing” when finished with the 5-Day. Make sure they do a test with the weather remote clicker, to get the feel of it.
14. Move the MONITOR up or down every time new talent sets up in front of it. Their head should line up approximately with the top of the monitor. Make sure the monitor is not bouncing light into the camera – tilt the monitor from the top, FORWARD, to remove the glare.
15. In the break before a full weathercast, switch the toggle on Camera 3 to PROGRAM (so there is no visible teleprompter.) In the break following weather, make sure to toggle the switch on Cam 3 back to PROMPTER.
16. Finally, make sure to retrieve ALL SIX mics and IFBs, leg straps, remove all batteries and test them for power. Recycle any batteries that test lower than 8.3 volts. Clean all 6 IFB earpieces before putting them away.