

Producer Guide

Hi there, you've been selected to be a producer at Roses 2024!

Producers are in charge of coordinating the sports streams and ensuring that all crew, technical team, computing team, commentators / presenters, studio crew and sports teams are on the same page.

We will be streaming all our sports coverage to **roseslive.co.uk**.

Producer Guide

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Key Contacts to Have:

A short description of your duties and responsibilities before and during the weekend:

1. Creating a slack channel and making crew aware of details and updates for your stream
2. Contacting sports teams for Team Sheets and information about their sport
3. Being present and prepared on the day. Ensure that the quality of your broadcast is as high as possible.
4. Keeping Graphics up to date (TV Only)
5. Grabbing people for interviews from both teams after the game finishes

Make sure to tick off each step in the [Producer Checklist Spreadsheet](#) as you do it

Step 1: Get on Slack:

We use the Slack app to communicate about absolutely *everything*

1. First of all, make sure you're in the Roses Media Slack workspace (if you've already used it for YSTV/URY, note that this is a different one - though you still use the same app to access it). If not, click this link:
https://join.slack.com/t/roseslive/shared_invite/zt-1qu2o0z7n-KWyl2os52ZHWtL0P5fnvJw - when signing up please use your @york.ac.uk/@lancaster.ac.uk email.
2. Join **#2024-producers** for general updates.

Step 2: Contact your equivalent producer and create a channel:

1. Most streams have a RADIO and TV Producer so get in contact with your equivalent producer either through your streams channel or DMs
2. Decide between you who is contacting the sports teams (you dont both need to do this but CC each other)
3. Make a joint TV and Radio channel for the streams you're producing (find the "Add channels" button, then click "Create Channel"). Please name it #2024-<day>-<sport> (e.g. #2024-saturday-rugbyunion).
4. If your equivalent producer is not responding let [Sam Rooke](#) and [Fion Cudmore](#) know
5. Check if you have an assistant producer, this will generally be on long streams so you can have a break. Make sure to keep them in the loop with all the details so they can help you out.

Where possible, please have any discussions with your co-producers in your sport's Slack channel (#2024-<day>-<sport>), so that everyone's on the same page and we can help out if needed!

Step 3: Contact the sports club

- 1) Email your sports team on their @yusu.org or @groups.lancaster.ac.uk email to let them know of our plans to stream their sport.
 - a) York sports clubs emails: <https://yusu.org/student-life/clubs-and-socs>
 - b) Lancs sports clubs emails:
https://lancastersu.co.uk/groups?group_type=uni-teams&group_cat=&search
≡
- 2) Also find their sports account on instagram and DM the team the same message

The message should include:

- a) Introducing yourself as the **TV or Radio producer**
- b) Specifying which **team(s) each producer is producing** (i.e. Women's 1sts) and the **time/location**.
- c) Link [this document](#) and ask the sports to fill out the appropriate forms:
 - i) *Just make sure that if you're covering multiple matches/games that the teams are informed that they have to fill out separate forms/team sheets for the different teams.*
 - ii) *Sport Information Form:*
https://docs.google.com/forms/d/e/1FAIpQLSdBN7Om_rCTiwSjS41vRNpxcS2fJScnXMSwmFCCxO2OELMNpw/viewform?usp=sharing

These forms will give you information about the match and the teams for the commentators and for you as a producer to form your broadcast.

You can see the responses [here](#) and search for the teams you are covering

Upload the completed

Step 4: Contact your crew

- 1) Add your crew to your slack channel (*once crewing assignments are complete*)
 - a) You can check the crew by opening the ["Roses Schedule" app](#) in Slack and clicking "View Full Crew".

 - b) If the sport you're producing has multiple fixtures with different crews, you may find it helpful to make extra channels to avoid wires getting crossed. In this case, please name them #2024-<day>-<sport>-<fixture> (e.g. #2024-saturday-hockey-3rds). If at least 50% of the crew are the same you don't need an extra channel, instead just add them all to the same one.

Contact crew members via email if they're not on Slack yet - and send them [the link](#) to join!

If you're having trouble with finding crew members make sure to speak with [Beth Marsch](#) or [Sarah Maguire](#) for support!

- 2) Send out a message to your crew via slack and pin it in the chat.

This should be done no more than 3 days before the stream to make sure all crew are correct.

Copy and paste this format below and fill in the sections in square brackets.

Hi @channel ,

You're crewing [**sport and fixture**].

This is taking place at [**location and how to get here**]

MAP OF LOCATIONS HERE

Please arrive at [**arrival time**], ready to go live at [**broadcast time**].

The stream will end at [**end time**]

If you have any issues related to this production please feel free to message me either here or privately on slack.

If on the day you need to contact me for any reason you can call [**phone number**]. And if you need to speak to the tech lead call [**tech lead number**].

Any other questions or issues refer to [this document](#) for who to contact.

Look forward to seeing you there!

Step 5: On the Day!

- 1) Message your crew on your Slack channel the morning of the stream, reminding them of what time & where to meet you. Also be sure to post your phone number in case anyone's running late! Use @channel just to make sure everyone sees it.
- 2) If this is a TV stream, you'll mainly be Floor Managing, and operating graphics.
 - a) Graphics guide can be found [here](#)
- 3) For all streams, you'll also be communicating with the studio livestream (for TV) or Continuity (for radio), telling your commentators to (for example) introduce everyone to the sport if the studio or Continuity will be broadcasting your sport in particular. You will also be finding players for interviews.
- 4) Please drop any major sporting updates into the #moments slack channel (such as goals or half time scores), these can then be read out on the radio stream and also allows the events to be timestamped to make editing easier.
 - a) It also allows our head of highlights **Erin McLeod** to create showreels and highlights of the broadcast(s) over the course of the weekend.
- 5) Do not hesitate to ask for help if you need any! Everyone (especially, but not only, the people on the list below) is here to help you make your stream the best it can be, so please ask if you're ever unsure.
 - a) If you need urgent tech support, call (or have your techies call) either:
TV tech support hotline: **01524 944736**
Radio tech support hotline: **01524 944726**
MCR support hotline: **01524 944730**
 - b) If you or your crew need help from the roses leads, call the production / hotline: **01524 944734**
 - c) If there is a welfare issue call: **01524 944732**
 - d) Save these numbers to your contacts in case you need them or alternatively contact people directly by finding their phone number in their slack profile!
- 6) Have fun!
 - a) If anything is ever not fun for any reason, please let someone know. We'll do our best to sort it out, but even if we can't at the time, knowing the things we can do to make Roses better will be invaluable when next year rolls around.

FAQ

I'm unsure about what to do?

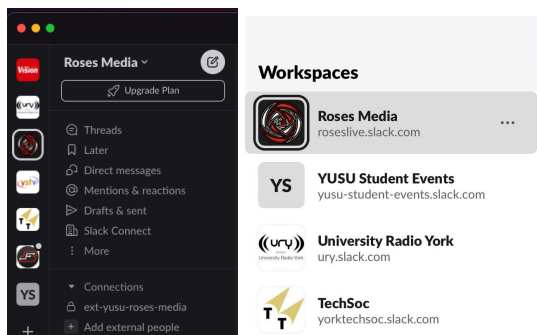
When in doubt about what to do next, begin by checking off everything off on the Producer Checklist. If you have any confusion about what to do in order to tick off certain areas please check back over this document. Also contact your fellow producer from the other media (TV/Radio) on the same sport if you're having trouble getting in touch with your team or making your spreadsheet. If you are still unsure then....

Where will it be streamed to?

All individual streams alongside the primary stream Radio and TV streams will be streamed to <https://roseslive.co.uk>. TV will also be available to view on multiple screens around campus on the weekend itself.

I already have Slack but can't see anything about Roses?

We're using a different Slack Workspace from the typical YSTV/URY one you may be used to, this is Roses specific (you can sign in to both using the same app). You can switch between workspaces by clicking on the logo next to the Workspaces name in the top left hand corner of the app homepage. See Below for Examples:



I've been assigned as an assistant producer. What should I do?

Your job is to support the producer to make sure they have everything they need to make the stream work well. Speak to your producer to see what they're in need of, and how you should best work together. Importantly, on the day, when the producer needs a break as some streams are very long, you can take over. It might be best to have a plan about when this will happen!

I can no longer produce at Roses 2024.

If this is the case please alert your Production Lead immediately. We understand that things do come up, but please let us know as soon as you find out.

Key Contacts to Have:

| Name: | Role: | When to Contact: |
|---|--------------------------|--|
| Cameron Fox | TV Production Lead | Cameron's job is to oversee and assist all TV producers. Therefore if you have any issues or questions as a TV Producer that aren't specific to another committee member, Cameron should be your first point of call. |
| Fion Cudmore | URY Production Lead | Fion's job is to oversee and assist all Radio producers. Therefore if you have any issues or questions as a Radio Producer that aren't specific to another committee member, Fion should be your first point of call. |
| Sam Rooke | TV Sport Production Lead | If you are having any issue getting in touch with Sport Clubs or Sports Related Questions |
| Jamie Parker-East | YSTV Tech Lead | If you have any wider issues surrounding YSTV Tech set-up before the weekend that cannot be answered by your Tech Lead (mainly if your stream has been allocated a Y-OB) |
| Riley Williams | LA1 Tech Lead | If you have any wider issues surrounding LA1 Tech set-up before the weekend that cannot be answered by your Tech Lead (mainly if your stream has been allocated a L-OB) |
| Harry Smith | URY Tech Lead | If you have any wider issues surrounding URY Tech set-up before the weekend. |
| | Bailrigg Tech Lead | If you have any wider issues surrounding Bailrigg Tech set-up before the weekend. |
| Josie Hyland | Logistics Coordinator | If you have any questions about kit logistics, allocation, storage, scheduling, etc. (Or if you're confused by a spreadsheet - chances are they made it.) |
| ? | Head of Crewing | If you have any questions/issues surrounding your crew allocation/contacting your crew |
| Sarah Maguire (York) & Ella Barkla(Lancaster) | Welfare Leads | If you have any welfare issues/concerns. |
| Erin Craine | Marketing Lead | If you have any questions surrounding marketing of your stream or merchandise |

| | | |
|---------------------------|---------------------|--|
| Beth Marsch | YSTV Roses Lead | For literally anything else that is not covered above. |
| Kory Anderson | URY Roses Lead | For literally anything else that is not covered above. |
| Eve Harding | LA1 Roses Lead | For literally anything else that is not covered above. |
| Georgia Platt | Bailrigg Roses Lead | For literally anything else that is not covered above. |
| Mica Knott Aaron Lynes | Roses Leads | For literally anything else that is not covered above. |

Lastly, thank you so much for signing up to be a part of Roses 2024!

With Roses being our biggest event of the year, producers are key to making sure everything runs smoothly so thank you so much for signing up to get involved. Most importantly, make sure you and your crew have fun, Roses Weekend is meant to be not only the biggest but one of the best events in the year for student media and is a lot of fun! But you have any queries or concerns please do reach out!