



News Reporter Agreement

EIV News reporters must read and agree to meet the following expectations before beginning assignments for EIV News. This agreement must be signed and returned to the Assistant News Director as soon as possible.

- ▶ Reporters will be expected to deliver at least 5 finished packages per semester. This equates to a package every other week. Depending on the week's news, look lives or live hits may substitute full packages, as specified by the Executive Producers.
- ▶ Reporters must have all story ideas approved by the Assignment Editor or Executive Producer for the corresponding newscast before beginning the assignment. Unapproved packages will not air on the newscast. All completed packages that are approved will air during one of EIV's three newscasts.
- ▶ Reporters must have scripts checked and approved by either the Assignment Editor or and Executive Producer before the package may air.
- ▶ Once submitted to EIV, packages may be distributed online, on additional newscasts, or in promotional material. It is guaranteed that every submitted package (that was approved by the Assignment Editor or Executive Producer beforehand) will air during at least one of the three newscasts.
- ▶ Reporters must complete the EIV camera workshop, taught by the Remote Director before EIV equipment may be checked out.
- ▶ Reporters will complete the appropriate cut sheet form for each package. This form will help the Chief Editor add lower thirds to the finished package and, will allow the Web Producer to classify and promote the video online.
- ▶ Reporters must sign an Emerson College talent release form before producing any packages for EIV.
- ▶ Reporters must have a signed talent release form for every person who appears (speaks) in a package. Exceptions include public figures (politicians, celebrities, speakers at events, etc.). The form is attached, and available online at eivnews.com on under 'Staff Resources.'
- ▶ All video and audio data captured on an EIV camera, EIV tape stock, or using EIV equipment is the property of EIV and may be used by EIV indefinitely, without the explicit permission of the photographer or reporter. Photographers and reporters may, of course, keep and use their own video or audio for any purpose.
- ▶ In packages, reporters will only use video, audio, and graphic content that is self-produced, property of EIV, classified as Creative Commons, or is in the public domain for use and reproduction. EIV News keeps a list of approved Creative Common and public domain sources for use in broadcasts. If in doubt, don't use it.
- ▶ Reporters must strictly follow the Emerson College Shooting Policies and Procedures. Attached, and found online at eivnews.com on under 'Staff Resources.'
- ▶ Reporters will follow Society of Professional Journalists Code of Ethics. Attached, and online at eivnews.com on under 'Staff Resources.'
- ▶ Reporters will not plagiarize, specifically with script material or broadcast copy.
- ▶ If reporters follow the proper approval process and the completed product meet all of the guidelines in this a agreement, it is guaranteed that the finished piece will air in an EIV News episode.

By signing below, you agree to all above terms.

▶ Reporter

Name _____

Signature _____

Date _____

▶ Assignment Editor

Name _____

Signature _____

Date _____