



# State FFA Convention

## News Room Staff Application

The Wisconsin FFA Center is looking for FFA members who would like to volunteer to work in the State Convention News Room. **(This would be an excellent opportunity for chapter reporters to get media experience.)** News Room Staff will be expected to write articles, conduct interviews, compile convention highlights and take photos for the *Wisconsin Association of FFA Annual Report*, which will be published during the summer and available to chapters at the beginning of the school year. News Room Staff will also be involved in convention publicity, helping with media interviews, organizing and distributing convention news releases, and assisting with other News Room responsibilities. If you have further questions, please feel free to contact the Wisconsin FFA Center (715) 659-4807.

**Please return this application by April 25**

Name		
Address		
City	State	Zip
Chapter		

What experience have you had in writing and proof reading news articles, photography, print layouts, radio broadcasting, etc.?

Rank News Room duties based on personal preference and experience. Refer to the attached News Room Work Agreement for a detailed description of each duty. (1 - most interested, 5 - least interested)

- |   |  |
|---|--|
| <input type="text"/> News Room Host<br><input type="text"/> News Room Runner<br><input type="text"/> News Room Writer | <input type="text"/> Photographer's Assistant<br><input type="text"/> Information Runner |
|---|--|

Do you have experience using computers? Please describe. YES    NO

Do you have experience using a digital camera? YES    NO

Do you have a digital camera to use at the State Convention? YES    NO

Have you served as News Room Staff in the past? YES    NO

If you are not staying at State Convention through Session 7, when do you plan on leaving? \_\_\_\_\_

Why would you like to serve on the Convention News Room Staff?

List skills that you can bring to the News Room.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Advisor's Signature

If selected to work in the State Convention News Room, you would need to arrive at the Convention on Tuesday morning for an orientation meeting. More information will follow after all applications have been received.

**OPTIONAL—FOR ADVISORS AND/OR APPLICANTS**

Are there any suggestions you have on how to improve the Media Room to serve you better?

What suggestions do you have on how to attract more people to come to the Media Room?

# News Room Staff Work Agreement

The purpose of the News Room is to provide members, advisors, and media with highlights of the Wisconsin FFA Convention. It is the responsibility of News Room staff to make media feel welcome, publicize the convention, and compile information for the Wisconsin FFA Convention Proceedings. News Room staff make it possible for people all around the state of Wisconsin to gain information about students developing premier leadership, personal growth, and career success. Your participation in the News Room is greatly appreciated!

Listed below are the expectations and duties of News Room staff. Please read the following and sign at the bottom.

## News Room Expectations

- ◆ Abide by the FFA Code of Ethics
- ◆ Keep names of award winners CONFIDENTIAL!
- ◆ Report for duties on time
- ◆ Follow through and complete all news assignments
- ◆ Assist news media representatives if necessary
- ◆ Act professionally and be courteous and polite to customers

## News Room Duties

### **News Room Hosts:**

- ◆ Act as a resource person for the News Room
- ◆ Welcome Convention guests and escort speakers and special guests to seating managers
- ◆ Assist with handing out news releases
- ◆ Keep news releases in order
- ◆ Make copies of news releases

### **News Room Runners:**

- ◆ Escort award winners from back stage to Convention News Room
- ◆ Assist award winners to fill out contact cards
- ◆ Locate award winners if necessary for pictures and/or interviews

### **News Room Writers:**

- ◆ Interview various people and write news releases (releases need to be compiled before the end of convention)
- ◆ Interview various people and write articles for *Wisconsin Association of FFA Annual Report*

### **Photographer's Assistant:**

- ◆ Assist convention photographer, arrange people for photos, fill out "Photo Record Sheet"
- ◆ Keep a record of people within each photo (sponsor name(s) etc.)

### **Information Runner:**

- ◆ Record award information presented to convention hall and immediately bring to the News Room
- ◆ Assist with organizing of award winners (obtaining correct names, proper spellings, etc.)

If selected as a News Room staff member, I agree to abide by News Room expectations and perform News Room duties as assigned.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date