

TOUR GUIDE:

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The Audio technician mixes the sound portion of the production. As the video portion is changing, the sound has to follow. The audio tech mixes sound from video, music and microphones in the studio or in the field.

The Graphics Operator creates and then calls back all supers, full screen and animated graphics titles seen during a production. This is how the names, reporter supers, statistical information, and sports boards get to air.

The News Prep Person operates the teleprompter during a show and can make revisions to anchor copy and segment lineups. The tele-prompter and closed captioning encoder is fed directly from the integrated Newstar system.

The Producer oversees the entire production. The Producer makes "executive decisions" regarding the show line-up, editorial content and technical presentation. The Producer troubleshoots potential problems as they come up, makes last minute decisions and has final say about the show.

You will notice that most work positions in this room have a computer. This ensures that everyone is immediately aware of any changes occurring in the show. All members of the Production Team also use intercom stations to communicate to on-air talent, remote facilities, technical crew, camera operators and staff throughout the station. This is how the crew maintains collaborative and cohesive activities.

The wall of monitors is used by the Director, Switcher and most other members of Production Control to monitor the readiness of cameras, VTR machines, graphic elements, Live-Eye and other remote or Satellite sources used throughout the production. The small black and white monitors are for quick reference only...the two colour.



The Master Control Switcher (the board with all of the buttons) is the piece of equipment that determines what goes to air. Through most of the day programs and commercials are fed to us from CTV in Toronto via a fiber optic line, through this switcher, and out to transmitters.

All live shows, such as Newscasts, come from Production Control. A single button on the master switcher gives the director control of our signal for the next full or half hour broadcast.



This is the tape department. Here is where we record satellite feeds, Network feeds and in-house productions.

There are many formats in this room. D2, M2, Beta Sp, Beta SX, 1 inch, 1/2 inch, and vhs are among those found here. If we need footage from a viewer's own camera, we can access the output of their camera and feed it into any edit suite, or even put it live to air if needed.

During a Newscast, the VTR Operator is constantly loading, playing on cue, rewinding and ejecting tapes. Although he/she is in a different room, constant communication with the director, and keeping track of what is coming next is crucial.

The Routing Switcher is used to select record sources such as network, satellite feeds, production control, all the tape machines, cameras, colour bars and audio tone. The router allows us to send any source to any other location at CKCO. We can also send that source to CTV at any time of the day, via a microwave system.



This is the production control. From this room we co-ordinate the production of studio based programs that either go "live" to air or are pre-recorded to tape.

The production control room team consists of:

The Director, interprets the written script or show format and co-ordinates the entire production team by calling camera shots, tape rolls, use of graphics, talent cues and composition requests. The director controls the flow, pace and look of each production by guiding the rest of the crew through their activities.

The Switcher or Technical Director, taking his/her cues from the director, mixes all the visual elements together. The Switcher needs to keep track of where all of the video feeds are coming from. Making sure the right buttons are hit at the right time is tough when fast paced.



This is where CKCO News programs originate.

The newsroom team consists of:

The News Director oversees all elements in the newsroom - including making the tough decisions and making sure that we abide by CTV and CKCO policies. The News Director has the final say, for example, on whether we cover that story that may stir up controversy. Do we have the right lead story? Is there something more compelling?

The Assistant News Director supervises the activity in the newsroom on a daily basis and acts on behalf of the News Director when necessary. The Assistant News Director is also responsible for newsroom staff scheduling. And of course, co-anchors our six o'clock newscast.

The Producer helps generate story ideas, whether it be news of the day or features for future use. Once a list of the day's stories is compiled by the assignment editor, the Producer will then line up the items in order for the show, (a list everyone can view on their own computer). The Producer is responsible for all resources needed. For example, can our Live-Eye truck get a signal from a particular site? What graphics need to be created? What elements do we still need to track down for a particular story?

The Assignment Editor gathers story ideas from his sources and from reporters. He also sifts through the daily faxes, news releases, and listens to police and fire dept. scanners. Decisions are made on how to cover a particular story (ie. reporter? voiceover? copy?). Crews are assigned and co-ordinated to ensure they know where to be and when and what is expected from their shoot.

Prep/Writers are responsible for selecting and writing both national and international news. Timing, outcues and format of scripts need to be as up to date as possible. The prep person is responsible for making sure nothing falls through the cracks, whether it be as big as breaking news or something as simple as checking for spelling mistakes - both can sink a show!

Reporters originate story ideas, but are also assigned stories when they arrive to start their shifts. They will then begin to research their story and make phone calls to arrange interviews. Once interviews are established, they're out the door and gathering visuals and conducting the interviews. After reporters return to the newsroom, they begin to write their story utilizing the elements they have collected throughout the day, then put the story together in editing.

You will notice that there are numerous television sets in this room. This is because we are constantly monitoring incoming news feeds and newcasts for breaking news.

In addition to having access to video from satellite, CKCO is using a new method of video transfers. It is called "Gateway" and works by Internet Protocol (IP). You watch the video or story right on your desktop computer, then download the story if you want to use it. Most CTV stations in Canada are linked with "Gateway" and have the ability to transfer stories, almost instantly, across the country.



News Edit Suite

This hallway leading from the newsroom is home to six separate videotape-editing suites. These rooms are where most of the "news" stories are put together. This area, as you can imagine, gets pretty busy as news time approaches, with reporters, producers and editors working quickly to assemble the pictures and sound shot on location. The average news story is put together in less than 20 minutes, and often under a lot of pressure!



The latest addition to CKCO's production abilities, this edit suite is completely computer driven. All video and audio is digitized and manipulated in the computer. Graphic elements and animations can be transferred directly in from other computers. This makes editing much more flexible. If something has to be altered, it is as easy as "cut and paste", just as you would with a word processing program like Microsoft Word. When the product is done, it can be recorded on videotape, transferred out electronically, or burnt to CD or DVD.



Non-Linear Edit Suite



Art Department

The art department's main responsibility is graphics and animations for news, promotions and commercials. Print ads for CKCO are also created here.

The majority of the work in this department is done on the two computer workstations.

The computer in the corner is an SGI system. SGI is the same type of platform that was used in movies such as Terminator 2, Jurassic Park and Toy Story, or any other movie you can think of that has really good animations. The only difference is that their computer would have a hard drive about the size of a refrigerator. Although it is over seven years old, it is still utilized daily.

The second workstation is produced by Inscribe, which is an internationally renown broadcast graphics company based in Waterloo. This computer holds the Inscribe software which is used to create most graphics used in commercial production, and creating many animations. The computer also holds Adobe Illustrator and Photoshop for creating print ads. 3D Studio Max, a full 3 dimensional animation software, is also used on this workstation.

Off to Studio 2 and Studio 3 to meet the on-air talent...

CKCO's "LiveEye" microwave truck enables us to broadcast live from the scene of the action almost anywhere in the local area, and as far away as London. Video and audio signals are transmitted by microwaves from the mast on the top of the van. This mast can rise 60 feet (approximately 20 metres) straight up from the top of the van. The signal is received by an antenna on the top of a nearby apartment building, and brought into the station, from there, by a fibre-optic cable.

People here at the station communicate to the "LiveEye" cameraperson and reporter using a cell phone and two-way radio.

The CKCO mobile is used to produce multi-camera productions away from the studio. There is a VTR (video tape) area, a smaller audio board and a video switcher. Although everything is compressed for space, full productions are created here. CKCO uses our Mobile for producing our Sunday morning Church Services as well as the Thanksgiving Day Parade, Santa Claus Parade, and other specials through the year.



On behalf of CKCO, we would like to thank you for joining us for our United Way Open House. We hope that you enjoyed your tour!

United Way has been serving Kitchener-Waterloo, Wellesley, Wilmot and Woolwich citizens for over 60 years. The very existence of United Way in our community depends on the generosity of individuals like you. The annual United Way campaign funds over 80 programs and services within 50 Member Agencies. The agencies funded by United Way work hard to make sure your donation helps the people who need it most.

Listed below are two examples of how the community's support reached some of United Way's agencies last year alone:

- **House of Friendship** distributed "over 22,000 food hampers and served 850,000 meals last year"
- **K-W Counselling Services Inc** "provided assistance to 1,500 children and youth, 1,350 senior citizens, and 10,950 new Canadians in 2001"

Please consider that by helping United Way you are actually helping your friends, your family members...and even yourself.

Thank you for supporting your community.