



News Room Staff Application Wisconsin State FFA Convention



If you have further questions, please contact the Wisconsin FFA Center (715) 659-4807.

Name: _____ Chapter: _____

Address: _____ City: _____ Zip: _____

Please answer the following questions completely as possible.

1. Please check if you have had experience with any of the following:

- Writing News Articles
- Proof Reading News Articles
- Photography
- Print Layouts
- Radio Broadcasting
- Other: (Please Specify) _____

What assets will you bring as a member to the News Room at State FFA Convention?

2. Rank News Room duties based on preference and experience (see News Room Work Agreement for detailed descriptions): 1- Most Interested 2- Neutral 3- Less Interested

- Host
- Runner
- Assist with writing and proofing news releases

3. What is your comfort level in working with MAC applications? _____
(on a scale of 1 least experience to 5 most experience)

Comments: _____

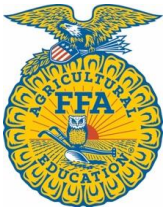
4. What is your comfort level in working within WORD Documents? _____
(on a scale of 1 least experience to 5 most experience)

Comments: _____

5. Are you willing to use your personal devices if needed? Yes _____ No _____

6. Are you willing to upload photos to the News Room computer for news releases and help with making photos accessible to the Social Media Team? Yes _____ No _____

7. Have you served in the News Room Previously? Yes _____ (# of Years) _____ No _____



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8. If you are NOT staying at State Convention through Session 7, when do you plan on leaving?

9. Why would you like to serve in the Convention News Room?

10. List skills you can bring to the News Room?

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 be distributed after all applications have been received.

Applicant Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

For Advisors & Applicants

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



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News Room Staff 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. Listed below are the expectations and duties of News Room staff.

News Room Duties

- Act as a resource person for the News Room / Answer questions
- **WEAR arm band** during assigned shifts (ONLY)
- 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
- Print and deliver need materials to contest managers
- Escort award winners from back stage to Media Interview Room
- Guide attendees to needed locations
- Record award information presented in convention hall and immediately bring to the News Room
- Locate award winners for pictures and/or interviews
- Locate chapters for award/flag/display returns
- Assist with organizing of award winners (obtaining correct names, proper spellings, etc.)
- Assist, write, and proof news releases (releases need to be compiled before the end of each session)
- Take pictures of convention scenes, displays, career show, etc.

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 room assignments
- Act professionally and be courteous and polite to attendee's

If selected as a Staff Member of the News Room, I agree to abide by News Room expectations and perform News Room duties as assigned.

Applicant Signature: _____ Date: _____

Advisors Signature: _____ Date: _____