

Contacts for In School Communications

High School: Channel 6: Good Morning Robinson (GMR): Looped all day

Announcements: In “**Outlook**” send to “**GMR Announcements**”. Try to limit announcement to six sentences.

Clips: Can be **edited** In the Media Center anytime during RAISE, 4th or 5th period and during 6th or 7th period by prior arrangement.

Teacher or Student Made Clips: There is a new “**GMR_Video_Drop_Box**” in the U (Student) Drive. There are folders for Clips, Electives, and Moment of silence pictures. Please follow up with e-mail to GMR stating you have something in the box.

Please clearly label with a title that states what it is for and who it is from.

Watch the length of clips; here are our guidelines for airing clips

Under 24 seconds	Minimum of 3 out of 5 days
25 - 30 seconds	Minimum of 2 out of 5 days
30 - 39 seconds	Minimum of 1 out of 5 days
40 – 55 seconds	When there is time
Over 55	Only one time

Elective Clips: Try to keep less than 90 seconds. From February through April will play one or two day on GMR. They will also be looped on channel 10 and are played in the cafeteria a couple times a week during lunch.

Channel 10: Can be used for; guest speakers from anywhere in the school, material you want to share live special events, and tapes of Robinson game, plays, concerts and Training

Channel 11: Monday in the Middle (MIM) In “**Outlook**” send to “**Burakow, Diane K.**” and **Rome, Douglas H (Chip)**

Channel 13: Continuous live feed from Russell Theater.

Hall Message Board: email robinsonemb@gmail.com

Include the exact dates you want the message posted. Your message and any graphics you want included Allow 24 – 48 hours for the message to post

Posters: All signs need to be approved by the Director of Student Activity’s office *before* they are displayed. Signs must be taken down as soon as the event is over.

Assistance: If your presentation cart does not work or you need a coax cable from drop to cart go to “**RequestIT**” (desktop Icon) and request assistance.

If you are using a TV and you cannot get it to work contact Admin (Mr. Bill Evers Or Suzan Kelly0

Converting mini DV or VHS to DVD: Work station by editing room in the Media Center. Instructions are posted and any of the GMR Executive Producers can assist you.

Making multiple copies of A DVD: Machine is in E108 ask our TSPECs or SBTS for assistance. If not available any of the GMR Executive Producers can also help.