WPPB STAFF MTG – 11/9/2012

PROGRAMMING

* Submit a list of podcasts that will be featured as part of Thanksgiving programming
* What else can we do for Thanksgiving programming-wise? Search out already produced material or ideas for material to produce ourselves
* Determine the best times to play our Thanksgiving programming
* Write promos and give to production department
* What can we do for Christmas programming? When should it play? (dates and times) Brainstorm and give Mr. Boone a list.

PRODUCTION

* Edit and submit voice liners from freshmen – make sure audio levels are high enough and level throughout. Each voice should be submitted separately with the name of the voice in the file name.
* Work with AJ and get a new Arcade Jump promo (or 2) produced
* Work with Programming and get some Thanksgiving promos produced
* Check other departments for promos needing to be produced
* The Pulse – 5 sec liners for between songs
* Fix top of hour identification – see AJ (Wren-Palmetto-Powdersville-BHP)
* Make sure all scripts are approved by Mr. Boone before production.

MUSIC

* Continue to work on updating music
* What can we do to promote music? Come up with a promo script and work with Production to get a promo done.
* How can we promote local music? Include how bands can submit music
* How can we offer shows with different types of music? Who will host them?

ENGINEERING

* Organize equipment – no stray stuff – all in closet

SALES & MARKETING

* Website – all the categories that need to be updated…get pictures, art, written stuff, whatever necessary
* Check with various departments to see if they need something featured on the website
* Put together the Christmas advertising packages

PROMOTIONS & CONTESTS

* Finalize November-December calendar and submit.
* Present the promotions ideas to the class – print a sheet out for everyone.
* Create the details of the promotions – all the contact info, what is needed materially and monetarily, including presentations to get the stuff.
* Website – all the categories that need to be updated…get pictures, art, written stuff, whatever necessary.

NEWS/SPORTS

* Come up with a newscast and sportscast that will air for each of the 4 schools. Get info from students, website, etc. Include intro/outro and theme music that plays. Each report should be 1 minute and include at least 2 stories. One news, one sports, per school to air this weekend.
* Write a promo that invites people to submit news to The Pulse through the website

**When finished, submit through the website your report on what you did (WPPB Staff Mtg)**

If you are finished –

* Each podcast should be developing its own website. Work on that.
* Each podcast should write and produce a 30-second promo about it to air on WPPB
* Each podcast should have individual or group 10-sec liners promoting themselves, i.e. “This is (name) from Zombies 101 – catch our show every week right here on WPPB The Pulse.” (or you can be more specific)
* The next podcast (Thanksgiving edition) is due in two class periods (Thursday). Make sure you have paperwork and production done.