HHTV Morning Announcement Submission

- Please email announcements to harrishilltv@gmail.com by 8:30 a.m.
- Put the date(s) to announce in the **Subject area** of your email.
- Please put a hard copy in the *Announcement Folder* in the Main Office (or copy Terry Cox on the email) so we can have a back-up in case there are technical difficulties. If we do not have a hard copy and we experience difficulties, your announcement may not make it on the air.
- *NEW for 2017:* To guarantee that your announcement is seen by me, it is best to send a separate email for each announcement. Also, amend the subject by adding A, B, etc. (for example: 9/12 A & 9/12 B). Sometimes when the same person sends multiple emails with the same subject line, messages can get lost in the thread of the email. I do my best to catch this, but I have missed some in the past.
- Type your announcement in the body of the email. PLEASE DO NOT attach files.
- Remember to have your script "Air Ready" and use complete sentences.
- Please make sure that the announcements are in the correct tense. It should be written in 3rd person so that the Anchors are not saying "I" or "We".
- It is not necessary to say "thank you" after every announcement. I end up cutting this out.
- Also, do not put "Attention Harris Hill" at the beginning of an announcement. It is assumed that Harris Hill is watching, so I also cut this out.
- Please **do not hit "return"** in your announcement script. One continuous paragraph with no indents or blank lines is best. I end up having to remove these because it spreads out the words on the teleprompter and affects the timing for the anchors.
- Understand that on busy news days, or if we are running late, your announcement may get bumped. However, we screen which ones to cut to make sure that they are not time sensitive.

Let me know if you have any questions.

Thanks,

Andrew Solomon   Ext. 8640

Rev. July 2017