

EDITOR'S MANUAL

Post Covid protocols have changed the way we operate. The weekly edition is produced in the studio by a team of readers and technician and also digitally at home by volunteers who record on devices and send in their contributions via Dropbox.

For the studio recordings, Editors prepare a selection of local news stories, events and opinions chosen from the Gazette, hard copy or the online edition. The selections should be relevant to residents or former residents of Dursley, Wotton-under-Edge, Yate and Chipping Sodbury and the surrounding villages.

Source Material - CVTN has permission from the publishers to record stories from the Gazette, Stroud News and Journal and the Citizen. We also draw on publications such as the Cotswold Lion, the Berkeley Flyer, Yate and Sodbury Voice other local newsletters or church magazines. You can find online editions of many others.

Studio Recording

Preparing your programme.

Buy two copies of the Gazette on Thursday. Cut out the items you wish to include. Sort the clippings into your programme. Prepare 14 – 16 tracks of about 3 minutes each, one track per page. Paste the content for each track onto a separate sheet of paper. Number the pages sequentially.

Track 1 is a short announcement with the date and recording identity, e.g. "It's Friday the ___ of _____. Welcome to the Cotswold Vale Talking Newspaper", followed by the editor's introduction in which we address the listeners directly and introduce all the volunteers taking part and their roles

This is followed by

- a) The weather forecast - available on the BBC Weather Web Site,
- b) sunrise and sunset times c) The phases of the moon - available on some calendars,
- d) Listeners' birthdays are on the calendar on the desk. Check the current tick-list to ensure entries are up to date and the listener hasn't cancelled or died.
- e) There is a standard number, currently Mary Moss, to read-out for listeners to report problems

Use this track to tell listeners of recording breaks, changes to GMT. Acknowledge donations or give forewarnings of tracks to come – eg election or census procedures

Hand over to the first reader to carry on. This should always be the Gazette's front page story

Letters can be included if fun, informative, or interesting

Deaths are very important for our listeners. Edit the notices to include name, date, age and funeral date and place. Read this page yourself and only include people from our area.

Sport: Look out for stories about local people who achieve national or international success.

Gardening, celebrities and other articles should be included in the At Home section.

The final track is important and should be read by the Editor in the studio after the At Home section. You can find something quirky or memorable in the style of an “and finally” piece. Use this track to repeat any important announcements. Conclude with the sign-off.

Final checks

Use the current version of the rota on the web site to check that all Friday’s team are available

If any track is offensive or involves cruelty or violence, write out a warning at the top of the page for the reader to announce before beginning to read so that sensitive listeners can opt to fast forward.

Consider web sites and email addresses; some are complicated. Use phone numbers where possible

Finally, decide in advance who should read some tracks, depending on knowledge of the topic or ability to describe pictures. Sort the readings into 3 appropriate piles

Breaking News - published after the Gazette went to press. Prepare a short summary based on your source and include it in your introduction. Add that there will be a full report in next week’s edition.

At the Studio

Read through the day book and write a comment into your script for track 1 if appropriate. Welcome any new listeners. Acknowledge donations; no need to mention the sum. Check birthdays

Decide where you want readers to sit and give each one their set of news sheets

Readers should arrive by 9.15 am. Get them to read through and check pronunciation. Remind readers to avoid expressing personal opinions. Wait for nod from technician to start. Introduce themselves on first reading. Raise hand just as you are about to finish. Relax and enjoy it.

HOME RECORDING

For this part of the programme you will need to have a Dropbox account. Once you have this, create a folder in Dropbox called e.g. CVTN 15th January 2022 and invite the technician and anybody who is going to send in a reading that week.

From the rota, you know who are your home readers. The Yate readers choose their own material and give you notice of it so that you don’t duplicate it on Friday morning. Other home readers may ask you to send something for them to read. Contact them to see which they prefer and send it well in advance as some work and need to put aside the time to record. I always ask for it back before Thursday lunch time so that the technician has time to clean it up.

As the readings come in, listen to them to decide if and how you want to include them, then initial them to indicate to the technician that they will be included. He/she can then clean up the stumbles and voice levels etc. The technician will not address these tracks if you don’t do this.

After you have edited the paper, give the technician the final index, including studio news tracks and Home read items. Remember the readers will have said Hello on one track, so be sure to put that track first in the index for that reader. Home recording material. Apart from the Yate and Chipping Sodbury tracks which will be more news items, these will generally be subjects of a more light hearted, general nature, about gardening, history, celebrities, food, unusual events or what’s on tracks. We are allowed to read out from any book or magazine that has not been pre recorded commercially and the reader should always give the author and publication credit before reading.

SAMPLE EDITORIAL INTRODUCTION

Track 1 - It's Friday the ____ of _____. Welcome to the Cotswold Vale Talking Newspaper

(paraphrase to suit your own style) Hello everybody, I 'm today's editor. Reading with me today in Kingshill House are Our technician is and the recording will be duplicated and sent out by

Optional extras A warm welcome today to (new volunteer(s)
..... new listener(s)

The weather forecast Sunrise and sunset

Happy Birthday this week to:.....

If you have any problems, or know of a friend that would like to receive this programme, you or your friend can call Mary Moss (or alternative as notified) on 01453 860801. She will arrange for one of our volunteers to call. You can also call her to make any suggestions or requests and tell her what you think about the recordings. She always welcomes your comments

Now, onto this week's news. . This week's news includes stories about

The front page news this week is

Over toto tell you more