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# Press Summer Training

— Welcome Back!! —

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# Agenda

- Check-ins!
- 6 trainings including today
  - Every Monday at 2
  - No training on July 5th
- Message us with any questions -- we can find extra time to meet!!



# Summer Training Goals

- Learning new roles
  - Creating an orientation issue for the start of the school year
  - Hands on training for every step of the process
  - This is going to be USEFUL (not a waste of our time)
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# Who Does What?

- Staff Writers
    - Conduct interviews
    - Write articles assigned to them by section editors
    - Coordinate with Marketing Managers regarding photos and social posts
  - Section Editors
    - Assign weekly articles
    - Help writers find contacts
    - Content edit articles for issue
  - Copy Editors
    - Copy edit articles after they've gone through sections
    - Focuses on grammar and the style guide
  - Layout Editor
    - Takes the edited articles and photos and creates the finished issue!
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## Who Does What Part II

- Marketing Managers
    - In charge of social media posts and photos
    - Coordinates photos with staff writers and section editors
    - Creates and manages social media posting
  - Business Manager
    - Tracks Press' budget and spending
  - Online Manager
    - Keeps the website up and running
    - Makes sure the back end is working smoothly
    - Troubleshoots when it doesn't
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# Orientation/Welcome Issues

- Basic back to school issue
  - Details different clubs and orgs, SNHU resources, sports previews, and news
- Lighter than a standard issue
  - Fewer heavy-hitting stories
- Gives new and returning students a warm welcome
  - Highlights all the news, events, and information they need for their first few weeks

Start brainstorming articles you might want to write!

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