

Breeland Times

Roles and Responsibilities

1. Editor/Bree Features Editor ~ Me (AnthroGirl/Vatna)

- Everything goes through the editor for final edit and publication. At an appointed deadline (probably a week before publication) everyone will send me the articles and other submissions. I will put everything together and format them for publication.
- Bree Features Editor: reviews and edits articles - includes gossip column, interviews and law corner.
- Anything else that needs to be taken care of.

1.1 Regional Features Editor

- Reviews and edits regional articles.
 - This can be one person responsible for regions other than Breeland or we can have an editor for each region.

2. Events Coordinator ~ Knowfere/(need character name)

- Contact person for groups who want to advertise events in the paper.
- Responsible for tracking down events that are not reported to the paper (events hosted by groups, not by individual people – those can go in the classifieds)
- Gathers and organizes information for events as follows:
 - Name of event
 - Time, including time zone
 - Day and/or date of event (and whether it is a one-time event or a repeating event)
 - Location (unless it changes from week to week)
 - A one sentence or less description of event
 - Name of host kin or alliance
 - Contact info/link to website or forum thread with more detailed information.

3. Advertisements/Classifieds Editor

- Contact person for advertisement and classifieds submissions
- Reviews and edits submissions. We'll have a word length or size limit for these submissions and this editor may need to cut some words if the submission is too long.
- Responsible for tracking down submissions or making them up. Making them up can involve searching the forums for possible advertisements (like the Redwolds' C&C Service) or making up funny (but clean) fake classifieds. If this editor takes something from the forums, double-check to make sure it is still current and relevant.

4. Submissions Editor

- Contact person for all non-staff submissions:
 - Opinion/Editorial
 - Letter to the editor (these can be submitted directly to me or the submissions editor can forward them to me)
 - Art work
 - Creative Writing

There can be two people taking care of these submissions but I think to simplify things for those who want to submit, there should only be one contact person. If two people would like to handle these, I think one could take care of the artwork /creative writing and the other can take care of op-ed/letter to the editor. Whoever the contact person is can forward submissions to the other person.

- Reviews and edits selections. If any decisions need to be made about which pieces get included, this editor makes this decision. I think we should only publish one submission per issue for each category.
- Op/Ed editor is responsible for writing this piece if no one submits anything.
- Artwork/Creative Writing editor is responsible for making decisions about which pieces to publish. If no one submits anything, this editor is responsible for finding something to include. We do not necessarily need both artwork and creative writing in every edition. This editor can either draw/write something herself to include (though this should not happen every issue). Or she can either take something from the forum threads (make sure to note a name and a link) or find selections from Tolkien's own work (be sure to provide citations.)

5. Law Corner (Watchers/Militia/Bounders)

- Responsible for writing each issue's Law Corner (or whatever we end up calling it.)
- This character should be a representative from a law&order kin or group, like the Militia or the Bounders
- Ideally, I would like to have at least two of these people – one from Bree and one from the Shire.
 - I've said before I don't know what kind of roleplay goes on in the other regions, but if there is also an Elf or Dwarf law&order kin, it would be nice to have a representative from each. Of course the feasibility of this may also depend on what kind of material we get and whether we have enough from each region to devote a whole page to that area, which would be awesome (complete with region appropriate ads).
- These articles can be one or more of the following examples (though I think the limit should be two per region):
 - Wanted posters
 - Community awareness notices
 - Details/story of a crime or arrest

6. Reporters

- Responsible for writing articles:
 - Front page/regional features
 - Gossip column(s)
 - Interview(s) with prominent or extraordinary individuals
- Reporters basically have free reign to track down their own leads and conduct their own investigations. This, however, should be done in character as much as possible.
- Interview with prominent or extraordinary individual
 - We should probably only have one of these per issue, be it a person from Bree or from another region.
 - We should probably decide together who to interview and who gets to conduct the interview.
 - I do not think the interviewee needs to be in on it before we decide. The chosen reporter can approach it like one in the real world would – approach or send the person mail, ask for interview and is either granted one and sets up a time, or is refused one. We should probably have a back-up, just in case, but I don't think we should really have a problem with this.

- We want this to be a server-wide paper, so we should probably have at least one correspondent for each region/race. Though, this does not necessarily mean that a hobbit has to write on events in the Shire. And just because someone is the Shire correspondent does not mean he cannot write an article on Bree. I figure that as far as articles are concerned, we will just include whatever people want to contribute, unless the paper gets too long. But we should have at least one article representative of each region/race and that would be the region-specific correspondent's job.
 - I'll reiterate that I don't know much about what goes on in Elvish and Dwarvish areas/kins, so we'll see how that goes. But I know there are at least some rp Elvish kins out there and occasionally I will hear about something that goes down in Rivendell, but it is always very vague.
 - So, it will be up to our reporters to find the scoop and uncover what goes on around Eriador.

7. PR Representative

- Basically, we will need someone to advertise **us**, so that people who don't necessarily visit the forums still knows what we're trying to do and have the opportunity to contribute. I see this person's role as two-fold:
 - Passing out "flyers" to advertise the paper and direct people to where they can find information on where and how to submit things.
 - Selling papers, kind of like an old school paper boy shouting the headlines out. "Issue number one of the Breeland Times is now on sale by a newsstand in your neighborhood," or something to that effect. By "selling" the paper, you can provide the web-link.

The "flyer" would be a link to a page I have not yet created, explaining the paper and the submission guidelines, content and contact information.

And I thought we could all participate in this by spending some time in populated roleplay areas like outside the Prancing Pony or wherever the hangout in the Shire is.

And I don't necessarily mean spamming the chat channels, but more like the people you encounter on the street who try to give you a flyer. Approach someone and mention the paper starting up and what it's all about and offer them a "flyer" if they're interested in learning more. It could be a good RP opportunity too.

- The PR rep does not have to be *solely* responsible for these things – we can all chip in, but I do think we need a dedicated staff member to be in charge of this so that we are still advertised, in case the rest of us get busy trying to get the content together.

Notes

- Let's not forget photos. I didn't think we needed a dedicated photographer, though if someone wants to submit screenshots with artistic qualities that don't necessarily have anything to do with a story, I am totally on board with that. But we should make sure that at least for the front page and the interview piece we should have some relevant screenshots. So, whoever's story it is, should be responsible for getting those screenshots to me for publication.
- Just because someone is an editor of one section does not mean you cannot submit something to another section. However, if what you want to submit is for one of those only-one-piece-per-issue sections (art work, op-ed, etc.) you should probably submit it to the editor of that section and your piece will go through the same review process as someone who is not on staff.