

Floor Manager Cues



STANDBY

You will start in about 5 seconds verbal "standby" & hold finger by lens



CUE

Start (talking or action)
Point to talent



SPEED UP

Read or Talk faster
rotate hand in circle by head



THUMBS UP

Tape or previously skipped item is ready, pitch to it



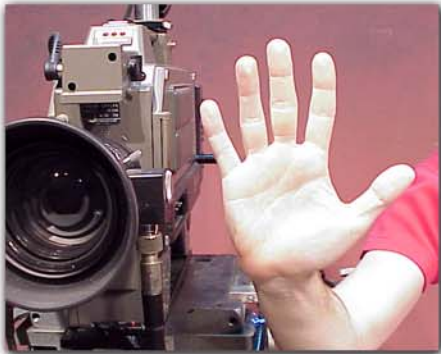
THUMBS DOWN

Tape or next scheduled item is not ready, skip until thumbs up cue



STRETCH

Slow down (fill some time)
Pull hands apart (pulling taffy)



FIVE MINUTES

Hold up 1, 2, 3, 4, 5 fingers for minutes remaining



:30 SECONDS

Thirty seconds remaining
Finger bent in half (half of 1 minute)



WRAP

Say goodbye, five seconds left
Rotate hand in circle by waist



CUT

STOP talking - Out of Time
hand across throat

Cues are given in talent's line-of-sight. For news this would be by the camera lens; for interviews it would be behind the guest. Floor Managers are the Director's link to the studio and must be aggressive and in control of everything happening in the studio. The FM should review hand cues with the talent before the show.