

THRIVING WOMEN  
— NETWORK, INC. —

# VOLUNTEER HANDBOOK

VERSION 1

2024  
ISSUE NO 1  
FREE ISSUE

## OUR PURPOSE

HOW DOES OUR  
FRANCHISE MEDIA  
NETWORK LINK UP TO  
OUR UNIVERSITY?

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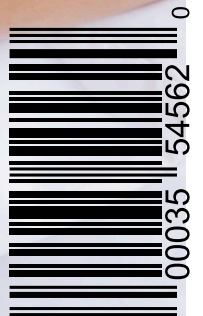
## OUR GUEST

IS OUR GUEST  
EXPERIENCE 2ND TO  
NONE?

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## OUR SHOWS

HOW DO WE KEEP OUR  
VIEWERS ENCOURAGED,  
ENTERTAINED AND  
EMPOWERED?



# THRIVING WOMEN NETWORK

“Volunteers don’t get paid , not because they are worthless; but because they are priceless” -

Sherry Anderson

The purpose of this Volunteer Manual is to give you an overview of the organization and familiarize you with the expectations we have of you as part of the Thriving Women Network.

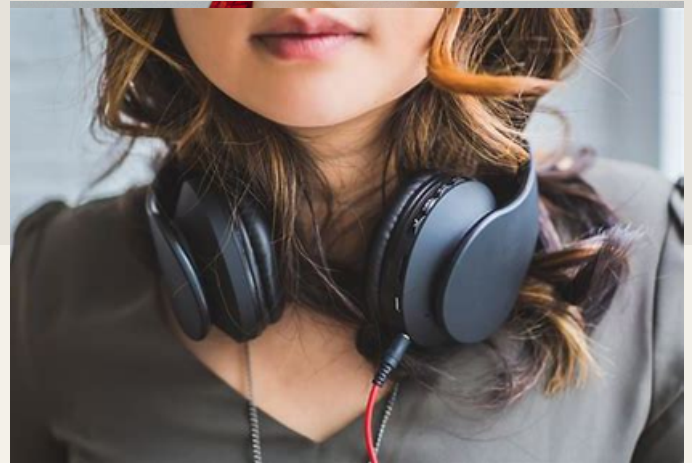
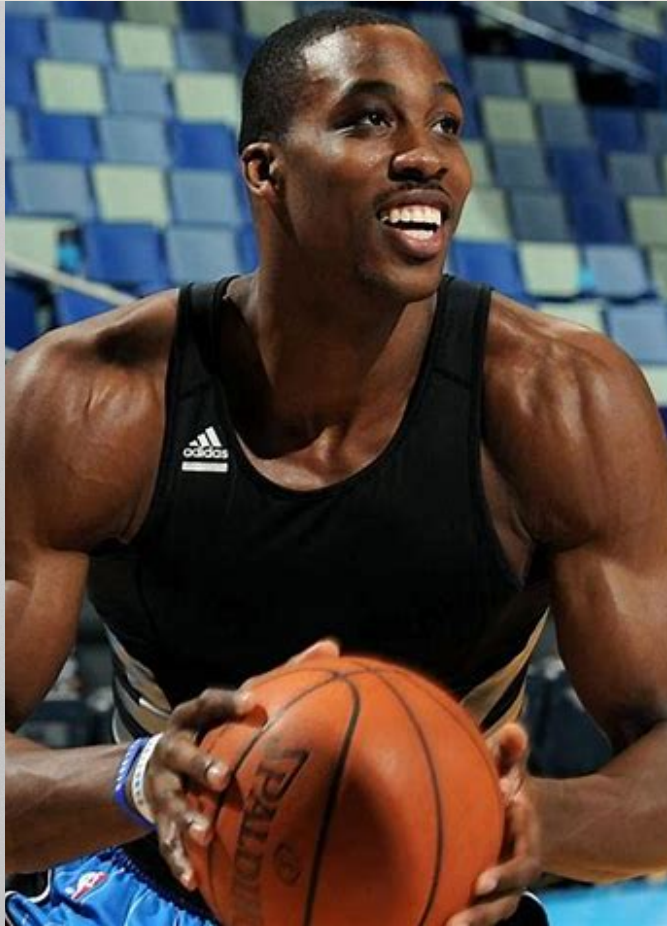
[thrivingwomennetwork.com](https://thrivingwomennetwork.com)





**OUR vision is as big as YOUR heart ...**

Our vision is to build a franchise network for content creators and producers to own their TV Series in partnership with Thriving Women Network.



## **Mission on the Move**

We are here to enlighten, encourage, empower and entertain our viewers for growth, impact and success.



**Thriving Women Network**

Chicago, Illinois | USA

| [info@thrivingwomennetwork.co](mailto:info@thrivingwomennetwork.co),

# THRIVING WOMEN NETWORK

A photograph of two women from the chest up, facing right. The woman in the foreground has blonde hair and is wearing a brown blazer. The woman behind her has dark curly hair and is wearing a light grey blazer. Both are wearing bright red lipstick. The text 'WE ARE NOT' is overlaid in large white capital letters.

## WE ARE NOT

Our shows avoid politics, religion and gossip. We don't shy away from social issues, humanitarian issues, or current issues affecting our lives.



[More on our website](#)



We also focus on aspects of informing our viewers in ways that are enlightening, encouraging and empowering.

[We are on social media](#)





# THRIVING WOMEN

— NETWORK, INC. —



## OUR SLOGAN

“Fill Your Cup with  
Thriviving Women  
Network.”

# WHAT DO WE DO?

## FRANCHISE MEDIA NETWORK

READ MORE

TWN is a franchise media network, offering the opportunity for content creators and producers to own their own show alongside TWN and join the proven concept platform of our network.

To support this goal, TWN is comprised of the C-Suite and two subsidiaries, Thriving Women TV (TWTv) and Thriving Women University (TWU). If you want to produce your own show, TWU provides support, media coaching, network training and mentoring to produce a franchise show.

“THE MOST HONEST  
FORM OF FILMAKING,  
IS TO MAKE A FILM  
FOR YOURSELF” -

PETER JACKOSN







# WHAT DO WE DO CONTINUED....

## THRIVING WOMEN UNIVERSITY

[READ MORE](#)

Our mission is to provide comprehensive training and cross-training to individuals onboarding into positions associated with show production at Thriving Women TV.

This manual outlines the policies and procedures for training within our supportive Facebook Group, ensuring all franchise team members receive the necessary education and development for their roles.

“ EDUCATION IS THE  
MOST POWERFUL  
WEAPON TO USE TO  
CHANGE THE WORLD” -

NELSON MANDELA





# OUR UNIVERSITY TRAINING STRUCTURE

Thriving Women University operates as a Facebook Group curated by Thriving Women Network. Within the "Guides" section of the group, each franchise team member will find tailored training materials specific to their positions. The structured approach guarantees that all team members gain a thorough understanding of their responsibilities before moving on to other roles.

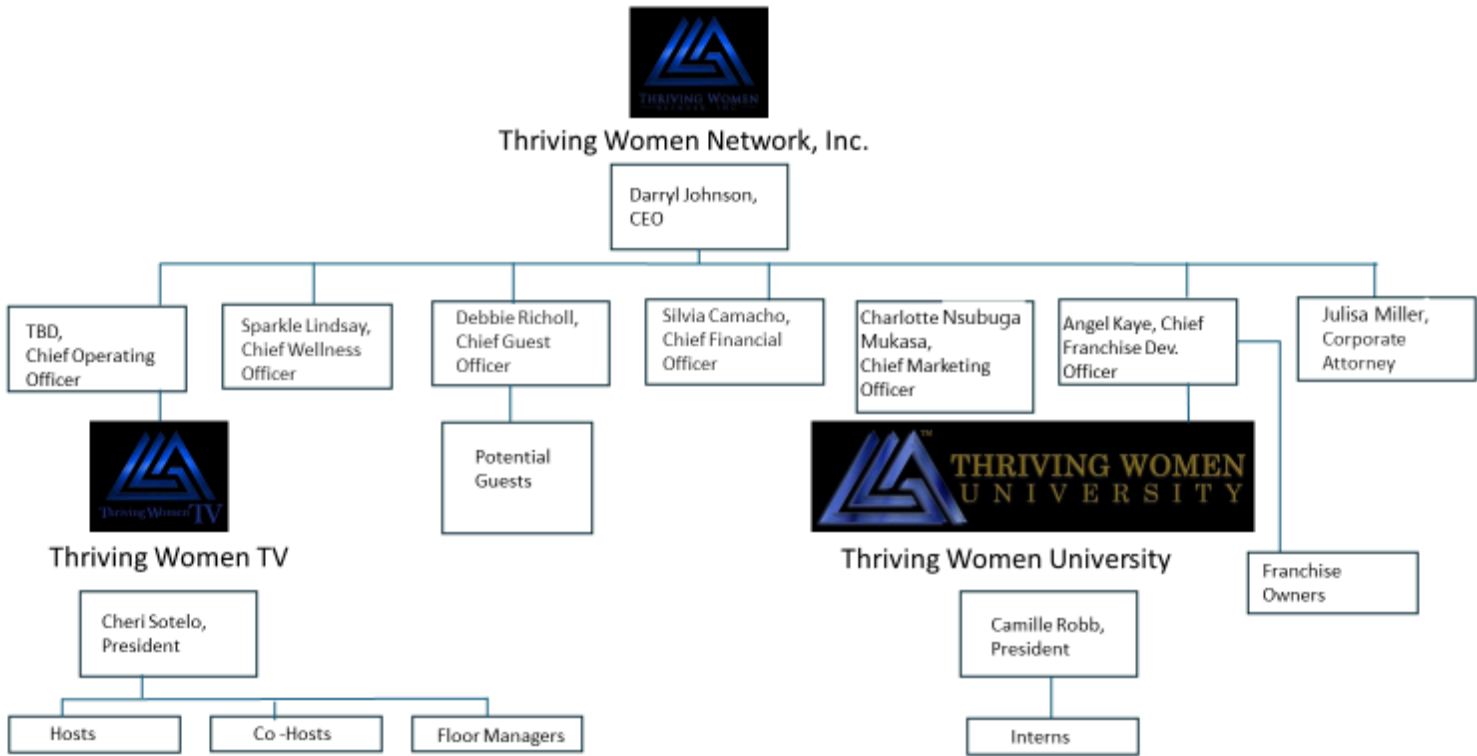
WHY  
CHOOSE US?



CONNECT WITH OUR FRANCHISE MEDIA MANAGER TODAY.

E-MAIL ANGELA ON [ANGELA@ANGELALEGH.COM](mailto:ANGELA@ANGELALEGH.COM)





# How are we structured?

This organogram shows how the Thriving Women Network is structured to function for success.

[Learn More](#)





# GOOD THINGS ARE COMING

Each month there is a Stakeholders Meeting, that happens on the last Tues of the month at 12:30p.m. PT / 3:30p.m. ET. Each person within our network is a stakeholder and encouraged to attend the meeting.

A recording will be provided afterward to everyone. Within this meeting, important updates will be discussed by the C-Suite, leadership and we also hear from the CEO of e360tv as well, Aaron Heimes.

This is an excellent opportunity to stay up to date with the growth and happenings, and to share your thoughts and ideas.

**ASK THE C-SUITE SUPPORT TEAM MEMBER  
FOR YOUR MONTHLY UPDATE**







# The Amps Sports Show

This unique internet broadcast TV series that amplifies women perspective in sports. AMP will share enlightening stories of women athletes and their families that supported them in their journey.

Your support helps us put woman athletes on the map

AMP will encourage our viewers to view & support women sports by recognizing the players and team's initiatives and community based programs that matter.



AMP will empower the very personification of women by sharing topics, conversations and interviews that matter to women. AMP will not reach our goal in a vacuum; we need you to communicate with us because your voice matters at AMP Sports Channel.



# Thriving Women Talk

is a show that is brought to you by passionate world-changers and entrepreneurial women who are dedicated to enlightening, encouraging and empowering from their work and lived experiences.

The comeback is always stronger than the setback

Their guests represent a broad range of ages, races, cultures and regions across the United States and the world at large.



Their promise is to enlighten and encourage you with impactful topics, extraordinary guests, life and business strategies that empower our viewers around the world to thrive not just survive.



# Uncomfortable Conversations

Our mission is to encourage, enlighten and empower our viewers to have uncomfortable conversations on personal and social issues with people that may not share their same perspective or viewpoint without judgement, bias or debate.

“Whatever makes you uncomfortable, is your biggest opportunity for growth” – Bryant McGill







## Bookish Talk

Our mission is to empower bookish readers and enlighten creative writers, storytellers or those with unique and powerful stories to share them, while encouraging human empathy and connection through literature.

“Books give a soul to the universe, wings to the mind, flight to the imagination, and life to everything” – Plato





# Every Child Can Learn

The mission is to enlighten weekly viewers on the continuous evolution of our educational systems around the world. Encourage students, parents, teachers and administrators to collaborate on reasons to reimagine the way education is being delivered in our communities

“Children must be taught how to think, not what to think” – Margaret Mead

This show also empowers our stakeholders and viewers with new education technologies, hybrid community programs and outstanding peer leadership that is paving the way to make learning simple so that every child can learn regardless of their abilities.





## Behind the Music

An enlightening documentary series that encourages and honors creativity in singers and songwriters that produce music as an artful expression.

“ I sing to the realists, the people who accept it like it is.” - Aretha Franklin

We empower music lovers to get behind the music by sharing stories of iconic music artists that have paved the way for the next generation. While sharing our media platform for artists to tell their empowering stories.







# Financial Freedom

Our mission is to share with our viewer's real-life stories of individuals that achieved financial freedom by using defined financial strategies and began living life on their terms.

“ Money buys you the freedom to live your life the way you want” – Keanu Reeves





# Children's Lives Matter

Our mission is to illuminate the diverse challenges facing children in today's rapidly changing world. We strive to raise awareness about pressing issues such as mental health struggles, educational disparities, and societal pressures through compelling storytelling, expert analysis, and open dialogue.

*"There can be no keener revelation of a society's soul than the way in which it treats its children." — Nelson Mandela*

We empower parents, educators, and communities with valuable insights and resources to support children's well-being, foster resilience, and cultivate a brighter future for every child.

Our vision is a world where every child's voice is heard, every child's potential is nurtured, and every child's life truly matters. We envision Children's Lives Matter as a catalyst for positive change, sparking meaningful conversations, driving advocacy efforts, and fostering a culture of compassion and understanding. By amplifying children's voices and advocating for their rights, we aim to create a more inclusive, equitable, and supportive society where every child can thrive and reach their full potential.



A woman with dark skin and long, dark, curly hair is captured in a dynamic running pose. She is wearing a black long-sleeved crop top and black leggings with a white polka-dot pattern. Her right arm is raised with an open palm, and her left arm is bent at the elbow. She is looking towards the camera with a focused expression. The background is a solid, light gray.

[StreamYard](#)

[Roles](#)

[Scripts](#)

[Interviews](#)

# OUR INTERNS

The Co-Host Intern is the primary method of entry to our organization. As a Co-Host Intern you will learn and perform the co-hosting role as well as the floor manager role. Everyone begins as an intern when joining the organization.





## OUR TECHNOLOGY PLATFORM

# A STREAM YARD OVERVIEW

### Transform how you show up with Stream Yard

[READ MORE](#)

StreamYard is where our shows are created and recorded. Each studio must be set up separately for each episode. Everyone should always be ready! We require everyone to display the background for the show, even those behind the scenes. In case something goes wrong, a floor manager may need to jump onscreen and fill in, so be sure to show up camera ready even if you don't expect to be onscreen/onstage.



### TIPS TO CONSIDER ...

This platform automatically reverses the image, so you will appear backwards. Use a lot of lighting, casting onto your face. Warm lighting is best. Close all other browsers during your show. Leave your mute button alone. Split your screen so your Google Docs script is on one side and your StreamYard is on the other. Look at the camera and connect with your audience! (floor managers may opt to have the script open on their phone).





## Onscreen tips during show time

[READ MORE](#)

You are creating an experience of having a conversation with the other person(s) onscreen with you. Think of having coffee or a chat with a friend. Smile, react, look at the camera as much as possible. Do not attempt to look at the screen at the other person's face. Allow your personality to come to your face and your voice even while reading the script. Keep in mind that while you aren't speaking, the viewers may be looking at you, so be aware of your facial expressions and stay engaged in the show.

## MORE TIPS TO CONSIDER ...

This is not the time to check ahead in the script or try to edit.

Do not take a drink of your beverage while onscreen, wait until you're off unless it's absolutely an emergency. Keep an eye on the Private Chat as this is where the team will communicate any last-minute changes in the script.

Keep in mind if new people are floor managing the chat is to be used for important issues, not random chat of "I love this video!" because each time the chat lights up, the floor manager must stop what they are doing to check it and see if there is something that requires their immediate attention!! Be mindful and courteous about this.

Franchise owner

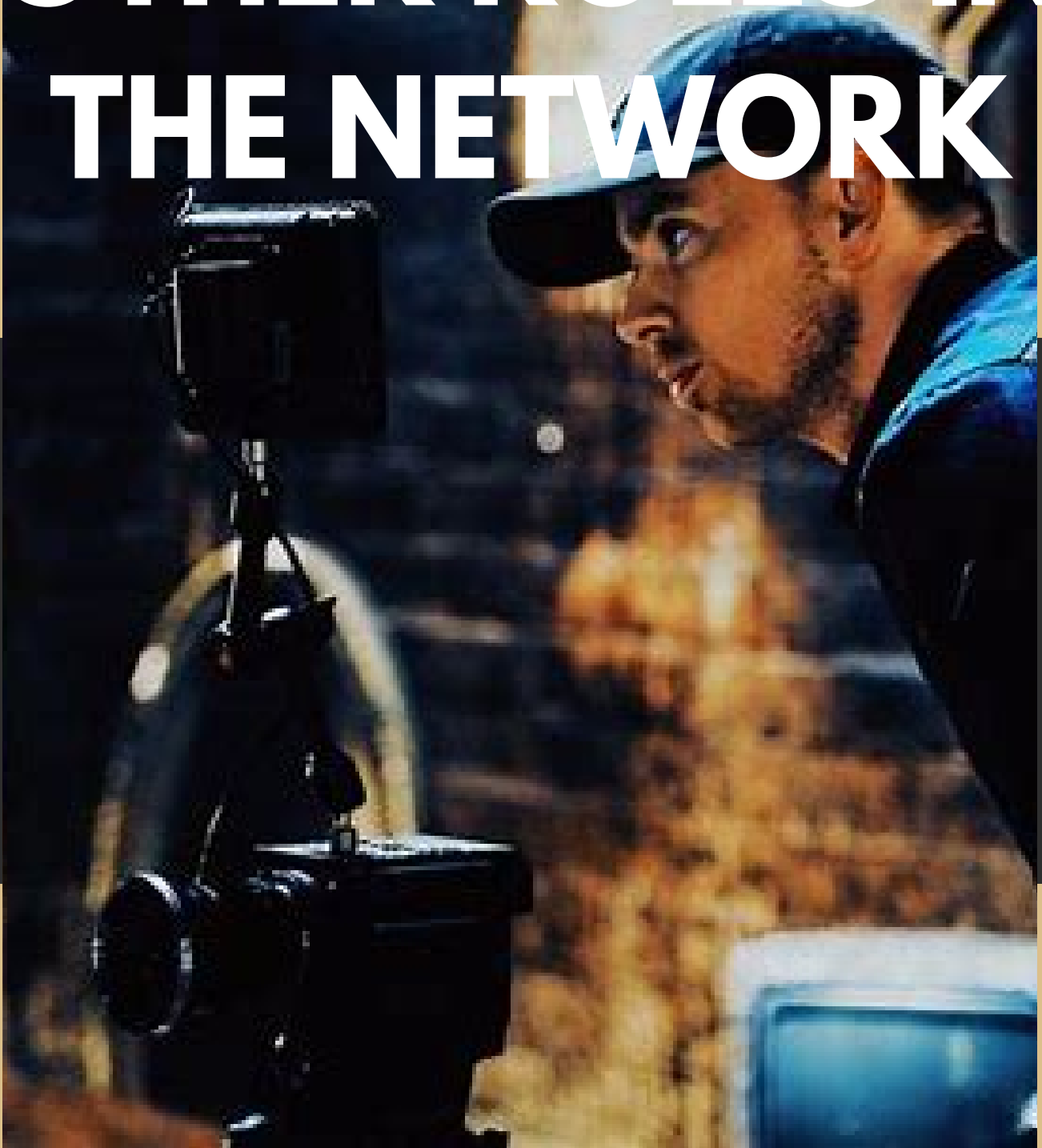
Hosts



Writer

Floor manager

# OTHER ROLES IN THE NETWORK



[READ MORE](#)

Many of our shows are currently written/produced by our CEO, Darryl Johnson. For Franchise shows, the roles include a Franchise Owner. Ideally all our shows within the network will consist of a dedicated team responsible for production and management. (A minimum of four dedicated hosts/co-hosts and two floor managers are needed to launch a show for a new franchise). The following roles are part of our network and franchise model:





# FRANCHISE OWNER

As the contractual owner of the franchise show, you are responsible for developing the show concept, leading the team, and serving as the primary contact for show sponsors. Your role also involves overseeing the producer and ensuring smooth communication with all stakeholders.



Many of our current shows do not have a franchise owner. If you are interested in discussing becoming a Franchise owner for an existing show, reach out to Darryl Johnson directly).





## PRODUCER

The producer plays a critical role in setting the theme of the show, creating the show schedule, and writing weekly scripts. They are responsible for sourcing relevant videos, images, and clips for each episode.



Additionally, the producer collaborates closely with the co-producer to facilitate the streaming process and manage show staging effectively.





## CO-PRODUCER

The co-producer assists the producer in downloading and preparing all materials required for each episode. This position serves as a training ground for individuals aspiring to transition into full-fledged production roles or explore franchise opportunities within the network.



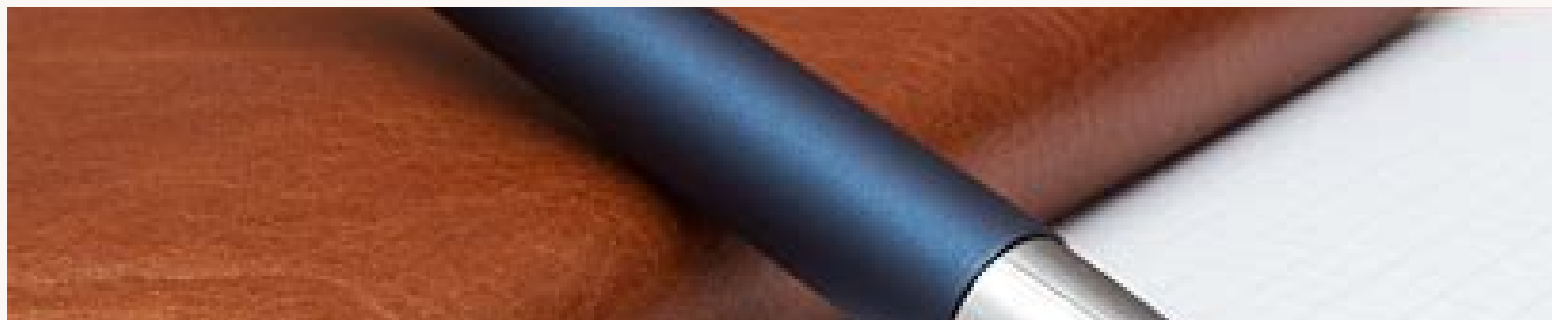




# HOSTS

Hosts serve as the faces of the television show, collectively imparting wisdom and information outlined in the scripts. Each Host ideally possesses expertise relevant to the show concept or the ability to add relevant reactions and discussions when the script calls for it.

Hosts will usually start the show and may have more onscreen time than Co-Hosts. They are responsible for going over the Pre-Show Checklist with Guests, assisting them with their backgrounds, any last-minute script or logistic troubleshooting, and generally ensuring the show goes smoothly. In short, Hosts oversee the delivery of the episode. (When a Host is not available or on the show, Silvia or the lead Floor Manager is in charge).



Hosts have completed Floor Manager training, have been with the Network for more than one season, and are usually on two different shows and/or fill the Floor Manager and Host on two separate shows.



## CO-OSTS

Co-hosts also serve as the faces of the television show, collectively imparting wisdom and information outlined in the scripts. Each co-host ideally possesses expertise relevant to the show concept or the ability to add relevant reactions and discussions when the script calls for it.

While co-hosting offers exposure and opportunities to build credibility and personal brand, it is a voluntary, unpaid position. Co-Hosts are subject to a review process after 30 days and after 60 days.





# FLOOR MANAGERS

The floor manager operates behind the scenes, managing technical aspects of the show. Their responsibilities include triggering images, film clips, commercials, banners, and tickers to show in alignment with the script during the broadcast.

Additionally, they oversee the entire streaming process, ensuring the seamless execution of the show from start to finish.







# SCRIPT WRITERS

Writes scripts and script segments at the direction of our CEO.

We are actively seeking additional writers, who will begin as an Intern Script Writer.

Additionally, they oversee the entire streaming process, ensuring the seamless execution of the show from start to finish.



Absenteeism

Time



Commitment

Professionalism

A grayscale image of a globe showing the continents of North and South America. The text "TIME COMMITMENTS" is overlaid in large, bold, white, sans-serif capital letters. The word "TIME" is positioned above "COMMITMENTS". The globe is set against a light gray background with a subtle gradient.

# TIME COMMITMENTS

[READ MORE](#)



## TIME COMMITMENTS ACROSS ALL SHOWS

[READ MORE](#)

### WE HAVE 8 EXISTING SHOWS WITH A FEW MORE IN THE WORKS

As a Co-Host Intern you are committing to a show season. You may be on two separate show teams to fill the role of Co-Host and Floor Manager within different shows, or you may alternate roles two weeks at a time within one show.

If you need to miss an episode of your show(s), please make arrangements with another host/co-host to fill the vacancy yourself and let your show team know who will fill in for you. If you are unable to do this for some reason, let your show team know ASAP. It's crucial to have the entire team there as much as possible.





## PROMOTIN TO HOSTS

[READ MORE](#)

### HOW TO BECOME A HOST OF A SHOW ON THE TWN NETWORK?

Those who successfully complete the Co-Host Intern role in both onscreen and behind the scenes Floor Manager duties for one season, will be eligible to become a Host. This is subject to review and approval by C-Suite and TWTV/TWU leadership. One each show, only the Host and the Floor Managers will come into the SY studio via the backstage link.

All other Co-Hosts and Guests will use the guest link that does not have backstage access. There are currently fewer Hosts than Co-Hosts, which means that those of you who are new to the organization can surpass those who have been here longer, but only co-host on one show or have not completed the floor manager training and helped in that role. (In time, everyone will be required to complete all training to maintain their role with the network, in accordance with the franchise model).

The Facebook logo is displayed in white lowercase letters on a blue background. The letters are bold and sans-serif, with a registered trademark symbol (®) at the end.

## COMMUNICATION WITHIN OUR NETWORK

[READ MORE](#)

### HOW TO BECOME A HOST OF A SHOW ON THE TWN NETWORK?

Each show has a separate show team. The main communication that happens is generally via Facebook Messenger chats. There are also emails sent out by the organizational leadership, so be sure we have your most current email address and watch out for those.



# OUR SEASONS



## INTRODUCTION

There are **13 weekly episodes** for each season. Each show is different in general type of content but there are many commonalities between how the shows are scripted, based upon our franchise model.





## OUR SHOWS ARE SCRIPTED

Each show is fully scripted and contains different segments designed to keep our viewers coming back for more. Each month will have an “awareness” month topic as an umbrella for the shows in that month.

For instance, one of the designations for May was “Mental Health Awareness” month, so all our episodes in May had a component of mental health awareness included. In our **Thriving Women Talk Show**, we have a travel segment, a deep dive discussion segment, and a quote from an inspiring leader.



**Our first franchise show, Children’s Lives Matter**, was designed around segments that include Quote to Inspire Thought, Deep Dive Discussion, Actionable Advice, Person of the Week, and other segments that can be inserted into the script to lure viewers to watch the show.

FEEL THE FEAR,  
DO IT ANYWAY.



# RECEIVING AND REVIEWING SCRIPTS

**You will receive the link to the script within your Messenger show team chat.** This is usually available within the hour prior to the show. While the goal is to have scripts available sooner, this is the current standard we are working under.

**LIVE TV, LIVE SCRIPT:** The script is in a Google doc and is a live document everyone is using. Keep your cursor out of the document, as this is seen by everyone else and is very distracting. It may be necessary to change the script on the fly, so watch out for this. If an interview is running long, some questions may need to be cut.



**CHECK IT:** When you receive your script, check for the following key areas:

Review your speaking parts to be sure it's clear when you are speaking and when the other co-hosts/hosts are speaking

**Watch transitions to videos and clips.** Does it specify what you are about to watch? It should have a clear indication, or you may need to find out and ad lib this into the script. Do not use the word “break” when referring to a clip or a video of some kind that is about to be played



# RECEIVING AND REVIEWING SCRIPTS CONT'D

**After Clips/Breaks:** After a clip is played, are you required to react and discuss briefly before moving on? Again, we don't use the word break but this is a chance for you to get a sip of water, or adjust yourself as needed. We want to watch the clips so we are prepared to react and to experience the show along with the audience.

**Overview and Closing:** Review the timing of the script and be sure there is a proper closing section at the end. Make it Conversational! Be aware that you should connect with your fellow co-host/hosts right away in each scene. This means acknowledging the other person "onscreen" with you. It's appropriate to insert their name often to make the script more conversational.



**Thank Yous:** Always thank your guests whether it's in the script or not! Often it's best to thank them again at the end so they may be removed from onscreen quickly as needed. Names: Look out for names you may be unfamiliar with and figure out the pronunciation of names.

**It's okay to ask a guest, if it's someone joining the show, how to pronounce it.** This is a sign of respect and we want to get the name right whenever possible. This is a sign of respect and we want to get the name right whenever possible. Sometimes it is a person being quoted or referred to but not a guest on the show. If unsure, still say it confidently however you are going to say it. **Don't stumble over the name.**





# RECEIVING AND REVIEWING SCRIPTS CONT'D



## **NO SELF PROMOTION:**

**HOWEVER** sometimes you will be asked how you connect to a topic or be involved in an interview with a guest and may reflect on what is being said from your own experience or expertise.

Generally, unless it's appropriate in the script, such as you are being asked about what you do or aspects about yourself, do not plug or promote your own interests.

**Use your discretion and if in doubt, check with TWN leadership.**





# THE SCIENCE OF HOSTING A GUEST



**“A host makes being a guest an easy or difficult task”**

Eleanor Roosevelt

There are often more questions in the script than will be needed. Pay attention to what the guest is saying to avoid asking them a question that they just covered in their previous answer(s). Guests are encouraged to keep answers brief, but sometimes they do not. You will have training and practice on how and when to interrupt graciously.

[thrivingwomennetwork.com](http://thrivingwomennetwork.com)



# ALL GUESTS ARE POTENTIAL CO-HOST INTERNS



Our shows are not guest-centric, therefore they do not rely on having a guest. We want to have a guest whenever possible and may have up to two per episode. A guest will typically have an interview that is about 10 minutes long, within a 15-minute segment. Guests add more dimension to what we bring to our viewers as we enlighten, encourage and empower. Guests wait 'backstage' during the show and are usually brought on in the 2nd or 3rd segment.

[thrivingwomennetwork.com](https://thrivingwomennetwork.com)

Guests are all potential Co-Host Interns! We are constantly assessing our guests to see how they do and if they might be a good fit to be invited to join us as a Co-Host Intern. Be Professional! We always want to make a good impression when a guest is with us on StreamYard. Keep in mind that they can see the chat and they can see and hear whatever is going on "onstage" including before a show goes live. Those who are backstage are automatically muted but they can see and hear those who are onstage. If there is an issue within a script or with logistics, always remain calm and professional, as you are representing the TWN organization.



# GUEST WELCOME LETTER EXAMPLE

Thank you for being interested in being a guest on one of our shows. Please note you will need to join via a laptop or computer, with a stable and high-speed Wi-Fi connection. Cell phones will NOT work. We recommend closing down all other windows and browsers while you're on the show. Rendering the background takes a lot of power from your device!

## YOU ARE SCHEDULED FOR:

Financial Freedom on Monday, June 17th. Please take note of the time zone. The show is at 9 PST/ 10 MST/ 11 CST.

Each week we strive to share stories, perspectives, and informational resources on topics that enlighten, encourage, empower, and entertain our viewers for growth, impact, and success. We hope that you will enjoy the experience and value that we add to the lives of our communities

## STREAMYARD ACCESS:

### The link for StreamYard is:

You will receive a virtual background (Attached) and we will be sure you have this set up correctly once you join us in the studio.

Let's talk



# GUEST WELCOME LETTER

## EXAMPLE CONT'D

### PLEASE ARRIVE EARLY

Please enter the studio **at least 20 minutes before the start of the show**. We will take you through our hospitality service to be sure you are prepared and ready with your set up, **Wi-Fi, background and lighting**.

If you do not arrive early to complete our Guest Hospitality and Orientation, we will not be able to include you in our show. Remember these are LIVE streaming shows and we need that extra time before the show starts to get everyone ready for the show.

### KEY TIPS FOR GUESTS

**Below are a few elements to make our show run smoothly:**

1. Dress and grooming should be neat and camera-ready
2. Great lighting is key, so get a light source that casts directly on your face
3. Device audio and video should be in good working order
4. Desktop and laptop notebooks work best. Cell phones may NOT be used. Buffering the background we require our guests to display takes up a lot of bandwidth.
5. Our Network Policy is: No Politics and No Religion, No Gossip
6. Smile on the show and watch your eye contact, facial expressions, and body language
7. Look directly into your camera to connect with the audience
8. Be mindful of outside noise interferences, pets, and moving parts that may distract from the show. Mute phones or other devices. You will not need to Mute yourself on StreamYard, this is done automatically during the show.

# Let's talk





# GUEST WELCOME LETTER EXAMPLE CONT'D

## YOUR INTERVIEW

We will have a lot of questions for you, so please keep your answers brief! The show is broken down into segments. Guests are featured in the 2nd or 3rd segment, usually on the second half of the hour-long show. Our shows vary somewhat, but typically your interview will be within about a 10 minute slot. You may be asked for your opinion of the previous segments and asked to tell us about yourself and your business. We often ask our guests about their passion and their purpose, and how we/viewers may support their empowered vision.

After your segment, you are free to go or stay in the studio and enjoy the rest of the show. Once the show is concluded, the guest and co-hosts will often chat together for a few minutes, for what I call "our post-broadcast high-fives."





# GUEST WELCOME LETTER EXAMPLE CONT'D

## SHOW AVAILABILITY

**The show will stream live and on-demand on the E360TV app, and on our website at <https://thrivingwomennetwork.com>.** All shows are also added shortly thereafter to E360TV episodes vault, and in our on-demand section on our website.

**Our Prime Viewers are the members of our Facebook Group, Thriving Women TV.** You may join our group to post a comment and your contact information so viewers can connect with you!

Members of this group can watch all 8 of our shows On Demand and interact with co-hosts and guests or voice their opinions on the show topics. (Due to recent changes to Facebook rules, streaming to groups is no longer allowed but the shows are still added and we encourage comments and interaction). **We encourage you to join our page and invite others to join!**

# YOLO



# GUEST WELCOME LETTER EXAMPLE CONT'D

## FRANCHISE MEDIA NETWORK

Thriving Women Network, Inc. is a franchise media network that streams TV shows live and on-demand. Our vision is to build a franchise network for content creators and producers to own their TV Series, in partnership with Thriving Women Network. For more information about our franchise opportunity, email [npartners@yahoo.com](mailto:npartners@yahoo.com). Let me know if you have any questions. We look forward to having you as a guest on our show.

**-End letter -**



## RECOMMEND A GUEST FOR A SHOW

Connect with our CPO, Debbie Weaver-Rocholl (rhymes with social). She will require their Bio and Headshot up front. If you wish to refer them to a particular show, let her know which one and the reason/topic/angle. She will take them through the process from there and may meet with them on a Zoom to be sure they know what to expect and match them to a specific Guest slot.



# OUR TECHNOLOGY PLATFORM VIEWERSHIP AND OUR PLATFORMS

**Your'e joining a  
growing brand  
with so much  
more to offer**

**READ MORE**

This is an exciting time to be joining our network as we are in a phase of steady growth. All our shows broadcast live on e360tv and ThrivingWomenNetwork.com. They are also subsequently loaded and made available on-demand on these platforms. These are available within 48 hours on e360tv and within about a week on the TWN website.

## PLATFORMS FOR VIEWERSHIP

All our shows broadcast live on e360tv and ThrivingWomenNetwork.com. They are also subsequently loaded and made available on-demand on these platforms. These are available within 48 hours on e360tv and within about a week on the TWN website.







# OUR THRIVING WOMEN FACEBOOK PAGE

**Your'e joining a  
growing brand  
with so much  
more to offer**

**READ MORE**

This is for our Prime Viewers and where we encourage our viewers to interact with Hosts, Co-Hosts and Guests. This private streaming membership ur viewers have the opportunity to watch all our shows Live or On Demand 24/7 and voice their opinions on the show topics. Co-hosts and hosts are encouraged to interact in this Fb group, especially just before and after their episodes! The more participation, the better.

[www.thrivingwomennetwork.com](http://www.thrivingwomennetwork.com)



## PARIS OLYMPICS 90 MIN SPECIAL

15 AUG. LIVE ON  
E360TV. 12PM EST.



### TALK TO OUR MARKETING TEAM ABOUT THE FOLLOWING

We are looking for Social media marketing, design and copywriter interns to join our Marketing department. Use your time to ask for a Masterclass on the following marketing enablers to get you going while we look to build up this capability:

1. Social media briefing template
2. Examples of Marketing toolkits used for specific campaigns or TV special in the past
3. Social media flyers for special show content or campaigns.



[info@thrivingwomennetwork.com](mailto:info@thrivingwomennetwork.com)



[www.thrivingwomennetwork.com](http://www.thrivingwomennetwork.com)

# TEAM RESPONSIBILITIES



“Quality is everybody’s responsibility ” -  
W Edwards Deming



More on our website

“In the name of ‘smart work’;  
don’t invent intelligent ways  
to avoid hard work” -

Anand Munshi

We are on social media



# DUTIES DURING THE SHOW

**Your'e joining a growing brand with so much more to offer**

**READ MORE**

Arrive at the studio between 20-30 minutes before filming for each episode. Ensure your camera is properly aligned with the other hosts and that your lighting is adequate. Each host should adjust their camera height and lighting to maintain a uniform appearance throughout the studio. Remember, the show is streamed on a television network, so what you see on your computer screen is viewed by our audience on a 60" television screen.

Before filming, review the script and practice pronouncing guest names and any challenging words. This preparation time is crucial for delivering a seamless show for our viewers. **During filming, you'll be reading the script as if it were a teleprompter screen.** Position the script on half of your computer screen, with the streaming platform on the other half. Place your camera just above the script, so as you read, scroll the document to ensure your eyes are always aligned with the camera.

While **some co-hosts prefer to print the script for reading**, it's recommended that each host/co-host reads from the electronic version positioned just below the camera for the most professional appearance. By following these guidelines, we ensure a polished and professional presentation that captivates our audience





# FLOOR MANAGER RESPONSIBILITIES

**Your'e joining a growing brand with so much more to offer**

**READ MORE**

Arrive at the studio at least 20-30 minutes prior to filming. Check the videos in the brand section to ensure that all videos are uploaded and properly numbered. Check the images on the PowerPoint Slide deck to make sure each picture is included. Communicate with the Co-Producer to get missing images or videos.

Enter the banners and tickers noted in the show script.

**Floor managers work in pairs to run the show.** Coordinate with other floor managers present as to which roles you will each fulfill during the filming of the episode. •Launching of the livestream:

1. Movement of Cohosts and Guest on and off stage during the clips or videos
2. •Presentation of the Pictures (from the slide deck)
3. •Triggering of the banners and tickers as timed in the script
4. •Playing the clips and videos as timed in the script
5. •Ending the livestream





# LAUNCHING LIVE STREAMING ON E360TV



As the clock turns to the designated start time, the floor manager will:

1. Place the two cohosts indicated in the script on the stage,
2. Launch the Intro video,
3. Click Live to start the show; then click live again to actually start it.
4. You will know the live has started when the timing clock shows in the upper left corner of the screen.



# MOVEMENT OF HOSTS, CO-HOSTS AND GUESTS



For each segment of the script that designates different co-hosts, the floor manager will coordinate the movement of the prior hosts offstage and introduce the hosts designated to speak next.

This transition occurs smoothly while a video clip or commercial plays, ensuring a seamless flow from one segment to the next.





## PRESENTATION OF THE PICTURES

The slide deck, prepared by the co-producer, will be loaded into the "present" space in the backstage area. **The floor manager will then load the deck onto the backstage area.** When it's time to display the first picture, click on the deck to add it to the livestream. Click again to remove it from the stage. Once removed from the livestream, advance the slide deck to the next image so it's ready to present when indicated by the script.

# PRODUCING FOR A SUCCESSFUL SHOW



## TRIGGERS, BANNERS & TICKETS

The floor manager is to load the banners and ticker statements into the streaming platform just prior to the start of the show. **Trigger each banner and ticker as outlined in the script.** The tickers are timed two minutes before the next video, so the floor manager will stop the ticker as timed and prepare to launch the next video.



## PLAYING VIDEO CLIPS

In Thriving Women Network's current streaming platform, StreamYard, the videos are in the Brand tab. Ensure that the correct brand (show name) is selected at the top, then access the videos. **Click to play the video. When the video concludes, the livestream will automatically switch back to showing the co-hosts on stage.**

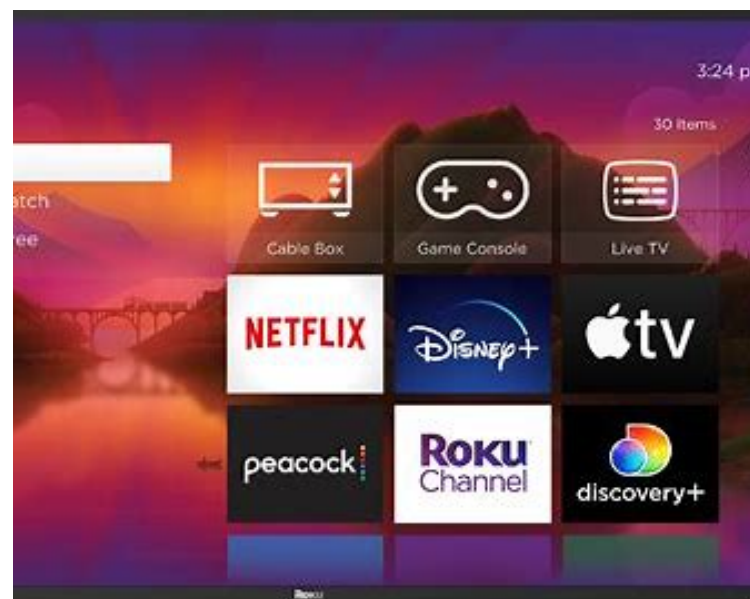
For the smooth movement of co-hosts on and off stage, it's **best to execute this during the time when a video is playing.** This ensures that any movement on the stage is concealed by the streaming video, maintaining a seamless transition for viewers.

# STEADY. SMOOTH. SUPERB.

## ENDING A LIVESTREAM

As the hosts finish speaking the final words in the script, the floor manager will promptly trigger the Outro video. They will swiftly remove the co-hosts from the stage and then click "end stream." If the outro video is brief, this process must be executed with great speed.

By following these steps, we ensure a professional and **polished presentation during our livestreams.**





# **This Volunteer Handbook ...**

Is constantly being updated.  
Please look out for volume  
2 soon.



## **Agreements**

Please refer to a member from the C-suite support team for an update of how far we are with our

1. Volunteer agreements
2. Volunteer forms
3. Volunteer training
4. Volunteer masterclasses

# THANK YOU FOR YOUR SERVICE

Stay prepared by asking as many questions as you can. We want your onboarding experience to be an amazing one. Welcome to the Thriving Women Network.

[VISIT OUR WEBSITE](#)

## STAY THRIVING IN 3 WAYS

We are always looking for people who are multi-skilled and can take on more than one role at the network. If you are open to admin, marketing and operations support, don't hesitate to connect with us. Here is a summary of how to continue succeeding under the Thriving Women Network.



### TWN NETWORK

Volunteer your time as a co-host or a floor manager to push out the best shows on E360TV.



### TWN UNIVERSITY

Get the best mentoring, coaching and training to produce your franchise media show.



### TWN RANCHISE

Produce and grow your own show for live viewing on E360TV. Repeat shows available on [thrivingwomennetwork.com](http://thrivingwomennetwork.com)