



TV Training Academy

TV TRAINING LIMITED

**N&P Studios/N Stage
Pinewood Studios,
Pinewood Road, Iver Heath,
Buckinghamshire SL0 0NH**

Lo-Call Ph: 1300 781 739

Email: info@tvtraining.org.uk

WELCOME TO OUR TRAINING FACILITY AT PINEWOOD STUDIOS

The TV Training Academy is an international training organisation and its HQ is based in Pinewood Studios, London. The Academy delivers confidence building, tutelage & personal coaching applying a method and techniques tried and tested by Europe's top media/TV presenter trainers.

The TV Training team have worked with the likes of Tesco, Microsoft, members of the Dragons Den UK, BBC, ITV & more for over 10 years & is an expert in media, television & professional presentation coaching.

Thank you for booking your course with us. Here we provide a short outline of how to find us, what to wear and what to expect on the day,

ONE THE DAY

When you arrive, you will have to sign in at reception. If you are attending a course at Pinewood Studios it is important that you bring Photo ID as you will not be given access to the studios without it. If you are attending elsewhere you do not need Photo ID.

Please ask for The Television Training Academy. You will be given a pass and asked to wait. Someone from the Academy will come and collect you.

The course will start at 10am, prompt and run to about 5.00pm. Please ensure that you arrive in good time.

The use of visual media on corporate platforms is no longer an option. Moving images and more importantly business owners speaking is now mandatory. Customers no longer wish just to see photographs and the written word as a "call to action", they want to see and hear you.

Talking to the camera can be a daunting task, but with the right training, you can deliver your corporate message far more effectively and achieve better results. The opportunity to be trained before you film is invaluable.

During the morning, you will learn the basics of presenting to a camera, including the mental approach to presenting as well as auto cue, scripting and green screen. In the afternoon, you will film your prepared scripts on the autocue in front of a green screen. If you wish, we can professionally edit these pieces to camera into films for your website or other marketing material.



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REFRESHMENTS

There are plenty of places to get some lunch and coffee while you are at the studio. However, if your course is on a weekend, the studio facilities are closed, so please bring a packed lunch and refreshments with you for the day.

PREPARATION

You are asked to prepare up to 2 x 1 minute scripts on your business and/or services. This could include your “elevator pitch”, a piece about the business history, details of your products and/or services or a statement as to why your business is the best.

You should think of 2 messages you wish to get over to your customers. If you wish to just do 1 script for 2 minutes, then that is fine. However, research shows that the average time that someone views film content on the internet is between 1 minute and 1.5 minutes, so shorter may be better. Short, concise and straight to the point messages are far more powerful than a long drawn out messages.

You must email your scripts to scripts@tvtraining.org.uk at least 72hrs before the course to allow us to convert them for set up on the autocue. A word document will be perfect.

WHAT TO WEAR

As we shall be filming 3 to 4 pieces to camera during the day please bring 3x professional/smart changes of clothes (EG it could be a blouse, suit shirt (with or without tie), jacket & casual shirt). This is so that you do not look the same in each of the 3 filming pieces.

As we use the Green Screen, Please DO NOT wear green, as it will disappear using the green screen technology. Also please try and avoid Stripes or Patterns as these cause noise (clash) with the technology while filming.

HOW TO FIND US

Pinewood is located 20 miles from Soho and just 8 miles from Heathrow, it is also close to the M4, M25 and M40 giving direct access to other major UK cities and a multitude of UK locations. Please see the studio [Getting Here](#) guide.

The Studios operate a free shuttle bus service to local underground and mainline stations for all Pinewood staff, Studio tenants, production staff and visitors. The service is part of a Green Travel Plan currently being implemented at the Studios. The 2015 Timetable can be [downloaded here](#):



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IMPORTANT NOTICE

PINEWOOD FILM STUDIOS IS A WORKING FILM & TELEVISION STUDIO, IT IS POSSIBLE THAT YOU WILL RECOGNISE SOME ACTORS/PRESENTERS/SINGERS, PLEASE RESPECT THEIR PRIVACY AND NOTE THAT TAKING OF PHOTOS OR HARASSING TALENT IS NOT ALLOWED ON SITE. IF YOU ARE CAUGHT TAKING PHOTOGRAPHS OR FILMING ON SITE, YOU WILL BE THROWN OUT IMMEDIATELY AND YOU MAY BE SUBJECT TO PROSECUTION.

OPTIONAL EXTRA'S AVAILABLE ON THE DAY

HD Promo Sizzlereel

If you wish, we will professionally edit your footage for your use on websites or other marketing platforms. The cost for this is only £150.00 (+VAT). This will include all your presenting, with graphics and music and is an essential tool for anyone wanting to create website, social media or video marketing content or use as a tool for continued development of skills. The price is heavily discounted for this SME course, standard pricing would be in excess of £1,000. An example can be viewed here: [SME Reel Example](#)

Professional Photographs

One of the things which we have been asked to do by many students is to take professional photographs on the day, for their CV's, their website or their online profiles. So, we now offer professional portrait photographs on all our day courses.

We normally charge £275 for portrait photographs, but we will take a series of 8-10 professional photographs of you for only £35 (+VAT) on the day.

TV Presenting Masterclass

If you would like to take some of the media training away with you at the end of the day, we will also have our TV Presenting Masterclass Download. If you buy one at the course in conjunction with your showreel the normal price of £19.50 is reduced to £10.

We accept both card and cash payments on the day.

We look forward to seeing you and hope that you have a fun day. If you have any problems on the day getting to the Studio, please call us on 01753 651908.

Please note that we have a 48 hours' notice cancellation policy and so if you give less than 48 hours' notice you cannot be re-booked on a course.

We look forward to seeing you on the day.