

WELCOME

The next four months should be very exciting. Your internship at LATE SHOW will give you both experience and education in how we put a show together and how an office runs. Although your duties as an intern may seem tedious at times, they are extremely important to our staff. Your contribution on any level is an important part of our daily success.

Things might seem overwhelming at first. There are many names, faces and departments you'll need to know. If you get confused, ask questions, no one here bites. Give it some time. Within three weeks everything will be second nature.

You have all been assigned to specific departments, but at times you will be asked to help out in other areas. This is fine, but you must check with your supervisor before saying yes, so he/she will know where you are.

Please keep in mind that you are now a representative of LATE SHOW WITH DAVID LETTERMAN. Whether answering phones, running an errand or socializing with friends, you will be associated with LATE SHOW. Always act in a professional and positive manner.

LATE SHOW t-shirts, sweatshirts and caps are not easily accessible. Please don't assume that because you are part of the show, you are entitled to them. Things will come to you in time; be patient.

We are glad you are here with us this semester. We have the utmost confidence that the next few months will be great.