

School of Communication and the Arts - Normal Conditions for 210 Studio

Cameras

1. All three cameras go in front of the studio window when not in use.
2. Do not lock wheels on the camera pedestals
3. Curl the camera cables neatly on the floor next to each camera
4. Dial the filter wheel on the camera lens to 4 or "close"
5. Turn the brightness down on each of the camera monitors.
6. Place the floor monitor against the wall next to camera three

Lighting Board

1. Turn off both "main breaker switches". (located in prop room)
2. Power switch on the back of lighting board "should stay on"
3. Bring "master faders" down to zero. All other faders can be left in their position.

Studio floor

1. Put news desk (when not in use) on right side of studio floor, by the prop room.
2. Pull blue curtain so it fills the back studio wall
3. Ladder rig goes in back corner by prop room.
4. Wooden platform goes in the middle of studio floor.

Prop room

1. All studio furniture when not in use should be neatly stored in the prop room.
2. The isle in the prop room (marked with red tape on the floor) must be kept clear at all times. Blocking that isle is a fire code violation.

Control room

1. Turn off all monitors
2. Punch up black on the program bus of the video switcher
3. Bring down all of the faders on the audio board
4. All XLR cables and headsets go in the left cabinet
5. All microphones go in the right cabinet.
6. All 20 desks should be in rows facing blackboard.