

STUDIO RULES

- . NO FOOD OR DRINKS ALLOWED IN THE CONTROL ROOM OR ON THE STUDIO FLOOR
- . DO NOT USE GAFFERS TAPE TO MARK THE FLOOR, USE PAPER TAPE.
- . DO NOT HANG OR TAPE MATERIAL TO THE STUDIO WALLS
- . DO NOT ATTEMPT TO MOVE LIGHTS IN THE GRID WITHOUT THE ASSISTANCE OF THE MEDIA CENTER
- . DO NOT POWER DOWN THE STUDIO CAMERAS, LEAVE THEM ON
- . DO NOT DOWNLOAD ANY SOFTWARE TO CONTROL ROOM COMPUTERS
- . CONTROL ROOM COMPUTERS ARE FOR TV PRODUCTION USE ONLY

MULTI CAMERA PRODUCTION

- . CAREFULLY MOVE STUDIO CAMERAS INTO PLACE AND BE SURE ALL CABLING IS UNTANGLED
- . TO TURN THE STUDIO LIGHTS ON THE ETC SOFTWARE MUST BE OPEN ON THE COMPUTER
- . WHEN YOU ARE FINISHED LEAVE CAMERA HEADSETS HANGING ON THE CAMERA
- . CLEAR THE STUDIO FLOOR AND PUT ALL PROPS BACK IN THE CLOSET
- . TURN OFF THE STUDIO GRID LIGHTS
- . SELECT "BLACK" ON THE PROGRAM ROW OF THE VIDEO SWITCHER
- . TURN OFF ALL IFB AND WIRELESS MICS AND PUT THEM AWAY
- . PLEASE CLEAR THE CONTROL ROOM AND LAB OF ALL RELATED PAPER.
- . BE SURE TO CLOSE ALL DOORS, THAT INCLUDES STUDIO AND PROP ROOM

SINGLE CAMERA PRODUCTION

- . MOVE THE STUDIO CAMERAS AND FLOOR MONITOR TO THE WINDOW SIDE OF THE STUDIO
- . ALWAYS SHOOT AWAY FROM THE STUDIO CAMERAS ON THE OPPOSITE SIDE OF STUDIO FLOOR
- . WHEN YOU ARE FINISHED CLEAR THE STUDIO FLOOR AND PUT ALL PROPS BACK IN THE CLOSET
- . BREAK DOWN ALL PRODUCTION EQUIPMENT AND RETURN TO THE MEDIA CENTER
- . TURN OFF OVERHEAD LIGHTS AND CLOSE STUDIO DOOR
- . **IF YOU NEED ASSISTANCE PLEASE CONTACT THE MEDIA CENTER, LT ROOM 210**