

### **Props, Equipment, Furniture**

- Props brought in for class should be removed from the studio and control room as you leave the class. Take personal CDs and DVDs with you too.
- Label your name, the project title, and the RTVF class number with a Sharpie on any CDs or DVDs. Unmarked items left may be thrown away without being checked.
- Return headsets, microphones, remote controls, and other portable equipment to the proper places. This includes the portable lights.
- Roll up XLR cables properly and place them on the wall. If not sure of proper way, ask!
- **If a piece of equipment you are using does not work, please give it to your instructor or the engineer.** That way the next person will have to deal with broken equipment.
- Purposely abusing equipment that results in breakage will cause you to pay for the replacement or repair of that equipment. This is not usually cheap.
- Do not adjust the grid lights in Studio B or attempt to move the news set.
- Do not sit on desk or table tops of the modular set pieces. They are not load bearable.
- Studio set furniture is not for lounging.
- Turn off the set lights when you finish shooting for the day.
- Do not dismantle any equipment in the studio or control rooms.

### **Microphones**

- All microphones should be returned to their proper locations in their proper cases. Do not wrap the cables around the XLR barrel in the lav cases.
- Do not make any technical adjustments on wireless mic control units in master control.
- Blowing, screaming, or shouting into microphones is unacceptable. It is also not necessary to move a lav mic close to your mouth and talk loudly for an audio level.
- Always secure the lav mic box by placing it in your pocket or attaching it to your clothing in some way. Do not let it dangle by the wire.
- Swinging a stick microphone by the cable is not an acceptable practice.
- Studio mics are for use in the studio only. Do not remove from the area or intermix with mics from other sources such as NTTV or the equipment room.

### **Master Control and Camera Usage**

- Do not touch any controls or patch panels in Master Control without supervision from your instructor or the engineer.
- Do not unplug, turn studio cameras off, or make any technical adjustments to them. You may turn the teleprompters on if they are off.
- The server and DVD recorder/playback equipment are the only pieces of equipment in Master Control that you are permitted to use on a regular classroom basis.

### **Control Room**

- **Turn off your cell phones when entering the control room and/or studio. Putting them on “silent” or “vibrate” will still interfere with equipment operation.**
- Texting, web surfing, and/or game playing are obviously not permitted.
- **FOOD and/or DRINKS are NOT ALLOWED in the CONTROL ROOM or STUDIOS.** (Exception: food used as props in the studio for a demonstration is allowed with instructor approval.)

### **Control Room (continued)**

- Do not store materials on the prompter station or graphics (CG) system on “Desktop.” Use the folders found for each instructor’s course in the “My Documents” folder. If you store something on “Desktop,” do not expect it to be there for your next class.
- When making a new script on the teleprompter, do not save over existing scripts. Create a new document and store it in the proper place.
- Control room courtesy: If you are not involved in a production, please respect those who are and refrain from making unnecessary comments or having conversations. Once the production is complete, comments and questions are usually welcome. Please wait until that time. Do not distract students that are trying to concentrate on a production.
- Please do not feed music into the studio while the next director is trying to set up.

### **Helpful Hints on CDs, DVDs, and Prompter Copy Created Outside of Class**

- To play back CDs in the audio room, only **commercially recorded CDs** and home recorded **Music CDs** will play back. MP3s and any other forms (waves, etc.) will not play back on our equipment. CDs you create need to be finalized.
- DVDs with Copyright Control might play back when used to roll into another program but then they might shut down your recording equipment.
- When typing teleprompter copy for use in class, use **text file**.

### **Use of Lab Audio Rooms, Production Rooms or Editing Areas**

There is a 10-minute window on ALL editing stations and production rooms in the lab area. If you sign up for a place to work and you are not there by 10 minutes after your sign up time, that facility becomes available on a first come-first served basis. The person using this available time understands that he or she cannot extend his or her session past the original sign out time, thus delaying the next person from starting his or her session at the correct time. If you come in late to your session and there is someone using your time, do not expect that person to stop their work just because you are there.

### **Use of Building Facilities**

- Students must be enrolled in RTVF classes and be using the room (such as a classroom) for RTVF class assignment purposes, extra, or co-curricular assignments. This needs to be approved by the Department Chair. The sponsoring faculty member is responsible for assuring security of the facilities during and immediately after the reservation of the room(s).
- Students must submit a reservation request and have it approved to a faculty member.
- When using a classroom for a shoot, students are expected to return the classroom to the way they found it.
- Use of the elevator or restrooms in the RTVF building for a shoot is off limits.
- Use of a TV studio requires a form to be filled out and approved by the instructor. Your instructor has or can get the proper form for studio use.
- If a RV studio appears not to be in use, this does not mean that it is available for an unscheduled shoot or session. All studio sessions must be properly scheduled.

**All instructors and/or supervisors have the right to see that these guidelines are followed in the studios and lab rooms even for students that are not in their classes.**