

Emerson College
Journalism Television Facilities (JTF)
Policies & Procedures
2008-2009

Save this document for reference

Important telephone numbers			For Emergencies only 8888
Public Safety (non emergencies)		8555	
Tim MacArthur	Manager, Journalism TV Facilities	8433	Rm. 631
	Asst. Manager, JTF	8434	Rm. 631
Student's Desk		8842	Rm. 631
JTF Control Room		3854	Rm. 630
JTF C.R. Phone Interview Extensions		3850, 3851	Rm. 630
JTF C.R. Intercom Phone Interface		3860, 3861	Rm. 630
JTF Newsroom Extensions		8826, 8827	Rm. 628
		8830, 8854	
Avid Server Room		3855	Rm. 627
JTF Audio Announce Booth Phone Extension		3862	Rm. 623
JTF Audio Suite Phone Interview Extensions		3852, 3853	Rm. 624
TRF Engineering		8846	TRF Office 2 nd Floor, Walker
TRF Office		8801	TRF Office 2 nd Floor, Walker

Hours of Operations

8:00 AM to 10:00 PM - Monday – Thursday

8:00 AM to 9:00PM - Friday

Closed All Weekends and College Holidays (Weekend hours are subject to change)

Familiarity with Facilities

1. It is highly recommended that faculty, students and other users familiarize themselves with the various video production processes and systems in the Journalism Television Facilities.
2. Staff will assist when questions arise concerning systems and/or equipment operations
3. Tutorials, individually or groups, are available upon request and practice time on the various systems can be scheduled when the facility is not in use.

**ABSOLUTELY NO FOOD, DRINKS, SMOKING, GUM CHEWING
allowed in the Journalism Television Facilities, including the studio, control room,
newsroom, edit suites and announce booth.**

NOTE: For special college events, catered food may be allowed.

If there is a need for dramatic purposes for drinking, smoking, gum chewing, or pets, see studio management for approval.

Reference page numbers refer to pages in the document *Emerson College Policies Relating to Use of Performance and Rehearsal Facilities*. A copy is located in the JTF Support Office.

The Studio

1. Items are not to be affixed to the studio walls, windows and/or screens.
2. No writing on the walls, windows or screens.
3. Heavy items are not to be dragged over the floors.
4. Spraying of any kind is not allowed in the studios, i.e.: hair spray, dulling spray, painting etc. **P. 5**
5. Attaching any items, pictures, posters, banners etc., to the lighting grid, requires prior notice and staff assistance. Items are to be attached at the beginning of a scheduled period and they must be removed at the end of that scheduled period.
6. All cue tape marks on the floors are to be carefully removed at the end of the scheduled period.
7. If you bring in personal props, costumes, etc. they must be removed at the end of the scheduled period.
8. Ask for assistance if at all unsure about how to interconnect any studio equipment.
9. Flip Flops and sandals not allowed in the studios. Sturdy footwear needs to be worn.
10. After individual or class use, studios will be inspected. Any failure to follow the proper use & care will result in a written violation. If violations are repeated, the violator(s) will not be able to use the facilities.

The Cameras Journalism Television Studio

1. Parkervision CameraMan robotic cameras are mounted on professional pedestals.
2. All camera movements and adjustments should be controlled from the Shot Director in the Control Room. Ask a staff member for help if you are unsure how to operate the Shot Director.
3. Do not roll the camera pedestal over the camera cables. The cables are delicate and will fail if not cared for. To avoid downtime, do not allow the camera cables to become kinked.
4. Do not cross camera cables.
5. To normalize after use, pull the camera back to a parking place, as indicated by the tape marks on the floor and neatly wrap the cables.

The Control Room

1. Make sure all systems are normalized before using i.e.: CG, switcher, audio mixer etc.
2. Normalize and remove all personal belongings at the end of a scheduled period. Do not leave still images on the monitors.
3. Ask staff for assistance when checking out headsets, mics, cables, etc. that are used in productions.
4. Faculty and co-curricular management are responsible for leaving the facilities on time.
5. Faculty and co-curricular management are responsible for normalizing and cleaning up the studios and control rooms after a class or production is completed.

Lighting Instruments

1. All lighting in the Journalism Television studio is preset and is not to be changed. Any special lighting requests must be submitted to the staff and are pending approval.
2. All lights should have a safety chain that is fastened to the instrument and grid.
3. Use of ladders must be done with care and supervision of faculty or staff.
4. If an instrument needs to be re-lamped notify the staff.

The Set Pieces

1. The set pieces are here for your use.
2. Set pieces are not to be moved without notifying TRF Staff. The anchor desk is not to be moved without permission of TRF staff. Use care when moving any set pieces.
3. If you wish to change the look of the set, or any set piece, prior arrangements and authority must be made by and with the staff.
4. If you bring props, costumes, or other set dressing into the studios they must be removed at the end of the allotted time studio time.
5. Still images are not to be left frozen on the Plasma screen set piece.

Requests and Studio Reservations

1. General reservations for studio use should be made a week in advance.
2. Special requests should be made at least two weeks in advance, i.e. a fourth camera, flames, candles, special effects, foggers etc. **P.4**
3. Reservation forms are available and filed in the support office.
4. Staff will assist you when making reservations.
5. Last minute reservations and requests will be made upon availability and at staff discretion.
6. The following is the usual priority for facility use: academic, co-curricular, productions and other Emerson events. Sometimes this priority will be changed upon discretion of the College administration.
7. NOTE: For special college events, catered food may be allowed.

Editing Reservations

(This applies to all pre and postproduction spaces)

1. Reservations are made on a first come, first served basis. (Only certain classes are eligible to reserve certain editing facilities)
2. Students may make reservations up to 2 weeks in advance.
3. Each student has 8 hours for editing per week. A student can use over the allotment if there is no conflict, at discretion of TRF Staff.
4. There is a twenty (20) minute grace period for all JTF reservations. After midterm there is only a ten-minute grace period to keep appointments, then the studio or edit time can be given to someone else. Failure to show up for an appointment without canceling is lost time to the student.
5. Walk-in appointments are available provided the facilities are not in use.

Off-Air Signal Capture, Video Format Transfer Reservations

1. Use of Off-Air Signal Capture and Video Format Transfer requires production background or assistance from those who have experience with the systems and/or equipment operations. TRF Staff will assist you.

Newsroom Editing (Avid Newscutter)

1. There are twenty (20) non-linear editing stations located in five pods of computers within the Newsroom. Pod number 5 is the primary digitizing (audio/video capture) location. For that reason, this pod will be reserved by standard reservation methods. It should be reserved only when ingest is required.
2. Editing on the remaining sixteen stations is managed strictly on a walk-in basis. No reservations are permitted for these stations.

3. All pods and stations are reserved for classes during their class period, however, at each professor's discretion, some stations may be left accessible for walk in editing during class.

Edit Suites

1. There are four non linear Avid Newscutter XP suites with seven edit stations total, two linear edit stations, one audio edit suite (Adobe Audition & Newscutter XP), one announce booth (Adobe Audition & Newscutter XP) and one HD Final Cut Pro suite.
2. Edit suites are to be **locked at all times**.
3. Students must check back in after each edit suite usage at the Support Office.
4. After each use, all personal belongings must be removed from the suite and the door locked.

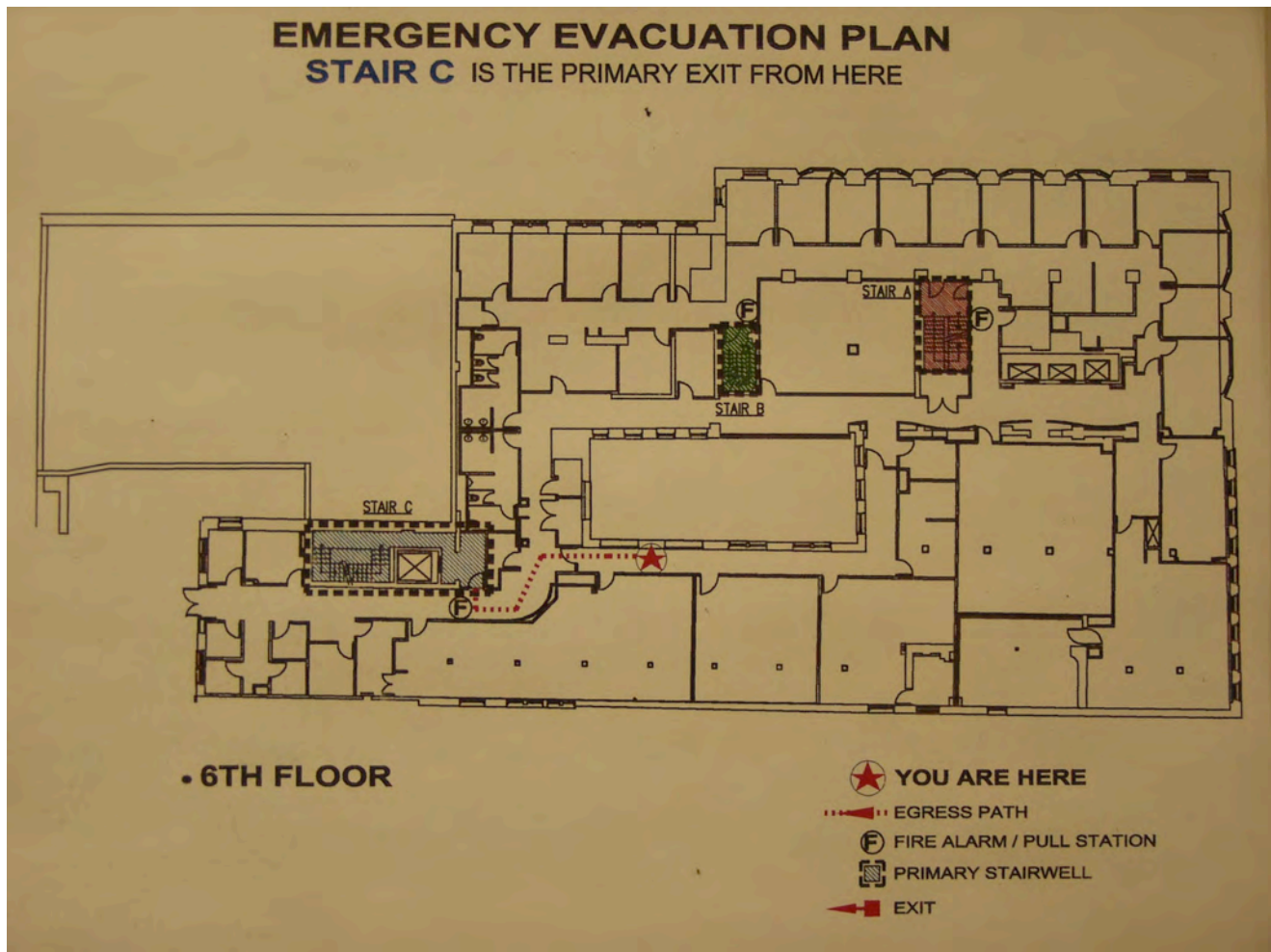
Consumable Supplies

Items such as Scotch tape, masking tape, pens, pencils, staples, video tapes, gaffer's tape and other materials are the responsibility of the students, classes, or organization using studios not TRF.

Do not take office supplies... It is your responsibility to come prepared!

First Aid Kits

1. If someone becomes ill or there is an accident **CALL 8888** (Emerson Public Safety Emergency Number)
2. The telephone number for all other Public Safety business 8555.
3. A First Aid Kit is located in the JTF Support Office, Room 631.
4. Public Safety has 2 portable defibrillator units and is trained to use them.



EMERGENCY PROCEDURES:

In the Event of An Emergency

(Loud Verbal Announcements and flashing lights in hallways)

1. If you are to leave the floor, this announcement will be made over the public address system, take your personal belongings and leave by the nearest EXIT and go down the nearest stairway.

In the Event of A Fire Emergency

(Origin of fire)

1. Pull the nearest alarm and leave by nearest EXIT, go down the nearest stairway. Do not use the elevators
2. A Fire Alarm Box is located:
Outside Stair C, near the Newsroom (SEE EVACUATION PLAN)
3. A Fire Extinguisher is located near the fire alarm box:
Outside Stair C, near the Newsroom (SEE EVACUATION PLAN)

In the Event of An Illness Emergency

1. Call 8888, give nature of emergency i.e. fall, fainting burns etc., location, and lead EMT/Public Safety personnel to the location of the emergency.

Other Safety Issues

1. Only authorized personnel are allowed to open, adjust and repair the equipment in the facilities. This includes re-lamping lighting instruments or removing tapes stuck in VCR's.
2. A First Aid Kit is located in the JTF Support Office (Rm 631)
4. The use of foggers, special effects, flames, chemicals, and other materials must have prior written clearance **P.4**
5. Inventoried equipment is not to leave the floor. **P. 3**
6. **Exits** are to remain clear and the signs clearly seen. There is no storing of materials in the hallways and stairwells. **P. 5 and 6**
7. Firearms, knives, swords and other weapons only with written approval **P. 4**