



EMERSON
COLLEGE

TRF

Television Radio & Film Production

**Tufte Performance and Production Center
Television Studios**

POLICIES AND PROCEDURES

Emerson College
 Tufte Performance and Production Center Television Studios
 Policies & Procedures
 2008-2009

Hours of Operations (Fall and Spring Semesters)
 7:30 AM to 9:45 PM - Monday – Friday
 Closed All College Holidays

Important Telephone Numbers			
Emergencies		8888	
Public Safety		8555	
Tony Ascenso	Manager, PPC TV Studios <i>antonio_ascenso@emerson.edu</i>	8419	Rm. P 814
Cheryl Lustenberger	Asst. Manager, PPC TV Studios <i>cheryl_lustenberger@emerson.edu</i>	8847	Rm. P 814
Student Desk		8838	Rm. P 814
DiBona Control Rm.		8430	Rm. P 811
TV Control Rm. B		8431	Rm. P 810
DiBona Audio Suite		8842	Rm. P 813
TV Engineering		8846	TRF Office
TRF Office		8801	2 nd floor Walker

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- Reference page numbers (**Bold**) refer to pages in the document: **Emerson College Policies Relating to Use of Performance and Rehearsal Facilities**. A copy is located in the television office.

Welcome to the Tufte PPC Television Studios

- It is highly recommended all users familiarize themselves with the various video production processes and systems in the Tufte PPC Television Studios.
- Staff will assist when questions arise concerning systems and or equipment operations.
- 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.

GENERAL POLICIES

- Absolutely **NO FOOD, BEVERAGES, SMOKING, or GUM CHEWING** allowed in the studios, control rooms, audio suite and hallways. For special college events, catered food shall be allowed. If, for dramatic purposes, there is a need for drinking, smoking, gum chewing or pets, see studio management for approval.
- Individuals and/or co-curricula's must check in with the studio staff at beginning of scheduled time and when leaving.
- Faculty and co-curricular management are responsible for leaving the facilities on time.
- Faculty and co-curricular management are responsible for normalizing and cleaning up the studios and control rooms after a class or by scheduled out time. **Failure to do so may result in restrictions on future use of facilities.** After individual or class use, studios will be inspected.
- Ask staff for assistance when checking out headsets, microphones, cables, etc., from room 814.
- Cooking shows must be approved in advance.
- Flip flops and sandals are not allowed in the studios. Sturdy footwear must be worn.
- Late arrival to studio may result in loss of studio time.
- Items such as Scotch tape™, masking tape, pens, pencils, staples, tools, videotapes, and gaffer's tape and other materials are the responsibility of the students, classes, or organization using studios not TRF.
- Inventoried equipment is not to leave the floor. **P. 3**
- Firearms, knives, swords & other weapons may be used only with written approval **P. 4**

REQUESTS AND RESERVATIONS

- Reservation forms can be downloaded at: <http://www.emerson.edu/trf> and are also available in the television office. Completed forms will be filed in the office.
- General reservations for studio use should be made a week in advance.
- The use of foggers, special effects, flames, chemicals, heavy duty lighting instruments and other materials must have written clearance, 2 weeks prior to use. **P.4**
- Studio Managers will assist you when making reservations.
- Last minute reservations and requests will be accommodated depending upon availability and at staff discretion.
- The following is the usual priority for facility use: academic, co-curricular and ECTV, Emerson Productions and other Emerson events. Sometimes this priority will be changed upon discretion of the College administration.

Instructions for Checking Studio Times Online

Go to e-Campus, > EMail, > Public Folders, > Emerson College, > TRF, > TRF Studio Operations, > Studio Operations. Choose Di Bona Studio or Teaching Studio.

Reserving Studio Time on Weekends

Weekend studio time is limited and not normally available. Only established co-curricular groups and Emerson Productions or students requiring time to complete academic projects such as BFA's may request weekend studio time. Other special requests will be handled on a case-by-case basis.

- Request date a month prior through Studio Manager.
- Fill out "**Request for TV Studio Permit Form 4A**". Form must be complete with advisor and all other appropriate signatures within 10 days. If forms are not submitted within allotted time you must contact managers for extension, or reservation will be canceled.
- After form has been completed, studio management will attempt to find supervisory coverage for the specific date(s). Only once coverage has been found does reservation become official. *Cost for coverage may be charged to the group account.*
- Any cancellations should be made 48 hours in advance.

Studio requests will be granted based on the following:

- Proper completion of Studio Permit paperwork.
- Previous familiarity/experience with the studio facility
- Adherence to studios and facilities policies (i.e. set materials etc.).
- Discretion of studio management/administration.

THE STUDIOS

- Ask for assistance if unsure about how to interconnect any studio equipment.
- Items are not to be affixed to the studio walls and/or curtains.
- No writing on the walls.
- Do not drag heavy items over the floors.
- Spraying of any kind is not allowed in the studios, i.e.: hair spray, dulling spray, painting etc. **P. 5**
- If items, pictures, posters, banners etc., are attached to the lighting grid, they must be removed at the end of that scheduled period.
- All cue tape marks on the floors are to be carefully removed at the end of the scheduled period unless otherwise approved.
- If you bring in personal props, costumes, etc. they must also be removed at the end of the scheduled period.
- Studio equipment Placement Charts are at the end of this booklet and posted in studios.

THE CAMERAS

- Sony DXC-D50WS & Sony DXC-D35WS in Teaching Studio (professional solid-state color cameras), are mounted on professional pedestals.
- Unlock the pan/tilt head before panning or tilting. Lock the head when not in use. Ask a staff member for help if you are unsure.
- **Do not roll the camera pedestal over the Triax cable.** Triax is a delicate cable. To avoid downtime, do not allow the camera cables to become kinked.
- Do not cross camera cables.
- To normalize after use, pull the camera back to a parking place and neatly coil the Triax cable. Seek instruction from staff on proper method.

AUDIO ROOM

- The Audio Suite, with the Sony DMX-R100 digital audio mixer, (Rm. P 813) is the audio control section for the Di Bona Studio.
- Before you leave, recall zero version of board, turn down gains, remove all patches, and turn off pads.
- Audio board “snap shots” can be recorded on floppy disks.

THE CONTROL ROOMS

- Make sure all systems are set to default before using, i.e.: CG, switcher, audio mixer...
- “Snap shots” of the Sony 9000 series switcher can be recorded onto the switcher’s internal hard drive or USB flash drive. This is highly recommended for continuing classes and productions.
- Do not leave still images on the monitors. Return switcher to black.
- Studio management must approve modifications to the monitor wall.

THE SET PIECES

- The set pieces are here for your use.
- Use care when moving the set pieces as they are easily chipped.
- 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 Studio Managers.
- If you bring props, costumes, or other set dressings into the studios, they must be removed at the end of the allotted studio time.
- Risers should not be left on their edge.
- If flats are created for a production, **DO NOT use 2x4, sheet rock or regular construction materials.** The flats will be too heavy and pose a safety hazard. Use standard TV/Theater materials. These materials are lighter and easier to move around. **THEY MUST BE REMOVED AT THE END OF THE PRODUCTION.**

LIGHTING INSTRUMENTS

- Do not plug lighting instruments into an outlet unless the switch for that instrument is **OFF.**
- Floor lights should only be plugged into numbered, dimmable wall outlets.
- Use gloves and a wrench to adjust, focus or move hot instruments. Do not move until cooled. **P.6**
- Make sure that the safety chain is fastened to each instrument, especially after an instrument is moved.
- Only trained personnel will be able to use the lift. Training will be provided for this purpose **P. 5**
- Hard Hats must be worn at all times when using or standing around a working lift.
- Use of ladders must be done with care and supervision of faculty or staff.
- Dress lighting cables **NEATLY** and **OVER** the top of the drapery tracks.
- **Lighting instruments are not to be left on the floor.**
- If an instrument needs to be re-lamped notify the staff.
- Keep lighting instruments inside the yellow markers near the drapery track.
- “Snap shots” of the lighting control consoles can be recorded on to floppy disks.
- Every attempt should be made to plug an instrument into the nearest circuit.
- Tagged permanent lights should not be moved without approval from studio management.
- Do not use tape of any kind on gel frame.
- Gels, frames and scrims will be put back in their proper place at end of reserved space.
- Lift should be left clean at end of your session – no lights, empty lamp boxes, gels, frames, clothes pins, etc.

WHEN FINISHED USING THE STUDIO

1. Place props in their proper locations.
2. Chairs put away.
3. Cameras pulled back nicely, and cables coiled.
4. Return all microphones, cables, etc. to the office.
5. All lights off and hung on grid.
6. Gels put in folders and returned to office.
7. If permanent lights moved, returned to their original location. (DiBona Studio only)
8. Patches pulled.
9. Return equipment to grip cart.
10. Remove all spike and gaffer's tape from the floor and risers.

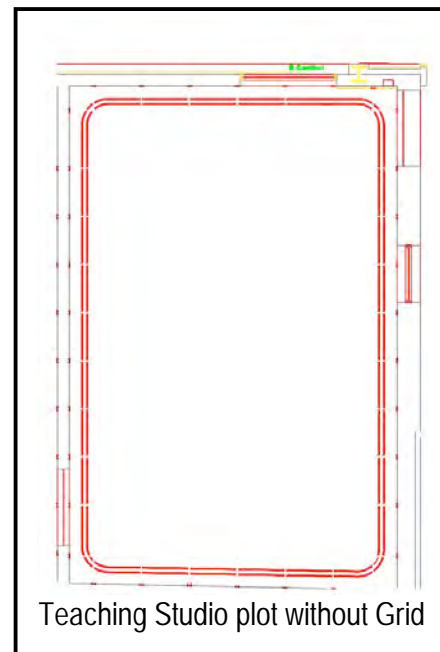
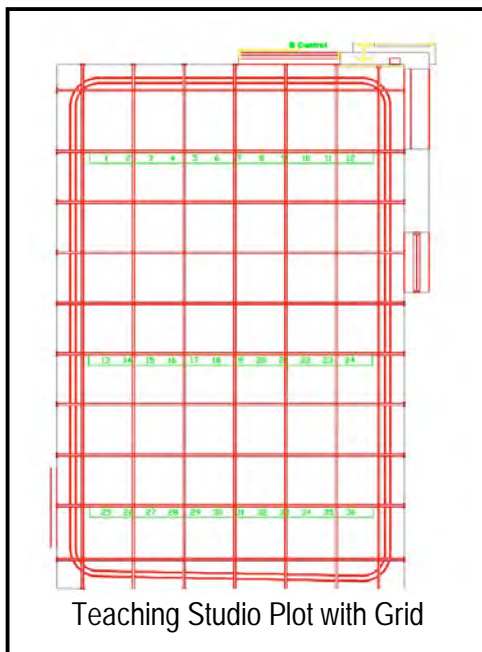
WHEN FINISHED USING CONTROL ROOM

1. Black out Sony Switcher.
2. Clear your project from Chyron™.
3. Empty out TelePrompTer.
4. Remove all scripts or trash.
5. RTS – Toggle off all settings.

- Inform the office staff (rm. 814) when you're done.

FORMS AVAILABLE

- Studio plots for both studios are available with lighting grid and without. You can download them from: http://www.emerson.edu/trf/policies_and_forms.cfm or they are available in the TV studio office (room 814).



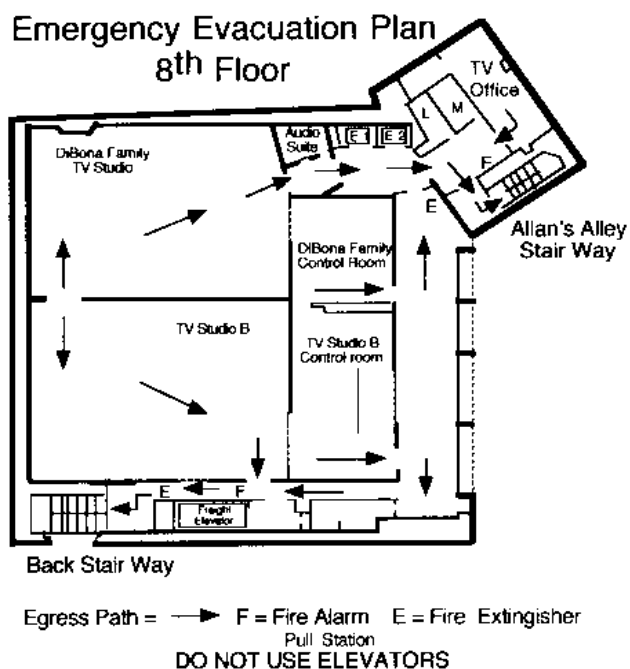
SAFETY ISSUES

- The telephone number for Public Safety is x8888 (Emergency) or x8555.
- First Aid Kits are located in the TV Studio Office.
- 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.
- Exits are to remain clear and the signs clearly visible. No storing of materials in the hallways and stairwells. **P. 5 and 6**
- Do not leave bags, laptops, or other valuables in the hallway or on the windowsills.

EMERGENCY PROCEDURES

In the Event of An Emergency (Loud Verbal Announcements and flashing lights in hallways)

- If you are to leave the floor, an announcement will be made over the public address system. Take your personal belongings, leave by the nearest EXIT and go down the nearest stairway.
- If you are on camera, tilt the camera head down and lock it. Leave by the nearest EXIT and go down the nearest stairway. **Do Not Use the Elevators.**
- Each space has two or more EXITS.



In the Event of A Fire Emergency (Origin of fire)

- Pull the nearest alarm and leave by nearest EXIT. Go down the nearest stairway. **Do Not Use the Elevators.**
- Fire Alarm Boxes are located:
 - Outside the TV Studio office (SEE EVACUATION PLAN) hallway
 - Under the Exit sign next to Stairway #2 (SEE EVACUATION PLAN)
- Fire Extinguishers are located:
 - Near the fire alarm boxes: (SEE EVACUATION PLAN)
 - Hallway next to the control rooms and passenger elevators
 - Hallway next to the freight elevator

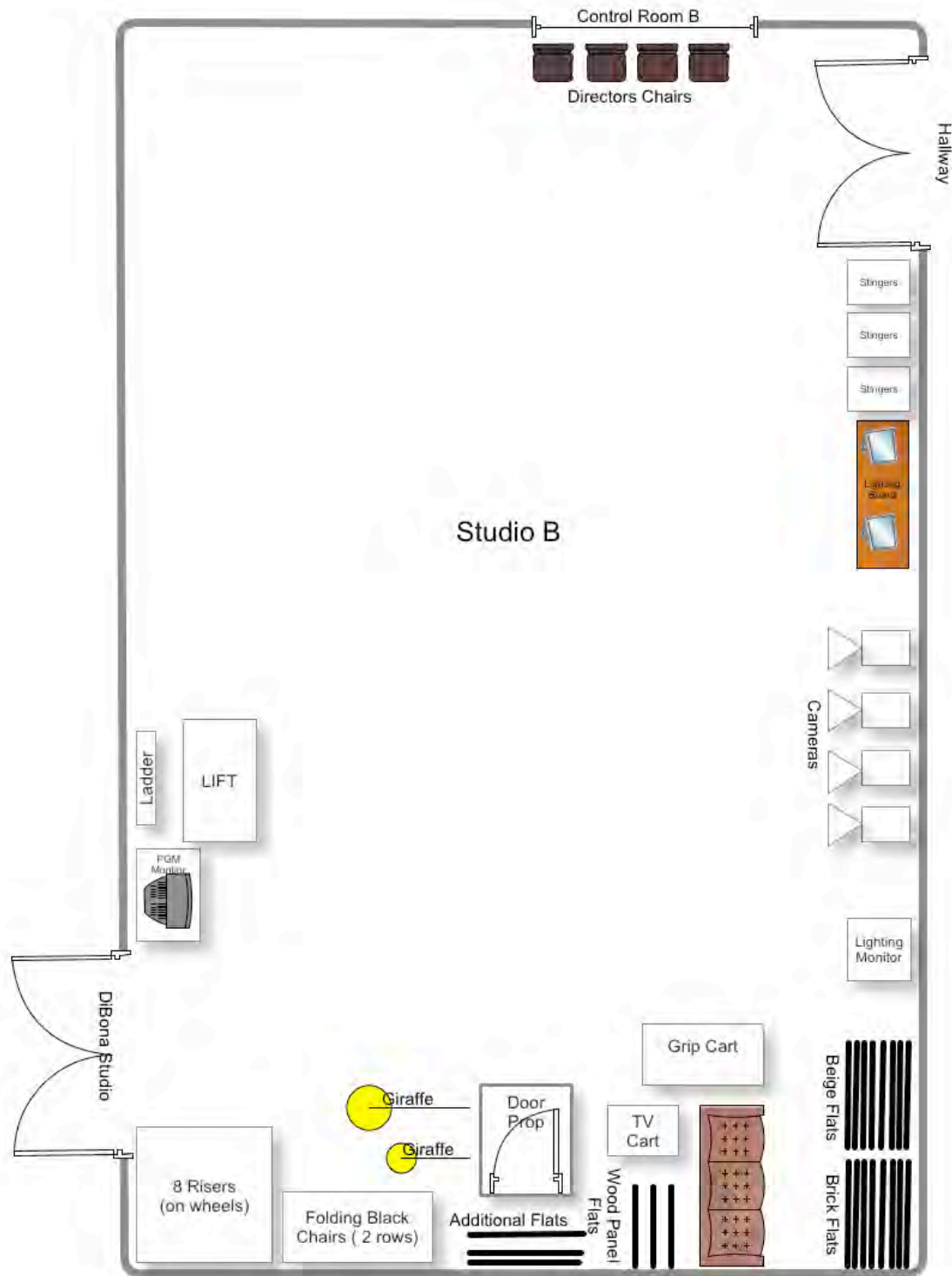
In the Event of An Illness Emergency

- Call x8888, give the nature of the emergency (i.e. fall, fainting, burns, etc.) and your location, and lead EMT/Public Safety personnel to the location of the emergency.

STUDIO LAYOUTS

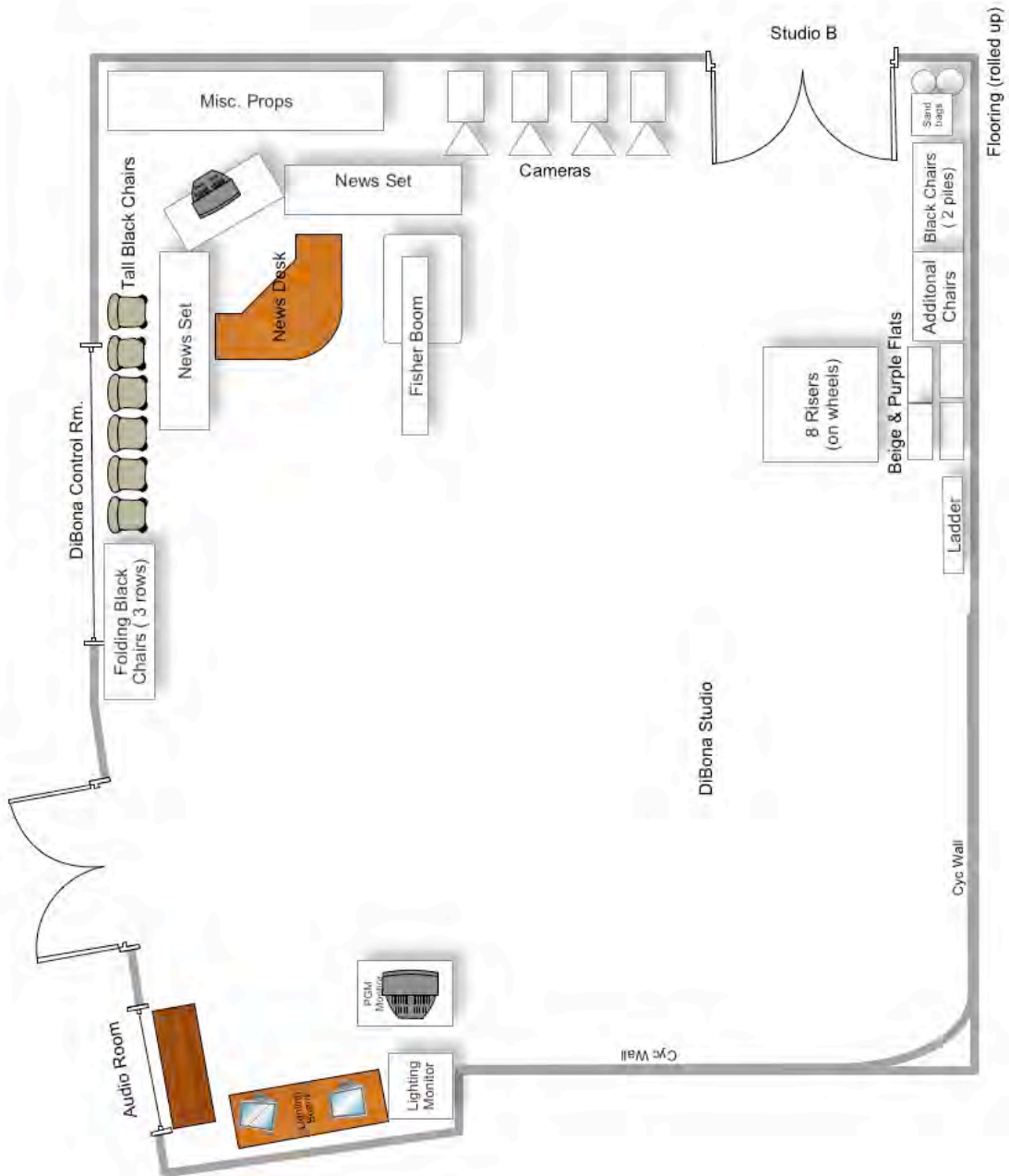
Teaching Studio

Props and Equipment must be returned to designated locations below.



Di Bona Studio

Props and Equipment must be returned to designated locations below.



Revised 8/08