

TV Studio & Control Room

Operating Guidelines & Rules

General:

1. No eating, drinking or food in any Studio, Control Room or Editing Suite. Water is allowed in a closeable container, but not left on any counter, console or near equipment.
2. Coats, loose apparel, knapsacks, etc. are to be stored in the Production Studio while you are using the Broadcast Studio. Have with you just the materials you need for your current production or project.
3. Care and attention is to be given at all times to the Broadcast Studio Sets. Pay attention in such a way as to keep furniture, platforms and desks in alignment with background.
4. Be aware of all cables, camera pedestals, monitor stands and microphone accessories. Always watch for neglect or misuse and insure proper handling to prevent damage.
5. Always proceed with awareness when moving through the studios and control rooms. Cables, computers, light consoles and accessories are located at and operated for specific reasons. Do not move or adjust the position of any equipment.
6. All chairs and temporary materials used for production or class should be removed when through. Chairs should be stacked in the production studio or placed back at or under control room and editing suite consoles.
7. Use of intercom and talkback PA systems should be limited to professional communication between crews and not be a means for normal discussion.
8. All systems, video, audio and intercom are "live" and monitored in the Quality Control Station in the Engineering office. Someone is always seeing and listening to studio, control room and editing room operations.
9. Heating, Ventilation and Air Conditioning systems are set for equipment not people. Do not adjust any thermostats.
10. Be aware of custodian support staff. They may be in to empty trash or vacuum if the room is available. And as we try to keep the carpets, sets and spaces clean, please check your shoes when entering the building in foul weather.

Technical:

1. Do not adjust, operate or change equipment settings unless instructed to do so. The instructor, studio lab assistant, engineer or production coordinator will advise you if any changes in equipment settings are necessary.
2. All equipment and systems have a “default” or “normal” condition to be aware of. This “idle” condition for any system or piece of equipment is a standard from which operators can start working from. If an operator does not find the default condition when arriving at their position, they can expect to have operating difficulty. Most difficulties are not equipment failures, but operational errors resulting from an operator not returning a system to a default condition.
3. The following is the basic default condition for the primary operating equipment and positions in the studio and control rooms. No power should be turned off. No video monitor controls should be adjusted except for “volume”. In addition to these defaults, your instructor may impose additional procedures unique to the project or production in process.

Studios: **Light Console** set to faders in an off position; all studio instruments should be off with house fluorescents lights on. Production Studio all light grid switches in power panel off.

Teleprompter application up and running, no prompting files should be open. Any thumb/USB drives or CD's removed.

Floor Managers headset placed behind talk show set, on rack with cable coiled up neatly. Production Studio headset and cable placed on monitor cart, cable coiled neatly.

Microphones removed from the set and placed in cases. Store them in filing cabinet in storeroom between studios.

Audio Cables behind both sets should be neat, untangled and ready for next production. Accessory cables for both Studios should be removed and stored on hooks in store room.

IFB earphones placed neatly under the news desk. If used at the Talk Show Set, return to under the news desk.

Cameras should be positioned for use with the News Set in the first 10 weeks of the semester, and for use with the Talk Show Set for the last 4-6 weeks – studio users will be notified of the changeover timeframe by the Production Coordinator. Camera 3 in the center and Cameras 1 and 2 on the sides, with cables behind cameras and slack coiled in a figure 8. Production Studio camera cable figure eight near the camera's parked position.

Sets should be left in the standard position for which they have been designed. Four talk show chairs placed correctly on the platform and the two news chairs placed under the news desk. Production Studio set pieces removed and stored unless special arrangements have been made.

Control Rooms: **Audio Console** left with all faders down. Headphones unplugged.

Xpression application closed. Any thumb/USB drives removed.

Intercom system volume set to “normal” levels. Turn off mics.

Video Switcher do a “soft reset” function.

Blackstorm- Eject Playlists. Leave blackstorm program running.

Ki Pro- Recordings stopped. (If removing Ki Pro drive, STOP drive before removal.)

These practices will help to insure that systems and equipment will run properly with minimum difficulty. As a backup when you arrive at a system or equipment position, all operators should check for the standard default condition. Operators should always start from the default when preparing to use systems or equipment. Faculty and College Staff may from time to time give further instruction as needed when abnormal conditions arise.