

# STUDIO POLICIES

Studio use will be for GFTV staff, producers and volunteers. School staff and students in the Media Arts program will share the use of the studio at the E.L.H.S.

A schedule will be established to coordinate the usage of the space between GFTV and school staff. Staff will be responsible for setting policies and supervision of the individuals using the studio space. Basic guidelines for operations will be as follows.

1. Staff will supervise all activities and will be responsible for proper usage of the equipment.
2. Volunteers and students will receive training in the use of equipment before they can operate cameras, lighting equipment and production equipment.
3. No food or drinks will be allowed in the studio during operations.
4. All equipment will be returned to a basic set-up after use.
5. Participation will be limited to staff, students and GFTV volunteers that are involved in production at any given time.
6. Any operation problems or damage to the equipment should be reported to school or GFTV staff as soon as possible so corrective action may be taken.
7. Any person who is using the space in inappropriate ways will be reported to staff and the appropriate disciplinary action will be taken. Misuse may result in termination of participation in studio activities and will be at the discretion of school and GFTV staff.
8. Equipment that is not in use will be maintained and stored away to avoid damage or clutter that may be a hazard to studio operations.
9. All equipment will be turned off when not in use.
10. Care must be taken when utilizing ladders for positioning of lights and backdrops.
11. Caution will be observed around cameras and cords that are tethered to cameras and other devices being used in production activities.
13. Beverages for guests participating in production will be allowed to have bottled water only while on the set.
14. A sign out policy will be established for staff and students who wish to utilize field equipment. (Cameras, tripods, audio equipment, cases and cables)
15. Staff will be responsible for changing bulbs in studio lights as needed.
16. Staff will be responsible for maintaining the production computer (Tricaster) and associated files.