

## **SAFETY PRECAUTIONS**

### **STUDIO 1 & SUBCONTROL ROOM**

Welcome to the TV Studio Center's Studio 1 & SubControl Room. In over 50 years of operation, these walls have seen productions ranging from dramatic to comedic, live musical performances, talk shows, news programs, and just about anything else you can think of!

Our 2200 square foot studio has a full HD infrastructure that can be utilized with up to 3 studio cameras along with a complement of broadcast equipment including a 2-Mix/Effects (3 M/E) switcher, a full sound mixing console with integrated ProTools, and the ability to record to or playback from HD format.

We have a DMX control board and a 14-footlight grid that can be equipped with a selection of over 100 instruments. We also have full multi-camera field packages that can be used to shoot in remote locations.

### **STUDIO SAFETY**

Of the highest priority to the TV Studio Center staff are personal safety and the safe handling and operation of the equipment necessary for live production.

Whether you are a seasoned professional or entirely new to the environment we want to ensure that all classes, productions, and crews are well aware of any hazards and follow the appropriate protocols for the best possible outcome of your efforts.

TV Studio Center staff members are experienced engineers, technicians, and producers. We are here to supervise and assist your instructor and the crew in order to ensure all systems work properly and safety/operations protocols are adhered to. While primary direction will come from your instructor, the TV Studio Center's technical staff is here to offer you supplementary assistance with any issues that may arise. In short, if you need help,

**PLEASE ASK**

**STUDIO & MCR RULES**

- **THE EATING, DRINKING, AND STORAGE OF FOOD & BEVERAGES IS STRICTLY PROHIBITED**

- TURN OFF ALL PHONES AND AUDIBLE DEVICES
- YOU MUST ADHERE TO ALL SAFETY PROTOCOLS AND WEAR ANY REQUIRED PERSONAL PROTECTIVE EQUIPMENT (PPE) SUCH AS WORK GLOVES, SAFETY GLASSES, ETC.
- PROPER FOOTWEAR MUST BE WORN BY ALL CREW MEMBERS. NO OPEN-TOE, FLIP FLOPS OR HEELS ARE PERMITTED - SNEAKERS OR BOOTS ARE PREFERRED
- ON PRODUCTION DAYS PLEASE DO NOT WEAR CLOTHES OR JEWELRY THAT MIGHT GET CAUGHT WHILE MOVING FLATS, PROPS, LIGHTS, ETC.
- IF YOU HAVE NOT BEEN TRAINED TO USE A PIECE OF EQUIPMENT DO NOT ATTEMPT TO USE IT – REQUEST TRAINING FROM YOUR INSTRUCTOR OR CONSULT WITH TV CENTER STAFF
- NEVER TURN OFF OR ATTEMPT TO RESTART EQUIPMENT WITHOUT APPROPRIATE STAFF SUPERVISION
- SUPERVISION OF FACULTY OR APPROPRIATE STAFF MEMBERS IS REQUIRED FOR MOVING/CONSTRUCTION OF SETS, FURNITURE, PLATFORMS, FLATS, PROJECTORS, AND LIGHTING INSTRUMENTS
- NEVER MOVE ANYTHING BY YOURSELF – FOLLOW PROPER PROCEDURES FOR LIFTING AND MOVING HEAVY OBJECTS (SEE GUIDELINES on PG 7)
- ALWAYS KEEP WIRES AND CORDS COILED OR PROPERLY TAPED TO THE FLOOR USING GAFFER’S TAPE
- ALWAYS KEEP LIGHTS AWAY FROM ANY TYPE OF FABRIC (DRAPERIES, UPHOLSTERY, ETC.), WATER, PAPER, OR FLAMMABLE SUBSTANCES
- ALL FIRE EXITS MUST BE KEPT FREE OF OBSTRUCTION – NOTE THE LOCATION OF FIRE EXTINGUISHERS IN THE STUDIO AND MCR
- DO NOT LEAVE AT THE END OF A SHOOT UNTIL THE STRIKE IS COMPLETE AND EVERYTHING HAS BEEN RESTORED TO ITS ORIGINAL STATE – this includes clean-up of all garbage, returning equipment, putting away all props, etc. – please refer to the guidelines.

YOU MUST CHECK IN WITH YOUR INSTRUCTOR, TA, OR ENGINEER BEFORE LEAVING TO AVOID PENALTY. ONLY A STAFF OR FACULTY MEMBER MAY CALL THE STRIKE COMPLETE.

## **STUDIO OPERATIONS GUIDELINES**

“IF YOU DON’T KNOW, ASK!”

The Studio and SubControl Room will be set up and configured for your class or shoot based on the information you or your instructor provide the technical staff. Basic Control Room operation procedures will be reviewed with you by your instructor and/or TA. If you require additional assistance, please seek out a TV Studio Center staff member for help.

Some of the components that will be covered include

- Video Switcher
- Audio Mixer
- Character Generator (CG)
- Lighting Control
- Teleprompter
- Playback & Recording

**STUDENTS ARE NOT PERMITTED TO ALTER THE SET-UP OF ANY STUDIO COMPONENTS OR ENTER THE MACHINE ROOM** - Please ask the staff for assistance and we’ll make sure you can access what you need.

**RECORDING & PLAYBACK FORMAT** The default recording format for the studio is HD 1080 50i QuickTime .mov format (ProRes 422) with PCM linear audio at 48 kHz, recorded to HD optical disc, SSDs, or KiPro. If you require a different configuration for recording, you must let the engineer know in advance. TA’s will be responsible for loading recorded programs to any external sources (ex. external hard drives, etc.), including for student use. MFA students will be responsible for their own media.

1) Please back up your material – we will regularly be purging hard drives and recording media!!!

2) All B-Roll sources must be checked for format compatibility in advance of your production date. Please make an appt. with the engineering staff no less than 3 days in advance so there is enough time to convert/output a new version if needed. If materials are not checked in advance you may not be able to playback during your live production.

3) Playback of various sources will be prepared in advance by the TA and/or engineer on duty and should be formatted and handled as follows: Video - .mov files only in HD 1080 60i format (no FCP project files and cannot exceed 2GB). For your production, you will need a Playback Operator to cue and play all materials from the playback/ingest station. (If your material was shot in a progressive format or on a GO PRO! Camera please see the staff in advance.

We also have legacy machines for archival material on Mini DV, Beta-SP, or VHS.) Stills (photos and graphics other than Chyron) - .png format only, not to exceed 5MB. To be loaded into the SONY switcher by the TA or engineer.

The TD assigned will be responsible for operation during rehearsals/shoots including playback of stills and recording. Credits/Titles/Lower Thirds – can be pre-programmed into the Chyron station by your CG Operator. They will also be responsible for proper playback on the day of production.

Teleprompter - text can be loaded in advance using .txt, .doc, or .docx format. The Teleprompter Operator will be responsible for pre-loading and operation during any rehearsals/shoots.

Audio - can be played back from iPods/iPhones, mp3, wave files, or CDs and may be loaded in advance. The Audio Mixer will be responsible for the playback/recording of all audio sources for the production.

## **RESTRICTED WORK AREAS CAMERA & PEDESTAL OPERATION**

Our studio cameras are professionally equipped and set up. Operating them properly is very different from using field camera/tripod set-ups and requires careful attention to avoid damage or injury. Because of the complex mechanisms involved, you can achieve very smooth and professional camera moves when using

them however you must first undergo studio camera and pedestal certification with a TV Studio Center staff member.

## **LADDER & LIGHTING SAFETY**

A fall from a ladder could be fatal or injure you for life! Before using and following all safety protocols, you must undergo ladder safety training with an appropriate staff member. The lighting grid carries enough live electricity to seriously harm a person – a shock from the electrical current could even be fatal. There is also a serious risk of getting burned, having lamps explode, or sustaining an injury from mishandling an instrument. Due to these inherent hazards, only trained crew members will be allowed to move, unhook or reconnect lights on the grid.

## **SET CONSTRUCTION**

The TV Studio Center has a small scene shop appropriate for the construction of minor set pieces only. Any set construction requiring the use of the TV Center scene shop is subject to the approval of TV Center management and may only be undertaken by qualified individuals under the direct supervision of appropriate staff or faculty. You must be trained in the proper operation of any tools before using and wear all OSHA-required PPE including safety glasses or goggles, gloves, and appropriate footwear.

**JIB OPERATION (MFAS ONLY)** The Jibs are one of the most complex mechanical pieces of grip equipment you may ever use. They can achieve stunning results by working with a counterweight system and mechanical controls. Much like the pedestals they require training in proper use to avoid hazards. Only trained crew people will be allowed to crew as Jib operators.

## **PROP ROOM & SET DRESSING**

The center stores a small number of flats, furniture pieces, fabric, props, and other items in the prop storage room. Please handle it with care so that we can preserve props/dressings for future use by other students and return everything in the same or better condition than you found it! There are hand trucks and dollies available to

transport items to the studio. Please wear gloves and do not drag items across the floors. If you don't see an item you need please ask the Operations staff.

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**LIFTING AND MOVING OBJECTS** - Lifting loads improperly can cause back injuries!!!

- Make sure to get appropriate assistance when lifting or moving heavy or awkward objects
- Before lifting any load, check for splinters, jagged edges, burrs, rough or slippery surfaces, and protruding nails
- Keep fingers away from pinch points, especially when setting materials down on the floor or against walls, posts, or other materials
- Check your intended path for obstructions

• **WEARING WORK GLOVES IS HIGHLY RECOMMENDED!!!** During Shoots:

- Attaching items (pictures, posters, banners, etc.) to the lighting grid or cyclorama(cycs) must be approved in advance and rigged by qualified individuals
- No open flames of any kind may be used in the studio
- All decorative set materials must be flame retardant or made of non-combustible materials - Confetti, sand, and any other set dressing consisting of small particles are prohibited

- Flats and set pieces must be securely attached and braced with c-clamps and sandbags – please ask one of our Technical/Operations staff for assistance
- If you bring in personal props, costumes, etc. they must be removed at the end of the shoot When done:
- Place props back in storage, in their proper locations
- Put all chairs and tables away
- Cameras should be pulled back and cables coiled
- Return all portable equipment including microphones, cables, etc. to Distribution or Engineering
- All lights & audio devices should be powered off.
- All gels and/or gobos returned to Engineering
- Remove all spike and gaffer's tape from the floor and risers
- Remove all garbage/debris including any craft service items left in the hallway or Green Room.

### **STUDIO B/MCR EQUIPMENT LIST AND INFO**

- **Studio Cameras** Sony HXC100K & HSC300K cameras w/Fujinon zoom lenses
- **Peds/Grip** Vinten Fulmar and Osprey Elite with Vision 250 heads & Jimmy Jib Lite
- **Switcher** Sony MVS-6350 40 input switcher with 3 M/E's
- **Audio Mixer** Yamaha DM2000 w/ integrated ProTools
- **CG** CG 2000/ Clarity/ Axle
- **Teleprompt** Autoscript
- **Lighting Control** ETC Express 48/96
- **Intercom** ClearCom

### **Eclipse Multi-Camera Field Production Packages**

- **Camera Kits** Sony XDCAM EX HD PMW-350 Camera Packages including: AC Adapter, Viewfinder, Ikan VX-7 LCD Monitor, Varizoom Focus/Zoom Controls, Tripod Plate, On-camera mic, White Card
- **Tripods** Cartoni MCI-5 Tripods w/arms, feet & spreaders
- **Switchers** Tricaster 855 with 3Play and Live Text or Panasonic AV-HS400AN w/ATEM
- **Media Recorders** Sony XDCAM Deck - PDW-F1500, BlackMagic HyperDeck & AJA Ki Pro
- **Audio** Presonus Audio Boards w/MacBook & Audio Monitors
- **Intercom** Clear-Com Intercom Interface w/beltpacks, headsets and accessories
- **Cable Reels.** 4-interface cable snakes

**Additional Equipment Available On Request:**

- Projectors
- C-Clamps and other Grip
- Metal Risers
- Flat screen monitors
- Platforms.
- Studio Mics
- Standard 4' x 8' Plywood.
- Flats Screens
- Tables & Chairs.
- LED floor lights
- Assorted Props & Fabric
- C-Stands
- Gels
- Apple Boxes
- Track Dolly (MFA ONLY).
- Flags

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