

Rules and Procedures for Austin Community College RTF Department Production Studios and Editing Facilities

1. Set and Prop Storage:

Due to lack of space, there is no set storage available at the studios. Students must make arrangements to transport their sets and props into and out of the studio at the time of their productions. ACC is not responsible for set materials or props brought into the studio or left after a production.

2. ACC Building Access and Parking:

Users of the Austin Community College RTF Department Production Studio need to make arrangements in advance with the instructor, teaching assistant, or studio manager to gain access outside of class time. The editing room may be used at any time the building is open (7AM to 10PM weekdays, 7AM to 5PM Saturdays, 12PM to 6PM Sundays) and a faculty or staff member is present to supervise. If you want to use the edit room after normal hours, you will have to make arrangements in advance with someone to supervise. A sign-up book is kept in the editing room so that you can reserve your time in advance or check to find available times.

All students, talent and guests should park in designated student/visitor parking spaces and should not park in any reserved spaces. Please do not park in the loading dock area unless actually loading or unloading equipment or props.

3. Minors:

Minors (under the age of 16) who are attending a studio production must be accompanied by an adult whose sole responsibility is to supervise the minor. When there are 10 or more minors, there must be one adult supervisor for every group of ten minors. College rules do not permit minors in instructional areas, therefore minor children are NOT allowed in the technical areas (control room, edit room).

4. Alcohol; Illegal Substances; Firearms:

No alcoholic beverages or illegal substances are permitted at any time on the premises of the studio facility, including the parking lots.

No live ammunition, fireworks, or functioning firearms are permitted at any time on the premises of the studio facility. Non-functioning and unloaded firearms or other weapons to be used as props in a production are not allowed.

5. Drinks; Food; Smoking:

No drinks, food, or smoking are permitted in the studio or control rooms at any time. Any exception for the studio, such as non-alcoholic drinks or food for on-

camera talent or for use as props must be cleared in advance with the Studio Supervisor.

6. Emergency Exits:

Do not place furniture, boxes, equipment, or anything else in front of the fire escape door. The fire code requires that this door be freely accessible at all times.

7. Equipment Operation:

Never attempt to operate any piece of equipment with which you are unfamiliar. Ask your course instructor or Studio Supervisor for help. Do not allow unauthorized volunteers or guests to operate any equipment.

8. Cameras and Cyc Curtains:

Cameras and the cyc curtains must not be pulled out until all lighting and set preparation is completed. At any time the ladders are out of their standby area, all cameras and curtains must be in their standby areas.

9. Cables, Cords, Wires:

Never step or stand on cables, electrical cords, or wires.

10. Cameras:

Never touch or adjust camera set-up controls, camera lens (front end) controls, or any other controls you have not been authorized and trained to adjust.

11. Guests:

No guests other than those directly in or on the production are allowed. Talent must be out in the hallway or in the foyer of the building.

12. Blocking Marks:

Do not mark on camera monitors. For blocking marks on the studio floor, use masking tape, gaffer tape or camera tape only not duct tape or transparent tape. All tape must be removed after the production.

13. Studio Monitors:

Do not adjust studio monitors in any way. Camera viewfinders may be adjusted. If monitors are out of alignment, notify the Course Instructor and the Studio Supervisor.

14. Changes to Equipment Set-up:

Do not turn off individual pieces of equipment in the studio, control rooms, or editing bays unless instructed to do so. Do not alter the wiring or set-up of the studio, control rooms, or editing bays without permission and supervision of

ACC faculty or staff. Any changes made must be restored to the original set-up by the end of the production session.

15. Access:

Students and guests are not allowed access to engineering, workshop, or office areas without the permission and presence of the Course Instructor and/or Studio Supervisor.

16. Camera:

Do not lock down the cameras with the friction (drag) controls. Do not try to move a camera head that is locked down. This will strip out the friction/locks mechanism.

17. Light Correctly and Safely:

a. Use extreme caution when working with the light fixtures and the electric grid.

b. Never plug or unplug into a circuit that is turned on. Always turn off a circuit (at the main panel) before moving any light fixture. If you see bare, frayed, or suspicious looking wiring in the grid or on a fixture, do not touch it. Notify the Course Instructor and/or Studio Supervisor immediately.

c. Use caution when moving any light fixtures. Some units are quite heavy! Always use the safety chains. Other than the C-clamp, the safety chain is the last thing to be disconnected on a light and the first thing to be reconnected at the new location.

d. Tighten all C-clamps securely! Make sure that all fixtures are locked down.

e. When working with the lights, always use heavy gloves. These are professional lights and can easily cause severe burns if handled improperly.

f. Be very careful when working up on the ladder. Remember that the ladder is on wheels. When climbing the ladder, you must be wearing rubber-soled shoes to prevent slipping or possible electrical shock.

g. Never attempt to change a light bulb. Notify the Course Instructor and/or Studio Supervisor if a lamp burns out or a fixture will not work.

h. All fixtures that are removed from the grid must be returned to the grid after the production.

18. Cyc Curtain:

The cyclorama curtain is delicate and must be handled with extreme care. Hold and pull the curtain only by the far edges, never the middle. **NO DIRTY OR SOILED HANDS**, which will smudge the cyc, should handle the cyc. Keep all sharp objects (including the ladders and lights) away from the curtains. Also keep liquids or any staining agents away from the curtains. Do not tape or pin objects to the cyc.

19. Equipment Storage Cages:

The cages in the RTF studio are for storage purposes only; they are not for student use. No climbing on the cages is allowed. No alterations to the cages are allowed (including but not limited to, hanging lights or any other items from the cage). No unattended students are allowed in the cages (must be attended by RTF instructor or staff).

20. VTR usage:

When using the RTF Studio VTRs all tapes must be **Panasonic (AY-DVM63SQ Mini DV)**. **If unsure what type of tape to use please ask your instructor or the equipment manager.**

21. Striking the Studio:

It is the student's responsibility to allow time for striking the studio and control rooms. The crew will perform the striking after the production. During the striking, the studio and control rooms must be returned to their standby conditions which include the following:

In the Studio:

Cameras and monitor to standby position

Cameras capped

All camera drags loosened and all locks locked

Camera cables coiled in a figure-eight pattern

All studio lights turned off

All gels, scrims, patterns, etc. removed and stored

All microphones, stands, and cables removed and stored

Microphone cables properly wrapped and stored

All props and risers removed (or stored, if they belong to the studio)

Studio floors must be swept

In the Control Rooms:

Switcher and Audio Mixer set-ups cleared completely

Video and audio tapes gathered

Scripts, papers, logs, etc. gathered or disposed of

Personal belongings gathered

In the Hall:

Gather and dispose of all food, cups, etc.

Gather all personal belongings

Generally leave the facilities clean, clutter free, organized, and safe. The goal is to leave the studio in the same condition you would like to see when you arrive for your next production.