



Studio Guidelines

Here are some things to keep in mind while using the MetroEast studio:

Getting Started:

Please begin by signing in at the Equipment Room.

All crew members, guests and audience members are required to **sign in and out** at the front desk.

Producers, please remember that all **crew members** operating studio equipment **must be studio certified**. We recommend that you use three camera operators and a minimum of two people in the control room.

During the shoot:

Please **no food or drinks in the control room or studio**. The only exception is on the set for talent.

The **rear doors** (leading to the parking lot) may be used while bringing in set items. Otherwise, please **keep these doors closed at all times**.

Please **do not work alone on the light ladder**; another crew member must be on hand when setting lights. If you use any gels or cookies, remember to take them down at the end of the shoot. **No one under the age of 16 may use the light ladder**.

Please be kind to your studio. Everyone is responsible for keeping the studio clean and in good condition. If everyone takes the time at the end of a shoot to see that everything is in order, then you'll each be doing your part to keep the studio in good shape.

After the shoot:

Return all lights to their original configuration. Zero out the master faders on the light dimmer board.

Lock the tilt and pan on all cameras and figure eight the cables.

Switch all camera CCU's into BARS.

Pull all faders down on the audio board.

Save and close your project on the CG.

Tidy up any desktop files you were using on the prompter and close down the prompter program.

Remove your tapes from the decks.

Return all set pieces to their proper place in storage. Please do not store your set pieces at MetroEast. No items are to be placed or stored behind the studio curtains.

Return all equipment to the Equipment Room.

Sweep the studio and control room floors. If there are any scuffmarks or dirt has been tracked in, please mop these areas.

Wash any glasses or mugs used on the set at the kitchen sink.

Clean up after yourself and the rest of the crew throughout the entire facility.

Fill out a **Studio Checklist** and return it to the Equipment Room.

General Reminders:

If you experience any difficulties, technical or otherwise, **please tell a staff member.**

Please expect to spend the last 15 minutes of your studio reservation with a staff member to ensure the studio is in good condition.

We require a minimum of three days notice to cancel a studio reservation. This gives us the best chance of re-booking the studio time. If your show was due to go out live, please contact the Playback department to make other arrangements.



Studio Checklist

This checklist must be completed by a producer at the end of each studio session and returned to the Equipment Room before final studio inspection.

- Return all lights to their original configuration.** Zero out the masters on the light board.
- Lock the tilt and pan on all cameras and figure eight the cables.**
- Switch all camera CCU's into BARS.**
- Pull all faders down on the audio board.
- Save and close your project on the CG.
- Tidy up any desktop files you were using on the prompter and close down the prompter program.
- Remove your tapes from the decks.
- Return all set pieces to their proper place in storage.** Please do not store your set pieces at MetroEast. No items are to be placed or stored behind the studio curtains.
- Return all equipment to the Equipment Room.
- Sweep the studio and control room floors.** If there are any scuffmarks or dirt has been tracked in, please mop these areas.
- Wash any glasses or mugs used on the set at the kitchen sink.
- Clean up** after yourself and the rest of the crew throughout the entire facility.

I (Producer) verify that the above tasks were completed following my studio session.

(PRODUCER'S SIGNATURE)

(PRODUCER'S PRINTED NAME)

(DATE)