

## PADNET Studio Policies

**Only Studio Producers can submit a studio program proposal and reserve time in the studio.** To become a Studio Producer, you must successfully complete all three studio classes.

A Studio Producer can reserve the studio for up to 4 hours at a time, with a monthly maximum of 6 hours. The studio may be reserved up to 60 days in advance. Because of high demand, cancellations must occur at least 48 hours prior to the taping.

**ALL STUDIO PRODUCTIONS MUST END ON TIME!** If your show is not done when your reserved time is up, it is a minor violation. Please remember it's a high use, multi use environment and we have to make it accessible for everyone.

### BEFORE THE SHOOT

All producers and crew participants working in the studio must be current PADNET members in good standing and **each crewmember must be certified in the crew positions they are filling.** For example, if one of the crewmembers has only taken our "Camera, Audio & Floor Manager" class, they are not permitted to direct a show, set up lighting, etc. It is the responsibility of the producer, not PADNET staff, to find people to act as crewmembers for their show.

Members must be on time for appointments and must call if they are going to be more than 30 minutes late. If there is a no show, it is considered a minor violation.

When the producer arrives for the shoot, they need to complete a walk-through of the studio with a PADNET staff member to verify the condition of the studio before the start of the production.

The producer needs to provide the PADNET staff member with a written list of all crewmembers and guests who will be in the studio. The producer of the studio production must advise guests and other talent to comply with all PADNET policies, including restrictions on advertising and direct appeals for funding. Children should be supervised at all times. Infants under 6 months are not permitted at any time in the studio.

The producer needs to come prepared with video releases, rundown sheets, and any material needed for the shoot, including blank DVD-Rs to record their show onto. LBCAP resources such as printers and copy machines are not available for member use. Members are responsible for obtaining their own sets and set pieces cannot be stored at PADNET. PADNET may have some simple set pieces for member use (two chairs and a

table, etc.), but the pieces may become overused in many of the studio productions. **Under NO circumstances are PADNET members allowed to scavenge the LBCAP building for set pieces (furniture, pictures, etc.).**

Members must obtain prior approval from the PADNET staff to bring in any animals, industrial machinery, vehicles, studio audiences, and any other obstructions that may cause damage to the studio. **Food, drinks and smoking are not permitted in the studio or control room.** If your show requires food (i.e. a cooking show) prior approval must be obtained.

Due to liability issues, members are not allowed to climb on any of the ladders to adjust the lights on the lighting grid. PADNET will have presets on the lighting dimmer from which members can choose. Crew members who have the Studio Production and Graphics Class certification will be able to adjust the light controls (tilt, pan, focus) from below with the lighting pole .

There will be a PADNET staff member available for questions should members have any, **but the PADNET staff member should not be considered a member of the crew**, unless the member has arranged to hire a PADNET staff member for the production.

#### **DURING THE SHOOT**

With the exceptions of USB drives for music, computers for presentation or prompter use, or other pre-approved devices safely plugged into the studio bulkhead or components, do not integrate non-PADNET devices into the control room system. **Do not connect, disconnect, or reconfigure anything in the patch bay, behind the consoles, or within the cameras or camera menus. Do not change the settings of the Broadcast Pix switcher or manipulate any Windows Control Panel settings on any computer. Do not update any software.** The Producer and other crewmembers need to notify PADNET staff immediately if any of the equipment is malfunctioning or broken.

Please limit the number of people not directly involved with the offer production to ensure safety and a productive work environment. Unfortunately, due to space constraints, we do not currently have a green room for members to use. Maximum of 25 people can be in the studio at one time.

Members must have someone responsible for guests arriving. PADNET staff cannot handle this for you.

**Smoke Machine/Hazers will not be allowed in the studio.**

#### **AFTER THE SHOOT**

Once the shoot is done, the studio producer needs to transfer their show file from the studio AJA external hard drive to their personal external hard drive for their own use and to provide a copy to PADNET. The studio must be returned to its original condition after a production. All of the equipment must be turned off and returned to the designated areas in a secure and tidy manner. Please turn off all the lights and ensure that all trash has been disposed of in the proper receptacle. If the loading dock and roll-up door is used, please make sure that it is fully closed and secure before departing PADNET. If the studio is not returned to its original condition, the producer of the production will receive a minor violation.

**Remember: ALL STUDIO PRODUCTIONS MUST END ON TIME!**