**RONGO UNIVERSITY**

**SCHOOL OF INFORMATION COMMUNICATION AND MEDIA STUDIES**

**media Studio & resource centre Rules & Guidelines**

**General:**

1. Foodstuff: No eating, drinking or food in any Studio, Control Room or Editing Suite.

Water is allowed in a closeable container, but not left on any counter, console or near equipment.

1. Phones: All cell phones must be turned off on entering the studio.
2. Contribute/consult in a positive, respectful and helpful manner.
3. Access: Students and guests are not allowed access to TV studio and equipment without supervision.
4. Guests: No guests other than those directly in or on the production are allowed during filming. Filming is denoted by the tally light in the common area. If it is on, it’s a “hot set”.
5. Equipment Operation: Do not mishandle equipment in the studio. Never attempt to operate any piece of equipment with which you are unfamiliar. Ask your course instructor or Studio Technician for help. Do not allow unauthorized guests to operate any equipment.
6. Equipment and studio time will only be given/allotted to those who adhere to requisition and booking guidelines.
7. Cables, cords, wires: Never step or stand on cables, electrical cords, or wires.
8. 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.
9. Changes to Equipment Set-up: Do not change arrangement of equipment without permission.
10. 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.
11. Coats, loose apparel, knapsacks, etc. are not allowed in the Production Studio while you are using the Broadcast Studio. Have with you just the materials you need for your current production or project.
12. Care and attention should always be given to the Broadcast Studio Sets. Pay attention in such a way as to keep furniture, platforms and desks in alignment with background. Do not deface, scratch or doodle on the furniture.
13. Be aware of all cables, camera pedestals, monitor stands and microphone accessories. Always watch for neglect or misuse and ensure proper handling to prevent damage.
14. Always proceed with awareness when moving through the studios and control rooms. Cables, computers, light consoles and accessories are located at and operated for specific reasons. Do not move or adjust the position of any equipment.
15. All chairs and temporary materials used for production or class should be removed and returned to their respective rooms when through.
16. Use of intercom and talkback PA systems should be limited to professional communication between crews and not be a means for normal discussion.
17. All systems, video, audio and intercom are “live” and monitored by the Engineering office. Someone is always seeing and listening to studio, control room and editing room operations.
18. Heating, Ventilation and Air Conditioning systems are set for equipment not people. Do not adjust any thermostats.
19. Do not attempt to move lights in the grid without the assistance of the Media studio technician.
20. Be respectful to custodian support staff. They may be in to empty trash or vacuum if the room is available. And as we try to keep the carpets, sets and spaces clean, please check your shoes when entering the building in foul weather.
21. Do not download any software to control room, production studio or editing lab computers.

**Technical:**

1. Do not adjust, operate or change equipment settings unless instructed to do so. The instructor, studio lab assistant, engineer or production coordinator will advise you if any changes in equipment settings are necessary.
2. All equipment and systems have a “default” or “normal” condition to be aware of (AUTO MODE). This “idle” condition for any system or piece of equipment is a standard from which operators can start working from. If an operator does not find the default condition when arriving at their position, they can expect to have operating difficulty. Most difficulties are not equipment failures, but operational errors resulting from an operator not returning a system to a default condition.
3. The following is the basic default condition for the primary operating equipment and positions in the studio and control rooms. No power should be turned off. No video monitor controls should be adjusted except for “volume”. In addition to these defaults, your instructor may impose additional procedures unique to the project or production in process.

**Studios:**

1. Light Console set to faders in an off position; all studio instruments should be off with house fluorescents lights on. Production Studio light grid switches in power panel off.
2. Teleprompter application up and running, no prompting files should be open. Any thumb/USB drives or CD’s removed.
3. Floor Managers headset placed behind talk show set, on rack with cable coiled up neatly. Production Studio headset and cable placed on monitor cart; cable coiled neatly.
4. Microphones removed from the set and placed in cases. Store them in filing cabinet in storeroom in-between studio sessions.
5. Audio Cables behind both sets should be neat, untangled and ready for next production. Accessory cables for both Studios should be removed and stored on hooks in store room.
6. IFB earphones placed neatly in the news desk drawer. If used at the Talk Show Set, return to the news desk.
7. Cameras should be set up and positioned in advance for use with the News Set. Camera 3 in the center and Cameras 1 and 2 on the sides, with cables behind cameras and slack coiled in a figure 8. Production Studio camera cable figure eight near the camera’s parked position.
8. Sets should be left in the standard position for which they have been designed. For talk show, chairs placed correctly on the platform and the two news chairs placed under the news desk. Production Studio set pieces removed and stored unless special arrangements have been made.

**RESOURCE CENTRE:**

1. Do not write on the table and remember to neatly push back the seats when done.
2. Do not get books from the shelves by yourself. Ask for assistance.
3. Books are lent for a maximum of **THREE** days.
4. Remember to leave your bags by the door whenever you enter the resource centre