

DFVP Studio Policies

7 DEADLY SINS OF THE STUDIO

1. **Food or drinks are forbidden** in the Studio & Control Room except H2O in bottles
2. **Smoke machines, liquids** or any heat-producing device – **NO!**
3. **Studio Cameras** – **don't move them or unplug cable to them** [request help]
4. **Green Screen/Curtains** – **don't touch cyc** & touch only the back of curtains
5. **Props, flats, etc.** – **don't abandon 'em** request storage between shoots
6. **Grid lights** – **get permission 1st & return lights** to their original position
7. Cords, computer cart, chairs, C-stands, etc – **leave everything in its place!**

STUDIO ACCESS:

Successful completion of **DFVA111/Principles of Cinematography** and **DFVA133/Lighting** is required to reserve the Studio

The Studio is available when the building is open and no class is using it. Access the reservation calendar at: aicasf.info. You are financially responsible for ALL equipment in the Studio/Control Room and any damage to the green screen/cyc. **To problems or request help contact** Tech in the EL, by calling 276-1000 x1, or by filing a HELP desk ticket. Contact Gee at dgee@aii.edu or 276-4009.

ELECTRICAL SUPPLY

An electrical circuit map is posted on the Studio door. Refer to this PRIOR to plugging in lights to avoid blowing circuits. If this occurs, unplug the lights and contact Security in 10UN. To determine electrical load calculate: Amps = Watts/Volts. **Example: 600 watt lamp / 110volts = requires 5.45 amps**

GREEN SCREEN

The cyclorama, or cyc (pronounced *sike*) is delicate and easy cracks. Any scuff or chip will ruin a shot. Keep chairs, feet, tripods, light stands, etc. away from it. If you're planning a green screen shoot, talk to Gee about touching-up the chroma-key green paint. This is a special paint and only Facilities staff can apply it.

STUDIO CURTAINS

The black curtain is Duvetyne (pronounced *Du' va tene*) and the white curtain is extremely easy to tear. Both are highly absorbent of oils: fingerprints and stains show up on camera. Keep them clean: TOUCH ONLY THE BACK of the curtains.

VIOLATING THESE POLICIES = FINES & NO ACCESS TO THE STUDIO!

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SOUND BAFFLES ON WALLS

Do not rest ladders, flats or anything on the foam sound baffles on the walls.

LIGHTING GRID

Get permission from Gee [dgee@aii.edu or 276-4009] **BEFORE** moving any lights on the grid. When doing so, have someone help you, safely use the ladder, and secure safety chains to the grid. Dim the lights from the Control Room. Return lights to their positions.

TELEVISION CAMERAS

The television cameras are parked in a specific area of the Studio and are not to be moved by any student, except in the Studio class. Contact Tech or an instructor to move these cameras. Loosely wrap cables on available wall holders.

SET CONSTRUCTION & STORAGE

Prior to bringing props and flats used over multiple days, **get permission** from Gee in advance. Short-term storage of flats/props can be arranged for up to 30-days. This will require that you carry them up two flights of stairs. You will be fined if items are not removed as agreed. Two people minimum are required to set-up or take down flats. Electric drills and screws for attaching flats are available from Tech. Store props in low Cabinet in Control Room – any left in Studio will be tossed.

VIDEO PROJECTOR/COMPUTER CART

Turn off the projector when not in use to preserve bulb life. Be gentle w.the computer, speakers and cart while shooting in the Studio.

CONTROL ROOM

DO NOT TOUCH the Control Room equipment except during a television shoot. Master Control Room (Black-Magic) and the computer must remain powered on. *If using the Control Room as a Green Room, leave it cleaner than you found it.*

LOCKED CABINETS

Headsets and other Studio supplies are in the locked cabinet. Request help from Tech or an instructor for access.

ISOLATION [AUDIO] BOOTH

NO prop storage allowed in the booth. Anything stored in this room will be tossed! Ask Tech for access to this room for V.O., ADR and sound effects.

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