

## Main Studio Policy Update

This update will let you know when you can start making reservations, and inform you of the Main Studio policies you'll need to know.

***You may only make a Main Studio Reservation if you are a producer who has completed the Main Studio Re-Certification Workshop or Main Studio Workshop at the Market Street Facility, and has a Playback and Production Agreement on file.***

### Studio Production Days & Times

At our current budget level, the facility can only be open five days a week. You can reserve the Main Studio for the following times:

Tuesday & Wednesday: 6:00p to 8:00p, 8:00p to 10:00p, 10:00p to 12:00a

Thursday & Friday: 6:00p to 8:30p, 8:30p to 11:00p

Saturday: 11:00a to 1:30p, 1:30p to 4:00p, 4:00p to 6:30p

### Length of Studio Reservations

Since the lighting for most programs will need only minor adjustments, the length of time of a reservation is shorter than it was at Folsom Street. A typical Main Studio reservation will be 2 to 2 ½ hours, depending on the day of the week. This will allow more than one studio reservation per weekday evening, so that more people can make use of the studio.

### Number of Reservations

As it was at Folsom Street, you can have up to two (2) reservations in the Main Studio every month. You can have a total of four (4) reservations of ***any kind or combination*** (studio, edit, or field reservations) on the books at any time.

### Reservation Periods

Due to facility scheduling needs, studio reservations will be opened a few months at a time. We will generally open reservations two weeks in advance of the start of any period.

### Permanent Reservations

Because of the number of producers wishing to use the studio, we will no longer be able to have permanent studio reservations for any producers. All studio reservations will be on a first-come, first-served basis.

### Live Productions

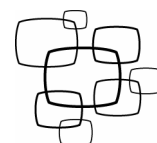
Any producer can do a live production if they can reserve the studio for use at the same time as their playback timeslot. A producer may need to reserve two slots back-to-back if they need adequate set-up time before their playback timeslot.

### Studio Capacity

During productions, the maximum number of people in the studio, including crew, is twenty (20). The maximum number of non-crew (host, guests, or audience) is sixteen (16).

### Reserving the Multi-Purpose Room

The Multi-purpose Room can be reserved to use along with your studio time, a week in advance of your reservation. It can be used as a green room, but not a studio.



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## Crew

All crew, including the producer, need to have their access cards showing their Main Studio certification with them. Also, production cannot begin in the Main Studio until the producer has arrived.

The minimum crew for a production in the Main Studio is three (3): two in the booth and one in the studio, with locked-down cameras. If you intend to have multiple guests who change *during* your show, plan on having a floor manager (who is not also one of your camerapersons) to help the guests on and off with their microphones. The more elements you have (roll-ins, several sets, talk show plus musical guests, etc.), the more crew you'll need. **A full crew is eight (8) people:** Four in the booth (audio, director, switcher, cg/tape op) and four in the studio (three camera and one floor manager).

## Set Pieces

If you have special chairs, a favorite desk, or some other set piece you'd like to bring in for your shoot, you can do that. It has to be able to fit through the front door (which is 34" wide), and you have to bring it in and take it home with you for every show, as we have no extra storage space. Large pieces must be approved in advance, and please be careful not to scrape any items across the floor.

## Food and Drink

No food or drink is ever allowed in the Control Room. No food or drink is allowed in the Main Studio, except for water for the on-camera talent. The use of food in a production will be evaluated on a case-by-case basis, but no eating or drinking will be allowed. Food and drinks for the crew can be kept on the table outside the studio or the Multi-purpose Room, if available.

## Animals in the Studio

Assist dogs (guide dogs, signal dogs, and service dogs) assisting persons with disabilities are welcome. When in the studio, all animals must be under constant supervision by their owners/handlers and be a part of a production. Dogs must be leashed at all times.

## Studio Production Form

To help the staff prepare for your production, we ask that you complete and turn in the "Studio Production Form" at least three working days before the date of your production. You'll be able to mail it or fax it in to us, or turn it at the office. The form will tell us your production needs so that we'll be able to help you make the most of your reservation time. The Studio Production Form will be available at the Front Desk and on the Web.

Now, the dates you've been waiting for:

### \*\*\* MAIN STUDIO RESERVATIONS BEGIN ON MAY 29, 2002

You can call or come into the office on or after that date to make a Main Studio reservation. Remember to turn in a Studio Production Form for each reservation at least three working days in advance of the reservation.

### \*\*\* PRODUCTION CAN BEGIN IN THE MAIN STUDIO ON JUNE 11, 2002.

Producers and volunteers: You can pick up your new access card and sign the Statement of Compliance on or after June 11th, or first time you use the Main Studio.

