School of Communications Policies for Television Studios and Control Rooms

January 28, 2024

Academic classes will have priority in scheduling the television studios and control rooms. After the first day of classes for each semester, student organizations and individuals can begin scheduling studio time.

- Studio and control room reservations must be made at least one week in advance.
- Organizational advisors or show producers should schedule studio and control rooms for student organizations. All student-led productions must be approved by an advisor.
- All students requesting the use of a control room must work with an engineer designated by the School of Communications' Chief Engineer.
- All shows using a control room must complete the Studio and Control Room Production Plan for each show. This plan should be submitted at least 24 hours in advance of each production. The plan will be received by studio engineers and studio administrators.
- Individuals who would like to use the studios for a video or photo shoot should contact Bryan Baker or Karla Estrada Perez to schedule a one-time information session. Reservations will not be approved until users have completed the informational session.
- Studios will remain unlocked during the semester, Monday-Thursday 7:30 am – 10 pm, and Friday from 7:30 am – 5 pm. If you are using the studios outside of those hours, contact Bryan Baker or Karla Estrada Perez for temporary swipe access.
- Control rooms will remain locked and accessed by card swipe. Card swipe access will be given to show producers upon the request of their advisor. Please make card swipe access request to Bryan Baker or Karla Estrada Perez.
- All studio users must clean up the control rooms and studios after use. Set pieces will be moved back to the normal position. Ask your engineers what you can do to help strike after each show. Do not set up anything that you do not have time to put away after your show or shoot.
- Do not stand, sit, or place items on the green or white walls in the virtual studio.
- Do not move the studio lights. The lights on the grid are in place for shows. **Only engineers can change lighting placement**. If you require more lighting, please check out additional lights from the Gear Room.
- Studio cameras can only be used or moved with the help of an engineer.
- Do not leave Gear Room Equipment in the studios overnight.
- Wear closed-toe shoes if you are handling production equipment.
- If a violation of these policies occurs, a three-strike system will be implemented.
  - First offense: Written warning from Bryan Baker, with notification to the organizational advisor and the Dean of the School of Communications.
  - Second offense: Loss of access to the studios and control rooms for the semester.
  - Third offense: Loss of access to the studios and control rooms.

Make a studio reservation
Reservations must be made seven days in advance.
The studio reservation system works best using Chrome or Firefox.