

**Radio-TV-Film Policies and Procedures
2014-2015, Radio-TV-Film Program
University of Wisconsin Oshkosh**

1. OVERVIEW

The Radio-TV-Film facilities serve the faculty, staff, and students of the Radio-TV-Film program and associated student organizations at University of Wisconsin Oshkosh that are engaged in radio, television, film, and new media productions specifically related to curriculum, coursework, faculty projects, and student media. All equipment stored in this facility is the property of Radio-TV-Film and UW Oshkosh. This facility will not store personal belongings, equipment, and materials.

Eligibility

Students must meet at least one of the following requirements to gain access privileges to RTF facilities:

- UWO students currently enrolled in a Radio-TV-Film course requiring facilities and/or equipment.
- UWO students currently participating in one of the Radio-TV-Film associated student organizations (Film Society, International Film Series, National Broadcasting Society, Titan TV, and WRST) requiring access for an organization-approved project.
- UWO students working on behalf of the Radio-TV-Film program including: production services, faculty-student collaborative work, media proctor, engineering assistant, or checkout assistant work.

Restrictions

Equipment and facilities may not be used without charge for personal or outside client projects. Access to equipment and facilities may be limited for the following reasons: restrictions placed by professor in classes, knowledge of student requesting equipment, and class priority. Students may be required to complete special training and receive faculty/staff approval prior to using equipment and facilities. Violation of these restrictions will lead to fines and penalties.

Use of Personal Equipment

Radio-TV-Film discourages the use of personal equipment on RTF productions. The university only insures equipment that is the property of the University of Wisconsin Oshkosh. RTF will not service and/or train students on personal equipment. Furthermore, personal cameras, audio recording equipment, and accessories do not meet the academic standards of a course. Personal equipment cannot be used in conjunction with RTF production and postproduction facilities. Students also are forbidden from checking out equipment for use with their personal cameras.

Hardware/Software Policies

- The installation of any software not authorized or purchased by RTF on university-owned computer systems is prohibited. This applies to personally purchased software, but also applies to “freeware” such as instant messaging clients, peer-to-peer network applications, drivers, bit-torrent software, and any other software RTF deems unsuitable.
- The distribution of software purchased by RTF to individuals for installation on their personal computers is prohibited. RTF purchases Departmental licenses of software, and these licenses explicitly prohibit installation on privately owned computers. Violation of this agreement is considered copyright infringement and is prosecutable by federal law. Students wishing to purchase their own software should visit the university’s academic computing website for

recommendations. Students, faculty, and staff are not allowed to have administrative access, preventing them from adding, removing, or significantly modifying software.

- Personally owned computer systems (primarily laptops) are prohibited from joining any RTF networks including the EditShare system.
- RTF does not provide support for privately owned computer systems, particularly laptops.
- RTF prohibits the permanent installation of personal computers, printers, or network hardware.

Failure to comply with these policies will lead to loss of RTF facility privileges and, in the case of required course work, special non-production accommodations will be made.

First-Time Access & Renewal

Everyone who plans to checkout equipment and/or use RTF facilities must do the following before being permitted to do so:

- Be in good standing with university and meet one of the eligibility requirements listed above.
- Read this document in its entirety; remove the last page (Student Agreement); fill out, sign and date; and return it to your instructor or advisor.
- Complete any practical exams, checklists, and/or coursework required for use of specific equipment and/or facilities.

Students may be required to renew their access at the beginning of each semester or academic year as determined by Radio-TV-Film.

Class Access

For students in RTF production courses, instructors will determine access to facilities and equipment. Students are not allowed access to facilities or equipment that has not been approved for the class.

Student Organization Access

Access to Titan TV and WRST, the two broadcast organizations are gained through participation in the student organizations both in and outside of the classroom. These organizations follow the RTF policies and procedures, but also have their own policies and procedures directly related to their organizations. National Broadcasting Society and Film Society similarly follow RTF policies and procedures. However, all student organizations must use the advanced project approval form to register their productions with RTF.

Advanced Project Approval Form

This form is required for students wishing to use facilities and equipment not previously approved for a course, the form will be needed to gain access. Students working on advanced projects in need of extra space for editing will need to use the advanced project approval form to gain access. For student organizations, the advanced project approval form will need to be filled before production can begin on film and television projects.

2. RADIO-TV-FILM CHECKOUT

Location and Phone Number

Radio-TV-Film Checkout is located in room AC W3 in the basement of the Fredric March Theatre building. The phone number is 920-424-3138.

Hours of Operation

RTF Checkout is open weekdays at hours to be determined at the start of each semester during the fall and spring semesters. Checkout is not open during the summer. Each semester the hours will be posted on the door and on the RTF website. The room is closed on the weekends. Authorized personnel only conduct checkouts and check-ins during normal hours of operation.

Making a Reservation

After completing the above requirements, students are granted access to specific equipment based on class and project. Reservations by students:

- Are required for all equipment.
- Should only include equipment required for the project as determined by instructor/advisor.
- Are made on a first-come, first-serve basis.
- Should be made at least 48 hours in advance of equipment checkout time.
- Will only be accepted at RTF Checkout during normal operating hours.
- Must be made IN-PERSON by the person checking out the equipment. NO EXCEPTIONS.

Reservation Lengths

Reservations can be made for a few hours, overnight, for the weekend, or over holidays (some restrictions apply). However, lengths should be limited to only the time needed. Ideally reservations should be limited to 24 hours during the week and Friday afternoon through Monday morning on the weekends. Reservation lengths may also be adjusted based on availability and classroom needs.

Key Checkout

Students may checkout keys to gain after-hours access to various production and postproduction facilities. Keys may be checked out overnight or for the weekend and are returned to the key drop box located on the checkout room door. Keys are reserved on a first come, first serve basis.

Checkout Procedures

The following applies to all equipment checkouts.

- Equipment will only be checked out to the individual listed on the reservation.
- Be courteous to the checkout assistants and other students and arrive promptly for your checkout time. If you will be late or need to change times call ahead.
- If you do not have a reservation you may be turned away based on equipment availability and/or the reservation schedule.
- Allow for 10-30 minutes to complete the checkout process (based on amount of equipment being processed).
- A checkout assistant will bring equipment to you. You are NOT permitted to enter the equipment areas. Please wait patiently.
- All equipment should be set up and tested prior to leaving the checkout area. It is your responsibility to make sure the equipment and accessories are in working order prior to signing off on the reservation. Any issues should be reported to the staff. If equipment is not checked you take responsibility for any issues found after leaving checkout.
- After checking equipment you must sign and date the checkout form listing all equipment you have taken possession of. Your signature means that you are fully aware of the policies and procedures of checking out equipment and take full responsibility. You are fully and completely liable for any costs involved in repair or replacement of broken, stolen, or inoperative equipment upon your scheduled return.

Equipment Responsibilities

Once the equipment is signed for you are responsible for the equipment until it has officially been checked back in to checkout. Adhere to the following guidelines when in possession of equipment:

- Equipment must stay in the possession of the individual who checked-out the equipment. It may not be passed onto another student or shoot without an approved transfer form.
- Keep equipment and accessories in the protective bags or cases until you are ready to use them. Keep equipment and accessories out of the harsh Wisconsin weather. Extreme cold and hot temperatures, direct sunlight, and moisture can all cause severe damage to equipment.
- When planning your shoot schedules, schedule plenty of time for the moving, setup, tear down, and packing up of equipment. Mishaps can happen when crews are rushed. Assign someone to oversee the equipment at all times.
- Be gentle with the equipment. Always remember you are not the only person who uses the equipment.
- Be alert when packing/unpacking your gear. Most bags and cases come with an inventory list of equipment. Pay attention to how the gear has been packed and repack accordingly. This will greatly cut down on check-in times.
- You will not be charged for dead batteries, blown bulbs, and other expendables if you return the spent items to checkout.
- If a piece of equipment is not working properly fill out a discrepancy sheet (these can be found on the RTF website and in most of the RTF facilities) and turn it in during your check-in time.
- **Never leave equipment unattended.** This includes the RTF facilities, classrooms, and UW Oshkosh buildings. Equipment should always be safely locked away. Do not leave equipment in cars (this includes trunks). Equipment can easily be stolen from vehicles. If equipment is stolen, you may be liable.
- In the event of theft, immediately report the incident to checkout and UW Oshkosh police. Failure to report a theft will result in penalties.

Check-in Procedures

The following applies to all equipment check-ins.

- The individual listed on the reservation must check in equipment.
- Be courteous to the checkout assistants and other students and arrive promptly for your check in time. If you will be late or need to change times call ahead.
- If you do not have a reservation you may be turned away based on the reservation schedule.
- Allow for 10-30 minutes to complete the checkin process (based on amount of equipment being checked in).
- Upon your arrival, you must stay while the checkout assistant receives and checks in each piece of equipment. Please wait patiently as this may take some time.
- If equipment and accessories are improperly placed back in their bags and cases, you will be asked to re-organize the equipment and accessories prior to the completion of the check-in process.
- If you have not done so, report any issues you may have been encountered on a discrepancy sheet. You may be asked to explain your issues to an engineer.

Lateness/No-Show

You are expected to show up on time for your checkout and check-in times. However, it is understandable that situations may arise to prevent this from happening. Therefore, you are given a 30-

minute grace period starting from the time you are scheduled to arrive. After 30 minutes you will begin to incur fines and penalties (see the fine and penalties chart). You may call prior to the end of your grace period to extend it to an hour, or in some instances change the check-in/out time.

Cancellations

If you need to cancel your reservation, please do so as soon as possible. Repeated failure to cancel reservations will result in fines and penalties.

In-field Equipment Transfer

If you wish to transfer any equipment no matter how small to another student while it is checked out in your name, you must fill out an In-Field Equipment Transfer Form. This form must be approved by an instructor or advisor and is approved strictly on an as needed, last resort basis. This form transfers the responsibilities of the equipment from one party to another. Unauthorized transfers that do not follow proper procedures will result in fines and penalties.

Fines and Penalties

The Director of Engineering, Director of Television Services, Director of Radio Services, Program Coordinator, and/or your professor assess fines and penalties. All fines will be applied to your university account and must be paid through the Bursar's office. They cannot be paid in checkout or the RTF office. Unpaid fines will result in a hold being placed on your account.

3. PRODUCTION FACILITIES

Master Control (AC W1)

Radio-TV-Film master control is the heart of the Radio-TV-Film production facilities. Located in the basement of AC West, master control provides technical support and services for the program. Master control for the television studio infrastructure and Titan TV's cable operation are also housed in the space. Managed by the director of engineering, master control provides support in the following areas:

- Media transfers including film, tape, and digital
- DVD duplication
- Maintenance and repair of RTF equipment
- Student support for production and postproduction facilities

Master control is open M-F 8:30am - 5:30pm. After-hours access is limited to an as-needed basis as determined by faculty/staff and media advisors and will only be granted with an advanced project approval form.

Control Room (AC W202)

The control room is for live and live-to-tape television broadcasts. Room access is limited to production courses and Titan TV studio productions. Proper training and completion of the advanced project approval form is required to gain access to the space. Use of the control room is limited to normal master control business hours unless pre-approved.

Broadcast and Digital Production Studios (AC W111)

The broadcast studio is for both live and live-to-tape television broadcasts and film/video productions. The broadcast studio is also the primary lab space for video production classes. The digital production studio can also be used for broadcasts, productions, and labs, but is designed specifically for digital effects and large-scale audio recording. Students must adhere to the following rules when using the broadcast studio:

- Students must be familiar with the use and safety rules for studio equipment and lighting. Consult with faculty/staff prior to shooting.
- No food or beverages.
- **Use of alcohol, cigarettes, or drugs is strictly prohibited.**
- Use of pyrotechnics, foggers, combustibles, & open flames are strictly prohibited.
- **Guns and other firearms are strictly prohibited in the RTF studios.**
- Students are not authorized to perform any repairs or modifications to lighting instruments, grid, microphones, or camera equipment.
- All studio equipment should be returned to its proper locations.

Students wishing to use the studios must have proper training, be working on a class project and/or an approved TV/film project. Students should keep the following in mind when making reservations.

- Studio usage is limited to M-F during normal business hours. Only advanced students with special circumstances will be given weekend access.
- Studio time may only be reserved through one of the engineers.
- Reservations should be made ahead of time with first priority for studio space given to class labs followed by scheduled television productions.
- Reservations must specify which studio is to be used and if the Control Room/Master Control will be used.

Studio Workroom (AC W111)

The studio workroom can be used for set and prop storage for TV and film productions. Current, approved productions may use the space for the short-term (film shoots) or long-term (studio productions) storage of props and sets.

- Titan TV and WRST remote equipment – Remote equipment may not be used for any in-studio productions.
- Set & Paint Materials and Equipment – Students wishing to build or paint sets must first meet with the Director of Television Services before gaining access to supplies. Students will not be allowed to build and/or paint without some form of training and supervision.
- Cage Access – Equipment and supplies including monitors for studio usages are to remain locked up at all times when not in use. Students may not check out keys to the cage, and can only gain access from a faculty or staff member.

WRST On air Studio (AC S417)

The WRST on-air studio is in use 24/7 for broadcasting over the air. This includes local student programming as well as programs from Wisconsin Public Radio and WCPE-FM. It therefore, cannot be used for production purposes.

- WRST policy states that all music programs are to be hosted by a single person; only scheduled talk programs may have multiple hosts (with prior permission from station management).
- No guests are allowed in the studio during any air shift, except for those persons involved in training (trainees/trainers).
- WRST on-air announcers are also responsible for answering the WRST studio line (424-3113) during their air shifts. Professional telephone etiquette should be practiced. No telephone call shall be placed on the air (exception: scheduled call-in programs with a call screener).
- Impromptu (i.e., unscheduled) news and sports casts are not allowed.
- FCC rules governing unattended operation REQUIRE that the studio door be locked during network programming. When leaving the station in the unattended mode, be SURE the magnetic strip on the doorframe is NOT blocking the latch.

- Studio Access: with five-digit lock code, which is changed regularly (see a staff member).
- No food, drink, or smoking is allowed in any WRST studio.

WRST Production Studio A (AC S418A)

WRST's Production Studio A is one of the studios available for audio production. The signup sheet is on the door and time can be reserved in two-hour blocks a week in advance. If you are late for your assigned time, the person scheduled immediately ahead of you can claim the first half hour of your time.

- Studio A is also used for instructional labs by the RTF 120 class and is unavailable during that time and during other scheduled station productions.
- Studio Access: with key available on the "production" ring in the on-air studio.

WRST Production Studio B (AC S418B)

WRST's Production Studio B has the same rules as are in effect for Studio A. The signup sheet is on the Studio A door. However, Studio B is also the source for stream-only programs, which may run during the hours 0200-1300 daily. Be aware that these productions take precedence.

- Studio Access: Through Studio A: use the key on the "production" ring in the on-air studio
- Both production studios see heavy use from students in various RTF classes in addition to station productions. Do not wait until the last minute to sign up for time.

WRST News Studio (AC S419)

WRST's News Studio can also be used as a production facility. However, it is primarily for news and sports use and these efforts take precedence (i.e., news and sports staffers can come into the studio at any time and "bump" you for their productions).

- The News Studio is also the location of the WRST network printer. Be aware of studio usage before sending documents to the printer.
- Studio Access: with key available on the "production" ring in the on-air studio.

WRST Computer Room (AC S421)

All eight of WRST's studio computers are "remoted" to room S421 to keep the fan noise out of the studios (and off of audio productions). While students should NEVER turn off a studio computer, it does occasionally happen, or it might be that a computer needs to be rebooted. See the Director of Radio Services or the Engineering Staff for assistance. In an emergency, contact a member of the WRST executive staff; a key to this room is on a ring in the station manager's office.

WRST Music Library (AC S427)

The WRST Music Library is for use by station music and on-air personnel. All recordings in the library are the property of WRST. CDs and LPs should be kept in alphabetical order by genre.

Access: with key available on the "music library" ring in the on-air studio. Music library should be locked at all times when not in use.

4. POST PRODUCTION FACILITIES

Post-Production Lab (W201)

The post-production lab is primarily for the training of RTF students on post-production software. The lab also includes software for scriptwriting, production planning, motion, and graphic design. The lab is open during normal business hours plus extended hours. These hours are posted outside the door and on

the RTF website each fall and spring semester. **Scheduling priority is given first to classes.** When using the lab students must adhere to all RTF policies including those related to hardware/software. Students must also abide by the following guidelines.

- Students wishing to use the lab may do so on a first-come, first-serve basis.
- Students may work in 3-hour blocks for a total of 6 hours a day.
- When using the lab students must sign-in and sign-out.
- Students may only edit if they have an EditShare account.
- Students should save all their files **ONLY** in their EditShare folders **AND** on a thumb/external hard drive. Deep Freeze is on all RTF computers, and any files incorrectly saved will automatically be deleted.

Edit Suites (W204, W205, W207, W217)

Unlike the lab, RTF edit bays are available 24/7 during the academic year. All edit suites except W217 are connected to the EditShare system. The same scheduling and usage rules apply. However, students may also sign up for overnight time (midnight-6am). Students wishing to gain evening, overnight, or weekend access must reserve a key along with the edit bay.

- Students wishing to reserve time in a bay may do so on a first-come, first-serve basis.
- Students may sign up two week in advance on scheduling sheets in the lab.
- Students may only reserve 3-hour blocks for a total of 6 hours a day.
- If a student is more than 15 minutes late, someone else may use his or her computer.

5. SUPPORT AREAS

Radio-TV-Film Office (AC W112)

The Radio-TV-Film office is open Monday-Friday, 7:30-2:30pm by the program assistant, Claire Armstrong. The program assistant can help students with questions related to the RTF program and related student organizations. Do not go to the RTF office to make equipment and facilities reservations. There is also a computer for student use. However, there is no printer available to students (computer labs are located in Halsey). The copier may be used by student organizations, but preapproval will be needed.

A student wishing to have official announcements related to student organization events, auditions, and productions emailed to all RTF major/minors will need to speak with Claire first. Students may not use the list serve to send announcements of a personal nature (i.e. looking for a roommate). When sending an email keep the following in mind:

- Plan ahead. **Emails for the week's events are only sent on Mondays. Emails must be sent to armstroc@uwosh.edu by 8:00am on Monday.**
- Keep the email simple. Include only the important information.
- Give contact info for more information.
- Proofread.
- Do not use this as your **ONLY** avenue of promotion.
- RTF reserves the right to **NOT** send an email deemed inappropriate.

Conference Room (AC W113)

The primary use of the conference room is for Radio-TV-Film meetings. Students and student organizations wishing to use the room for meetings should speak with the program assistant. Students may not check keys out from checkout.

Student Office (AC W117)

Students in Film Society and National Broadcasting Society may gain access to the student office for use as a production office. See the program assistant for more information.

Titan TV Office (AC W203)

The Titan TV office is for the sole use of Titan TV executive staff and producers in support of the station and its productions. Key access is given to executive staff on a yearly basis. Producers may request semester-long key access to the room.

Quiet Room (AC W209)

The quiet room is primarily for faculty and staff for the use of meeting with other faculty and students. Students may use this room during normal business hours for a place to quietly study. This room may not be used during after business hours.

RTF Archive (AC W221)

The RTF archive is the film and tape library of past Radio-TV-Film productions including Film Society, National Broadcasting Society, Titan TV, and WRST. Students wishing to gain access to the archive should contact the Director of Television Services.

WRST Offices (AC S422-26)

The WRST offices are for the sole use of the WRST executive staff and its volunteers in support of the station and its operations. Key access is given to executive staff on a semester/year basis.

6. Clearing On-Campus Locations

While location releases do not need to be signed for on-campus shoots, you do need to receive approval. When scouting locations keep the following information in mind:

- Guns may not be used on any exterior campus location and only with approval for interior locations.
- Check the events schedule to ensure there isn't a conflicting event happening. (Don't shoot in the main AC lobby during a music event.)
- A room belonging to faculty or staff will not be opened by campus police without the consent of the person who uses that space.
- The following areas are off-limits for productions: rooftops, Health Services, Nursing Department, heating plant, and Counseling Center.

News Coverage - If recording an event, obtain permission from event organizers to cover the event. If you are conducting interviews, obtaining verbal permission will serve as a release. If you are recording in public areas (library, Reeve, etc) obtain permission from someone of authority in the space. Always be very open that you are representing RTF.

Sports Coverage - If recording an event, obtain the necessary permissions from the athletics department or NAIA.

Narrative Productions - It is recommended you gain informal approval from the area you wish to shoot in. However, you must formally request locations two weeks in advance from the Vice Chancellor of Student Affairs Petra Rota using the fill in form on the RTF website: <http://www.uwosh.edu/rtf/rtf-location-shooting-request-form>. You will need to provide the following information:

- Name and student IDs of main producer and director
- List of students participating in the filming.
- Description of project and the scene being filmed.
- Space being requested and what modifications will be made.
- Specific dates and times the space will be used.
- Backup location if necessary.

Filming in AC West - Permission must be granted to film narrative productions in the rooms and hallways of Radio-TV-Film. Productions cannot use theatre facilities under any circumstances without first gaining permission from Theatre faculty and staff. Speak with an instructor/advisor or the RTF program assistant before filming in the AC.

Filming in Residence Halls - If you plan on filming in a dorm room, you must gain permission from those living in the spaces and the residence hall directors.

Radio-TV-Film Program Information

LOCATIONS

Radio-TV-Film Office	AC W112	424-3131	
Master Control	A/C W1	424-7037	
Checkout	A/C W3	424-3138	
Television Broadcast Studios	AC W111		
Broadcast Control Room	AC W202	424-7037	
WRST On Air Studio	AC S417	424-3113 (on-air)	
		424-0444 (secondary)	
WRST Production Studio A	AC S418A	424-0923	
WRST Production Studio B	AC S418B	424-3113	
WRST News Studio	AC S419	424-0444	
National Broadcasting Society & Film Society Office	AC W117		
WRST Station Manager	AC S422	424-0934	
Sports & Stream/Web Directors	AC S423	424-1095	
Program, News, Talk, Production Directors	AC S424	424-3115	
Development & Promotions Director	AC S425	424-0444	
Music Director	AC S426	424-0455	
Titan TV Office	AC W203	424-0212	
PERSONNEL			
Program Coordinator, Troy Perkins	AC W214	424-2316	perkins
Program Assistant, Claire Armstrong	AC W112	424-3131	armstroc
Dir. of Radio Services, Randall Davidson	AC S413A	424-7427	davidson
Director of TV Services, Justine Stokes	AC W213	424-3133	stokesj
Director of Engineering, Bill Kerkhof	AC W1	424-7068	kerkhof
Engineer, Keith Kintner	AC W1	424-7357	kintner

Radio-TV-Film Discrepancy Report Form

Please use this form to report any technical problems you encounter with the RTF equipment or labs. Your feedback is appreciated.

Date: _____ Time: _____

Equipment Description (and number, if applicable): _____

Nature of the problem (please be as specific as possible: what is missing, not functioning properly, appears out of adjustment, unable to adjust, etc.):

(Use the reverse side if more space is needed)

If this happened while using the equipment for a class, please include the class information below:

Course: _____

Optional: If you wish to include your name, e-mail address or phone number.

Name: _____

Email: _____

Phone: _____

Return this form to Master Control or Checkout as soon as possible when the problem is noted.

STAFF USE

Checked by: _____ Date: _____ Time: _____

Remarks: _____

Radio-TV-Film Fines and Penalties 2014-2015

LATENESS/NO-SHOW FOR CHECK-OUT (no call)

Timeframe	Fine	Penalty
30 min +, first offense	Formal, Written Warning	Equipment may be given to someone else.
30 min +, second offense	\$20, hold on account	Fine must be paid before future reservations.
No show, first offense	\$20, hold on account	Equipment may be given away, fine must be paid, and a meeting with Director of Engineering must be held before future reservations are allowed.

IN-FIELD EQUIPMENT TRANSFER

Authorized	Fine	Penalty
YES	None	None
NO	\$25	Fine must be paid and both parties must meet with faculty/staff member before future reservations will be allowed.

LATENESS/NO-SHOW FOR CHECK-IN (no call)

Timeframe	Fine	Penalty
30 minutes	\$20	Fine must be paid before future reservations or checkouts. Repeated lateness will result in loss of privileges.
Each successive day late until equipment return	Previous fine(s) +50	Fine must be paid, and a meeting with Director of Engineering must be held before future reservations are allowed.

FAILURE TO RETURN OVERNIGHT KEY

Timeframe	Fine	Penalty
Opening of business day	\$20	Fine must be paid before future reservations or checkouts. Repeated lateness will result in loss of privileges
Each successive day late	Previous fine(s) +\$50	
Loss of key	Previous fine(s) + cost of replacement	Fine must be paid, and a meeting with Director of Engineering must be held before future reservations are allowed.

EQUIPMENT DAMAGE

Type of damage	Fine	Penalty
Normal wear and tear	None	None
Accidental damage	None	Engineer may request meeting to discuss damage
Malicious damage/damage caused by personal equipment	Cost of repair and/or replacement	Fines must be paid, and a meeting with the Director of Engineering and Program cording must be held before future reservations are allowed.

Radio-TV-Film Advanced Project Approval Form 2014-2015

This is a contract between Radio-TV-Film and the student and/or student organization. Any student or student org needing access to any production or post production facilities and equipment or extra editing space for an project will need to fill out this form and return it to the director of engineering.

STEP ONE: PROJECT INFORMATION

EXEC PRODUCER _____ PROFESSOR/ADVISOR _____

STUDENT ORG _____ PROJECT TITLE _____

STEP TWO: PRODUCTION INFORMATION

START DATE _____ END DATE _____

****ATTACH FULL PRODUCTION SCHEDULE AND CREW - TYPED****

REQUESTED PRODUCTION FACILITIES

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Broadcast Studio
Broadcast Control Room
On Campus Location

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Digital Production Studio
Master Control
Off Campus Location

REQUESTED EQUIPMENT (equipment may be denied based on experience and availability)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Sony EX Camera
Canon EOS 60D
IMX Camcorder

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Canon C100
Mini DV Camera
Film Camera

STEP THREE: POST PRODUCTION

START DATE _____ END DATE _____

LEAD EDITOR _____ ASST EDITOR _____

NETID _____ NETID _____

AVID SPACE MANAGED SPACE (FCP)

STEP FOUR: AGREEMENT

Student/student org agrees to adhere to all Radio-TV-Film policies and procedures when using RTF equipment and facilities. Should any changes need to be made to this form; the student/student org agrees to contact the director of engineering immediately. Failure to comply will result in fines and penalties.

STUDENT _____ DATE _____
SIGNATURE

PROFESSOR/
ADVISOR _____ DATE _____
SIGNATURE

Upon completion HAND form to director of engineering in person. Once approved students will still be required to formally reserve equipment and facilities.

STUDENT AGREEMENT 2014-2015

Radio-TV-Film Facilities Policies, Procedures, and Guidelines

I, _____, have read the **Radio-TV-Film Facilities Policies, Procedures, and Guidelines** document and understand it completely. I will abide by the rules set forth in this document when using RTF equipment and facilities and will follow proper procedures when reserving, checking-out, using, and returning equipment. Furthermore, I understand and will accept the consequences if I do not follow proper procedure.

NETID _____ LOCAL PHONE _____

STUDENT ID _____ GRADUATION DATE _____

RTF MAJOR RTF MINOR

STUDENT ORGANIZATION PARTICIPATION (check all that apply)

Film Society
 WRST

Titan TV
 Telethon Society

HAVE YOU READ THE POLICY MANUAL? YES NO

STUDENT _____ DATE _____
SIGNATURE

PROFESSOR/
 ADVISOR _____ DATE _____
SIGNATURE

**Upon completion HAND form to director of engineering in person.
 Once approved students will still be required to formally reserve equipment and facilities.**

FOR OFFICE USE ONLY		
	Added to system	Removed from system
Key-card access		
Facil		
EditShare		