

# TELEVISION STUDIO C CLOSE DOWN

Television Studio C is a shared facility amongst the Faculty of Communication and Design's Graduate and Undergraduate programs. As a courtesy to all users of the studio we ask that users of TV Studio C's Control Room return its furnishings and technology to its home position at the end of each booking as pictured. **Returning the room to its home position includes;**

- Leave camera power switch ON
- Coil camera cable on wall holder, push cameras up to wall facing outwards
- Engage pedestal head locks
- Leave all pan and tilt locks loose, do not tighten them down
- Leave all pan and tilt frictions loose, do not tighten them down
- Store intercom head sets on top of camera and turn headset mic off
- Turn off teleprompter heads
- Coil teleprompter AC and BNC cables neatly beside each camera
- Coil floor director cable and hang on wall hook with headset and beltpack
- Turn off all wireless mic receivers
- Close and lock receiver cabinet
- Remove batteries from mic transmitters and store in mic box
- Store all handheld and body pack mics in storage room
- Turn off floor monitors, DVD and VHS players
- Push monitors back against wall
- On lighting board make sure Grand Master is down and board is not in Black Out before turning power off
- Power off lighting monitor
- All spare lights should be hung in grid
- Sweep floor, throw out any leftover papers, pull up any unnecessary spike tape
- If morning class is a Journalism class:
  - Store all Uniset carts against west wall
  - Stack all blue chairs and store on cart against west wall
- If morning class is not Journalism:
  - Store all Uniset carts around news set
  - Stack all blue chairs and store on cart stage right of news set
  - Roll up small section of set backdrop
- Store ladder upright against north wall

**To report room not returned to “home” state or report any missing room inventory, please contact Kevin Cordick, Television Studio Lab Assistant at 2167**

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