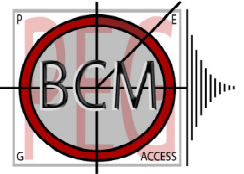


# BERKELEY COMMUNITY MEDIA



## STUDIO RESERVATION REQUEST

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Name of Program \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Live from: \_\_\_\_\_ to: \_\_\_\_\_  Taped from: \_\_\_\_\_ to: \_\_\_\_\_

Studio Requested: EXPRESS STUDIO  LARGE STUDIO

MY PRODUCTION WILL INCLUDE: You must fill out the following information completely.

Large Studio Crew Positions: All crew must be current BCM members

Camera 1		Roll ins/VTP	
Camera 2		Lights	
Camera 3		Director	
Floor Manager		TD/Switcher	
Audio		CG	
Teleprompter		Live Calls	

Extra equipment needed:

CopyCam		Direct Box(es)		Video Projector	
XLR Cables		Shotgun Mic(s)		Video Screen	
Omni Mics		Mic Stand (floor)			
Lavalier Mics		Mic Stand (desk)			
SM57/SM58 Mics		Live Calls			
Blue Screen		PA			

**Extra Needs:** Please list any extras you are planning for your reservation, including a large number of guests, etc. \_\_\_\_\_

Do you need assistance in finding crew members?      Yes    No

Studio producers must arrive in the studio *at least* 60 minutes before their *live* program begins for large studio shows or 30 minutes for express studio shows or your show *will be cancelled* and you will receive a violation. If your large studio show is not done taping 30 minutes before BCM's closing hour, the technician will stop your tape and you will receive a violation. A complete crew of certified BCM members must be arranged at least 7 days before the date of the program, or the reservation may be cancelled.

Please provide the technician with a loose script or flow chart of all pertinent information including the exact times of each roll-in segment and lighting. Producers are responsible for all actions of guests and/or crew. This includes the state of the studio, member's lounge and other facilities used by the group.

I claim responsibility for all equipment and facilities checked out to me and agree to abide by the policies mentioned above as well as in the BCM Operating Rules and Procedures handbook.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_