

School of Communication Production Handbook

This Handbook provides detailed information, policies and procedures that support and guide SOC media production and serves as a basic reference for all production activity within the School of Communication.

Students should keep this document handy. This reference is provided as a guide to help accomplish challenging and difficult work. There are reasons for the policies and procedures, and they do establish definite limitations to the productions. Production is always influenced and controlled by limits of time, resources, and other concrete parameters. The challenge is to discover ways in which to realize a creative vision or to complete an assignment within the limitations.

SOC faculty and staff members are the source of much practical instruction and wisdom. This Handbook and the faculty and staff will serve as guides through a very complicated and challenging creative process.

WHEN IN DOUBT, FOLLOW THE HANDBOOK.

WHEN THERE IS A QUESTION, ASK THE FACULTY OR STAFF.

This Handbook is in a continuing state of development as new technology and changes in professional production protocol occur. SOC reserves the right to issue modifications or changes to this document when the occasion demands.

Introduction to the SOC Equipment Room

The School of Communication Equipment Room stores and maintains the inventory and schedules the use of all SOC Production Equipment used by faculty, staff, and students as well as all SOC sponsored programs, productions, projects and SOC related courses and research involving media production. The SOC Equipment Room also stores and maintains IBIS Yearbook and Hurricane News Service equipment.

The Equipment Room is located in Rm. 1014 of the Frances Wolfson building. The front entrance is next to Studio B. We also have a large loading zone with garage door at the rear of the building adjacent to the Centrex building off Brunson Drive. There is a doorbell at the back door and 30 minute loading zone parking.

The Equipment Room is staffed by The Office of Facility Operations and Engineering. Production Technician and Equipment Room Supervisor, Tod Landess; tlandess@miami.edu and Production Technician Thomas Rodriguez, thomas.rodriguez@miami.edu are the two full time personnel managing the Equipment Room. Tom Ortiz is the Director of The Office of Facility Operations and Engineering. They are assisted by with additional support from the entire Engineering & Technical Operations Department Team. There is also a team of work study students assisting in the Equipment Room.

**The phone number for the equipment room
is 305-284-3864**

email address:

tlandess@miami.edu;

thomas.rodriguez@miami.edu

Reservation URL

<http://equip.com.miami.edu/>

**SOC Equipment Room hours of operations and
Check Out & Check In Times:**

MONDAY – FRIDAY 8:30 – 5:30

All Check Ins 8:30 AM – 12 noon

All Check Outs 1 PM – 5:00 PM

CHECK OUT CYCLES

Equipment Check Out	Equipment Check In
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

**Failure to return equipment by noon on the
scheduled return date will result in a fee to the
student. Late Fees are \$2 per hour up to a
maximum of \$10 per day.**

PRODUCTION EQUIPMENT SCHEDULING

The School of Communication has one Central Equipment Room for all departments. Therefore all equipment checked out from the Equipment Room must be reserved online 24 hours in advance. Students without prior online reservations will be served only with faculty approval for reasons of special or emergency circumstances, such as breaking news events, replacement of damaged or malfunctioning equipment or other extraordinary circumstances.

Reservations must be made in person using the computer kiosk located at the Equipment Room

Or, online At **<http://equip.com.miami.edu/>**

Faculty are asked to reserve equipment for in class use with Tod Landess and Thomas Rodriguez via email .

Reservations must be for non-consecutive Check-out Cycles and will be limited to 1

camera per student. Multiple camera shoots or reservations requiring large quantities of equipment need faculty approval.

Reservations should be made early to insure production needs are met. Supervising faculty sponsors must authorize student use of equipment prior to reserving equipment. Reservations for class work may be made throughout the regular academic sessions until the last official day of the semester prior to “Reading Days”.

EQUIPMENT TESTS

The SOC encourages students to practice with and test equipment before using it for real work. Time may be scheduled to come down to the Prep floor in order to practice using equipment without checking it out. However, because the equipment is checked in and out on a daily basis students should schedule time for testing with Equipment Room personnel preferably one day advance.

Please note that Equipment Room services all departments at the SOC and more than one prep maybe going on at one time so space may be limited.

It is strongly encouraged that students test all equipment before checking out and leaving the premises. Prep Floor Space is set aside for all types of equipment. Equipment can be set up in the Prep Area prior to Check Out for testing and inspection as well.

CANCELLATIONS & NO SHOWS

Students, who need to cancel a reservation, should do so with as much advance notice as possible. Equipment is prepped the night before check out date. Failure to cancel before scheduled check out or failure to show up for scheduled check out will result in a written warning copied to your faculty. A second warning will result in the Equipment Room recommending to faculty and the Department Chair consideration of a student production intervention and a one week equipment suspension. Final decisions regarding interventions are always made by the Faculty and Department Chair. (See Production Intervention)

PRODUCTION EQUIPMENT CHECK OUTS

- All check outs are from 1 pm – 5:00 pm on the day they are scheduled.
- All productions Teams will be given at least one hour to do an equipment prep., as well as a physical inventory of all equipment provided.
- Signatures of receipt and acceptance of the terms of financial responsibility must be obtained on the checkout sheet before the group can leave the SOC Equipment Room with any equipment.
- When a team checks out at the Equipment Room, the team will be given a full inventory of all equipment they have received, initialed by the team member picking up the equipment and by a staff member of the Equipment Room.
- **Note: Extensions are available with permission of Faculty and Equipment Supervisors. Maximum one week with Faculty approval.**

Note: If a student must transfer equipment in the field, a Student in-Field Agreement Form must be filled out whenever a production team borrows equipment from another currently enrolled student. This may only occur with prior notification to the Equipment Room and Faculty. Forms can be obtained at the Equipment Room. In case of emergencies such as equipment malfunction,

students may borrow equipment from fellow students. In this case, call the Equipment Room and leave a message or email tlandess@miami.edu; thomas.rodriquez@miami.edu

Regarding what has occurred and fill out the proper form. Signed forms must be turned in upon return of the equipment. It's the responsibility of the students borrowing the equipment to **check** all equipment; once the Student in-field Agreement Form is signed they are responsible for any damages.

PRODUCTION EQUIPMENT CHECK INS

The Equipment Room will inspect all equipment in order to insure its return and that it is in proper working condition. If anything is missing a report will be created signed by the student and Equipment Room Manger. If damage has occurred a similar form will be filled out, a quote will be issued for missing or damaged equipment, payment must be made in a month's time of receipt of quote. Failure to reimburse the SOC for loss or damage may result in the withholding release of grades or other disciplinary action.

- Return times are 8:30 am – 12 noon on the scheduled date of return.
- All the equipment originally checked out must be accounted for at check-in.
- Equipment Room Staff will do physical inspection and inventory of the equipment with the team. A copy of the final inventory, complete with notes on missing and damaged equipment, will be available to the team.
- Equipment Room Staff will have 24 hours from the time of equipment return to continue conducting additional technical inspection of all equipment returned. The team will be notified by e-mail of any findings of trouble or damage.

Teams are required to call Equipment Room if running late 305-284-3864

Remember: Failure to check in on time may cause the cancellation or delay of another student's shoot. Therefore, failure to return equipment by noon on the scheduled return date will result in a fee to the student. Late Fees are \$2 per hour up to a maximum of \$10 per day. If items are 5 business days late, the student will be responsible for the full price of each late item.

If you are late more than once your sponsoring faculty will be notified. A third warning will result in the Equipment Room recommending to faculty and the Department Chair consideration of a student production intervention and a one week equipment suspension. Final decisions regarding interventions are always made by the Faculty and Department Chair. (See Production Intervention)

STUDENT LIABILITY FOR LOSS AND DAMAGE

Equipment Insurance

SOC is self-insured for its equipment. This means that students are responsible for their damage or loss of equipment. If any student rents equipment from an outside source, students are responsible for securing their own insurance; the SOC does not provide rental insurance.

LOSS AND DAMAGE

In the event equipment is lost or damaged, Equipment Room Staff will complete A Damage/Loss report at the time of equipment return. The student and/ or team will be given 24 hours after receipt of their inventory and Damage/Loss Report to find and return anything missing, or to purchase an approved replacement. If the student fails to meet the deadline, they will be responsible for repair or replacements costs. In some cases, equipment may need to be sent to outside vendors for repair. Once the repair or replacement cost is determined, the student will be notified.

For purposes of definition Production Teams are named in class and consist of any individual student or a group of students that are in a class or have been given permission to work together on a project with SOC equipment. Note: someone from outside the class or authorized project group that is asked to help on a set is not considered a team member.

Payment for loss and/ or damage is the obligation of the individual student or all team members whether or not they are on set when the damage to equipment, wardrobe, set dressing or locations occurs. Failure to reimburse the SOC for loss or damage may result in the withholding release of a grade. All reimbursements must be made in one month's time upon receipt of a quote and any paperwork from the Equipment Room.

- Loss and Damage costs must be paid to the SOC Program, within one month of determination of the cost of the loss and/or damage.
- If a team fails to pay their Loss and Damage costs, grades may be held for the course in which the production was undertaken

BEACH SHOOTING

Beach Shooting and Water shots are prohibited without written permission of the faculty sponsor, Program Director, Director of Technical Operations & Engineering, and the Equipment Room Manager. If approved, the SOC has certain equipment it will provide to support Beach Shooting.

There are many things that must be considered when taking equipment into a beach environment. Salt, sand and water are major threats to all electronic equipment. Please make sure to keep all equipment away from the sand and water. Please keep in mind when shooting on the beach, salt and sand can easily be blown into production equipment causing corrosion damage. If students have any questions please ask Equipment Room.

EQUIPMENT FAILURE

Equipment failure occasionally happens. The SoC makes every effort to keep equipment in good working order and will repair or replace malfunctioning equipment upon notice. Malfunctioning equipment may cause delays in production that can result in insurance claims or other adjustments as deemed necessary and appropriate. Always have a back-up plan since additional shooting time cannot be given due to equipment failure.

SOC will not be responsible for purchases or rental of supplemental equipment and will not be responsible for problems or delays that arise from outside equipment rental or incompatibility.

Note: If a student must transfer equipment in the field, a Student in-Field Agreement Form must be filled out whenever a production team borrows equipment from another currently enrolled student. This may only occur with prior notification to the Equipment Room and Faculty. Forms can be obtained at the Equipment Room. In case of emergencies such as equipment malfunction, students may borrow equipment from fellow students. In this case, call the Equipment Room and leave a message or email tlandess@miami.edu; thomas.rodriquez@miami.edu regarding what has occurred and fill out the proper form. Signed forms must be turned in upon return of the equipment. It's the responsibility of the students borrowing the equipment to **check** all equipment; once the Student in-field Agreement Form is signed they are responsible for any damages.

SOC-REQUIRED PROCEDURES:

- Technical questions concerning video equipment should be directed to the **Production Equipment Supervisor**.
- Questions or problems involving grip or electric equipment should be directed to the **Production Equipment Supervisor at 305-284-3864**.
- If the equipment continues to fail, then the equipment must be returned to the SOC Equipment Room before a replacement will be provided. Please call ahead so that a replacement can be prepared.
- The production crew must not attempt to adapt, rewire or fix any equipment. Any broken equipment should be returned to SOC immediately upon discovery.
- An Equipment Failure Report must be filled out and submitted with any equipment returned to Equipment Room.
- Equipment Failure Report – Submitted to Equipment Room with defective equipment.

FORMS MAY BE OBTAINED FROM THE EQUIPMENT ROOM DURING REGULAR OPERATING HOURS.

PRODUCTION INTERVENTION

Production intervention is the action taken by SOC faculty and staff to address production activity that is in violation of SOC policy or that is not progressing according to curricular requirements. It should be noted that interventions are utilized to resolve conflicts and to support the continued progress of production. The process upholds professional conduct, positive collaboration and individual rights. Since several Students depend on the satisfactory completion of a production as a degree requirement, intervention is sometimes necessary to ensure completion of the degree.

SOC may intervene to review a production's progress or performance at any point during the course of development, pre-production, principal photography or post-production in response to any of the following circumstances:

- **For reasons of safety or security of any or all individuals involved in the production or the general public;**
- **For violations of SOC production policy, procedure or the University of Miami Code of Conduct;**
- **For damaged or missing equipment, damage to or misuse of facilities on the SOC Campus, on location or at other places utilized to support staff and mentor faculty;**

- **For failure to collaborate in a positive and productive manner, respecting the rights of student team members, crew, cast, support staff and mentor faculty;**
- **For failure to maintain satisfactory progress in curricular requirements or failure to meet production documentation requirements;**
- **For any discriminatory practices for reason of race or ethnic origin, religious practice, political belief, gender, sexual preference, age or disability;**
- **For any other reason or circumstance that SOC in its sole and unfettered judgment believes to be contrary to the positive progress and performance of its program-required production work and related curricular activities.**

If an intervention is necessary, the following procedures will be implemented:

- **SOC will notify the parties involved and set a date and time for a Production Intervention Meeting.**
- **The Intervention, will be conducted by Program Director and appropriate faculty and staff, will present the parties involved with a summary of the reasons for the intervention and will entertain explanations from those involved.**
- **The Intervention Committee will recommend appropriate remedies or refer the matter to the Dean, SOC, should the matter so require.**
- **The production team will be informed in writing of actions to be taken to resolve the issue.**
- **During the period of principal photography, necessary intervention may occur with limited notice due to the time-sensitive nature of production.**

SOC HURRICANE EQUIPMENT POLICY

HURRICANE SEASON IS JUNE 1 - NOVEMBER 30

If a Hurricane is threatening the city of Miami all students are encouraged to watch local news or call the University of Miami hotline 305-284-5151.

- **If there is a hurricane watch or tropical storm watch no equipment will be issued to students.**

- If there is a hurricane watch or tropical storm watch all equipment that is checked out should be returned to the SOC prior to University closure unless alternative arrangement are made.
- Students with equipment in their possession should contact the equipment room during a hurricane or tropical storm watch or warning.
- All students should have contingency plan if in production during hurricane season.
- Under no circumstances will students be allowed to shoot SOC projects during any designated natural disaster or emergency weather event.
- University of Miami Hotline Coral Gable Campus 305.284.5151

HOTLINES AND WEBSITES

Equipment Room 305-284-3864

Rumor Control Hotline 305.284.5151
Coral Gables/University-wide

www.miami.edu/prepare

PRODUCTION EQUIPMENT & MATERIALS

The Equipment Room has an inventory of Digital Video, Still and Audio Equipment that is available to all School of Communication Majors, Faculty and Staff and may be referred to as The General SOC Inventory. We also have inventories of “Specialized” Film, Video, Still and Audio equipment that correspond to the requirements and specific training level of particular courses in different SoC Departments. For example Arriflex HMI Lights or Red Cameras for CIM courses would specifically be available only to students enrolled in CIM courses, requiring the use of and providing the training and permission for that piece of “Specialized Equipment”. It is the goal of The School of Communication to continue to expand the size of our inventory and its availability to SoC students within all departments. As we experience our growing pains towards that goal, there may be times when a Student, Faculty or Staff member may be limited to certain equipment by availability, training requirements, or by permission of a Department Chair or the Dean only.

SoC Facilities Reservations

All SoC Facility Reservations can be done online via the SoC website or emailing

socbookings@miami.edu

or contacting Jackie Corea at 305-284-1147

Studio A SOUND STAGE

Use of the SoC Sound Stage, AKA Studio A, Rm. 1008A, facilities are a limited privilege. The Sound Stage may be made available for auditions and rehearsals. However, productions and classes take priority. The Sound Stage is reserved for the exclusive use of SoC. Students outside of the SoC may use only with permission of The Office of Facility Operations and Engineering. All students using the Sound Stage must have completed training provided by the Department of Operations and Engineering. Professors will coordinate with their TA's and assign them the duties of reserving, cleaning and inspecting Sound Stage with Equipment Room Staff, for in-class projects and demonstrations. The clean up for in-class projects and demonstrations will be done by TA's and the students. Students may not build, store materials. The Sound Stage should remain clean.

SOC-REQUIRED PROCEDURES:

If an SoC student or team would like to shoot on the Stage, they must obtain permission by sending an email request to the professor and cc Jackie Corea, socbookings@miami.edu and Tod Landess, tlandess@miami.edu; Thomas Rodriguez, thomas.rodriguez@miami.edu

- outlining the reasons for the request. The professor must Reply All with the approval. If more than one team requests the Stage, Jackie Corea will make the decision as to which team is booked based on first come first serve. It is advised that each team have an alternate location plan, as there is no guarantee that Stage facilities will be available. Only one key will be checked out at a time. Keys will be checked out the evening prior to use from the Equipment Room 1014, and a walk through inspection with Equipment Room personnel will be conducted and a Sound Stage Agreement/Inspection form signed.
- If a project team has been booked for the Stage and decides to cancel the booking, they must immediately notify Jackie Corea so that the space can be reassigned.
- Prior to using the Stage, productions must read and sign the Sound Stage Agreement. At the conclusion of their scheduled use of the stage, the Sound Stage must be inspected by the Equipment Room
- All construction and/or modifications of the Stage area must be cleared with the Department of Operations and Engineering and Professor.
- All Exits and **FIRE LANE** must be kept absolutely clear at all times! No exceptions.
- All lights, props and equipment hung from the lighting grid must also be secured with safety chains.
- There is no smoking on the Stage.

- When using smoke machines, all of the doors must be kept closed at all times.
- Do not tamper with the emergency lights or the fire extinguishers in any way.
- Do not leave props, wardrobe or equipment in the hallways outside the Stage un attended.
- Do not use nails for construction purposes on the Stage; use drywall screws only.
- It is the Producer's responsibility to ensure that all Students, cast members and volunteers understand the Sound Stage guidelines.
- Prior to final wrap, the project Producer must meet with Jackie Corea or Tod Landess to arrange and schedule their final inspection and have their deposit returned.
- A team's responsibility on the Stage does not end until it has received a clearance from the Equipment Room.
- No equipment unrelated to the actual shoot on the Sound Stage may be stored on the stage. NO EXCEPTIONS.
- Any props left in the Stage beyond the allotted time will be discarded.
- Under no circumstances may items being painted be placed against any building or on any walkways.

REQUIRED APPROVALS/FORMS/DOCUMENTS:

- Approval email from professor
- Reservation and Facilities Agreement form from Jackie Corea, socbookings@miami.edu
- Key and Sound Stage Agreement form picked up and signed at the Equipment Room, Rm. 1014

Studios B & C

All rules and procedures stated above as well as below will apply to reserving and using Studios B & C Email your professor and cc: Jackie Corea, socbookings@miami.edu & the Equipment room at tlandess@miami.edu ; Thomas Rodriguez, thomas.rodriguez@miami.edu You must also notify the Equipment Room and Department of Operations and Engineering, Tom Ortiz tortiz@miami.edu of any technical support you will require for those studios.

ACCESS TO STUDIO B AND C

The use of the School of Communication cable studios is a limited privilege of School of Communication students. All reservations must be approved by your professor and submitted to Jackie Corea, socbookings@miami.edu, cc: the Equipment room at comequip.miami.edu

Any student requesting access to the studios for something other than CEM/CBR class project or a UMTV approved production, must sign an agreement for the use of the studio. Contact Jackie Corea, socbookings@miami.edu for questions regarding the agreement.

As a rule of thumb, you must leave the studio in better conditions that you found it. If you find any anomalies as you walk-in call the Equipment Room at x3864 or SoC Support at 305-812-9444 IMMEDIATELY, otherwise you might be held responsible for any damage or problem in the studios.

EVERY SHOW/STUDENT working in Studios B and C will have to fill out the Studio Use Log located outside each studio. You should write down the date, the time you came in and the time you are leaving. Both the engineer and the student or faculty **MUST** sign the log.

These are the proper conditions expected in the studios:

STUDIO B

- Cameras should be put at rest with the camera cables properly wrapped-up as an eight figure.
- All set lights should be turned off.
- All chairs should be located next to the computer unit.
- The news set must be covered with the grey protection fabric.
- The viewing dolly and monitor should be placed at rest next to the wall.
- There should be a 4-foot space free in front of the exit.
- The fire line must be kept absolutely clear at all times. No exceptions!

STUDIO C

- Camera should be put away properly and camera cables should always be figure eight-ed and neatly coiled.
- ALL set pieces props, plants, etc. should be returned to the shelves at the end of EVERY class, production, event, or project.
- The black partitions should be placed vertically against the wall behind the set.
- The folding chairs that are used for classes meeting in there should be folded and stacked behind the set at the end of every session that uses them.
- Anything you take out of the equipment room should be returned to them at the end of your session...this includes sandbags, clamps, etc.

- The actual set should be cleared and set up in position one: Two green office chairs similar to those in the reading room and a small, round, wooden coffee table.
- There should be a 4-foot space free in front of the exit.
- The fire line must be kept absolutely clear at all times. No exceptions!

SOC Engineering & Technical Operations Department

SOC Technical Support Line 305-812-9444

Delgado, Pedro

Communication Technician

pdelgado@miami.edu

Phone: 305-284-3696

Frances L. Wolfson Building Room 1053-D

•

Gumbs, Marcia

Secretary

mgumbs@miami.edu

Phone: 305-284-2198

Frances L. Wolfson Building Room 3051

•

Kinsler, Shane

Production Technician

s.kinsler@miami.edu

Phone: 305-284-3864

Frances L. Wolfson Building Room 1014

•

Landess, Tod

Production Equipment Supervisor

tlandess@miami.edu

Phone: 305-284-3864

Frances L. Wolfson Building Room 1014

Lopez, Rodovaldo

Production Technician

rod@miami.edu

Phone: 305-284-3566

Learning Center Room LC-15

MacDonald, Wayne

Broadcast Engineer

w.macdonald@miami.edu

Phone: 305-284-5348

Learning Center Room LC-15

•

Ortiz, Tomas

Director

tortiz@miami.edu

Phone: 305-284-6819

Frances L. Wolfson Building Room 3051-B

•

Rodriguez, Thomas

Production Specialist

txr118@miami.edu

Phone: 305-284-3864

Frances L. Wolfson Building Room 1013

•

Terrero, Erasmo

Help Desk Technician

e.terrero@miami.edu

Phone: 305-284-6819

Frances L. Wolfson Building Room 1053-C

•

Thaler, Austin

Communication Technician

athaler@miami.edu

Phone: 305-284-5916

Frances L. Wolfson Building Room 1053-C

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UMTV

University of Miami's Emmy Award-winning, student-run cable TV station.

Gacharna, Gabriel

Broadcast Production Coordinator

g.gacharna@miami.edu

Phone: 305-284-5178

Frances L. Wolfson Building Room 1011

Morales Rivera, Alexis

Broadcast Operations Manager

a.moralesrivera@miami.edu

Phone: 305-284-3566

SCHOOL OF COMMUNICATION PRODUCTION HANDBOOK ACCECPTANCE AGREEMENT
FORM

Course Name, Number and Professor: _____

I have received and read the SOC PRODUCTION HANDBOOK. I understand all rules, guidelines, and procedures illustrated in the SOC PRODUCTION HANDBOOK. I accept and agree to all rules, guidelines, and procedures illustrated in the SOC PRODUCTION HANDBOOK.

ARE YOU ALREADY IN THE SYSTEM? (circle): Yes No

PLEASE PRINT EVERYTHING CLEARLY

Please print First and Last name

Mailing Address

City, State, Zip

Phone Number

Email

Student Number (C Number)

Username

Password

Signature

Date