

## Radio TV Film Policies and Procedures University of Wisconsin Oshkosh

### OVERVIEW

The Radio TV Film facilities serve the faculty, staff, and students of the Radio TV Film department 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, Titan TV, and WRST) requiring access for an organization-approved project.
- UWO students working on behalf of the Radio TV Film department 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. **COVID-19 Update: RTF instructors may allow students to use personal equipment if students are taking courses online due to COVID-19. Exceptions are made on a case by case basis.**

### 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 coursework, 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; and complete [the online student agreement form](#).
- Complete any practical exams, checklists, and/or coursework required for use of specific equipment and/or facilities.

Students are required to renew their access at the beginning of each academic year.

### **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. Film Society similarly follows 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.

### **RTF Production Hub**

Students are encouraged to add the RTF Production Hub to Canvas. The hub provides further information on production resources and how-to guides for equipment and software. [Students may self-enroll in the course directly from this link.](#)

## FALL 2021 COVID POLICIES

Radio TV Film will update COVID policies as advised by university policies.

### Protocols for Non-Class Studio & Field Productions

For student and field productions not happening as part of a class lab, the following protocols will be used to help maintain safety during production and aid with UWO (University of Wisconsin Oshkosh) contact tracing efforts:

- Minimum cast & crew should be utilized.
- Unmasked talent must show proof of vaccination or a negative covid test within the past 5 days. Proof should be emailed to the advisor or professor overseeing the production.
- Any unmasked talent will be temperature checked on-site by a producer prior to mask removal.
- Masks should only be removed while active filming is taken place.
- If a student wishes to drink water, they must leave the immediate filming area or studio. Students may only unmask keeping an acceptable social distance as advised by the university. Students may only return to production once they have put their mask back on.
- A producer will keep an attendance list of students on set including contact information, arrival, and departure times.
  - Cast and crew must check-in with producer on arrival and prior to leaving. The cast and crew should not leave in the middle of filming, even during breaks.
  - The attendance list will be returned to the professor or advisor at the end of filming.
  - Attendance lists will be stored securely in the RTF department office and will be available for use for UWO contact tracing efforts if needed.
- All equipment should be cleaned by the user at the end of each production.

### Single-Camera Field Production Protocols

- Minimum cast and crew should be used.
  - Minimum crew 3-4 depending on space allowance of filming location.
- Students must follow mask guidelines based on filming location (outside vs inside).
- Social distancing will be adhered to in any location. A display monitor will be used to maintain social distancing while filming.
- Crew will wear masks and only cast members will remove masks once the camera begins rolling. Cast will be limited to one person or those who already live together to limit risk. All cast must wash and sanitize their hands before each filmed scene and will be reminded not to touch their face.
- For crew members, only those in their production department (lighting, sound, etc.) should touch their equipment.
  - Equipment touched by someone outside of department must be cleaned with a sanitizing wipe by the student assigned to that equipment (sole operator) before and after touching. Each production will have an on-location cleaning kit to use in case of multiple students handling gear.
- All cast and crew should stay on location during filming, even during breaks.
- Small closed indoor spaces without proper ventilation should not be used.
- If any food or drink is to be consumed while working on set, food or drink will be consumed away from the set, ideally outside or another room with proper social distancing guidelines followed.

### Multi-Camera Studio Production Protocols

- Minimum Cast and Crew should be utilized.
  - Studio 1 suggestion: 3 camera operators with one operator acting as the floor director.
  - Studio 2 suggestion: 2 camera operators with one operator acting as the floor director.
- Crew must always wear masks on set and should wash hands prior to coming into studio.
- Equipment should be cleaned, set up, and returned by sole operator. Equipment touched by someone outside of the operator must be wiped down before and after touching.
- Sets and equipment must be setup to maximize social distancing. Markings should be placed on the floor designating 6 feet of distance from talent and production crew.
- Individuals acting as on-air talent must be placed at a minimum of 3 feet (6 feet when possible, based on studio configuration), not facing each other and can only remove face coverings immediately prior to filming. Coverings must be worn at once following filming.
- On-air talent will be either reading off a teleprompter or extemporaneously speaking. There will be no yelling or singing.
- During rehearsals and any class labs which are not being produced for broadcast, talent will always leave masks on.

## 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.
- [Students should fill out this form on the RTF website](#) to make a reservation. Due to COVID-19 in-person reservations are not being accepted at this time.

### Reservation Lengths

Reservations can be made for same day, 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 check-in 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, Department Chair, and/or your professor assess fines and penalties. You will be invoiced by the department. They cannot be paid in checkout or the RTF office. Unpaid fines will result in a hold being placed on your account.

## PRODUCTION FACILITIES

### Reservation of Spaces

To reserve spaces for completing class and student media work, the department is utilizing [Microsoft Bookings](#). If reserving spaces outside normal RTF business hours, students will also need to checkout a key.

### Television 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 department. 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 maintenance and repair of RTF equipment and 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.

#### TV Broadcast Studios 1&2 (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. 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, e-cigarettes/vaping and 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 extended or 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 Staff 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.

### Titan TV 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.

## Radio Facilities

### WRST Production Studio A (AC S417)

Production Studio A is in use 24/7 for broadcasting over the air. This includes local student programming as well as programs from Wisconsin Public Radio. 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 sportscasts 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, e-cigarettes/vaping or smoking is allowed in any WRST studio.
- Keep the studios clean. Throw away paper, normalize the board and reset chairs before you leave.

### WRST Production Studio B (AC S418A)

- € WRST's Production Studio B is one of the studios available for audio production.
- € Studio B is also used for instructional labs by the RTF 120 class and is unavailable during that time and during other scheduled station productions.

### WRST Production Studio C (AC S418B)

- € WRST's Production Studio C has the same rules as are in effect for Studio B.
- € 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 Production Studio D (AC S419)

In certain situations, Production Studio D can also be used as a production facility. However, you should first schedule either Studio B or C because Studio D 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.

#### 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.

#### 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. Music library should be locked at all times when not in use.

#### 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.

### 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. Improperly saved files will be automatically deleted.

#### Edit Suites (W204, W205, W206, W207, W217)

Unlike the lab, RTF edit bays are available 24/7 during the academic year. 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.

#### Foley Stage & Control Room (AC S145 & S137)

The foley stage and control room is used for the creation and recording of sound effects for productions. Students must gain prior approval and training to use these facilities.

### Finishing Room (AC W209)

Finishing room is available only to upper level students training in sound design & editing.

### Support Areas

#### Radio TV Film Office (AC W112)

The Radio TV Film office is open Monday-Friday, 8:30-3:30pm by the Academic Department Associate (ADA), Claire Armstrong. The ADA can help students with questions related to the RTF department and student organizations. Do not go to the RTF office to make equipment and facilities reservations. The printer/scanner/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 listserv 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](mailto: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 W115)

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 department office, ADA to make an reservation. Students may check out a conference room key out from checkout with preapproval from the ADA.

#### Film Society & IFS Student Office (AC W117)

Office used by Film Society and IFS for meetings and discussion.

**FINES & PENALTIES****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 must be held before future reservations are allowed.

**IN-FIELD EQUIPMENT TRANSFER**

Authorized	Fine	Penalty
YES	None	None
NO	\$25	Fine paid and both parties must meet with staff 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 day late	Previous fine(s) +\$50	
Loss of key	Previous fine(s) + cost of replacement	Fine must be paid, and a meeting 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 Department Chair must be held before future reservations are allowed.