

Studio Proficiency REVIEW. You should know all THESE skills by mid-semester. You should be able to write and speak about them as well as do them.

EVERYONE: CLEAR COMS. How to hook up correctly! Hook up the Floor Director.
The thick cables are for the cameras, the thin for the Floor Director

CAMERAS: lock and unlock pedestal camera support in three places, how to tilt and pan.
Know what all the different parts of camera do.

KNOW HOW TO FOCUS!

Zoom in all the way, focus using left control, zoom out **and reframe.**
You might have to loosen your pan and tilt controls to focus well.

START TO NOTICE CAMERA HEIGHT AS APPROPRIATE FOR SCENE.
Notice when the set demands you move the pedestal up or down.

Understand DEPTH of Field, lens length.

PAY ATTENTION! SEE IF YOU ARE OUT OF FOCUS AND CORRECT WHEN YOU CAN

FLOOR DIRECTOR: check scene for visual distraction. Take charge!

Put on your clear-com first and help the camera people get theirs ready
Get an assistant to help with studio floor audio if possible. (floor assistant)
Studio Floor Audio: how to hook up clear-com
How to put on mic.

TELL FLOOR TO SHUT UP DURING SOUND CHECK!

ALL: How to do a sound check! Floor Director instructs talent to talk continually, with enthusiasm, until Audio indicates the sound is ok.

Control Room knowledge

Technical Director- difference between cut and transition

Know the types of transitions: wipes, dissolves, cuts

Follow lead of director

Put in a CG key and remove it

Director- difference between cut and transition—why use one or other?

Clear directions to crew, giving time to prepare.

Clear directions to cameras, giving time to set up shot

Notice if camera isn't focused and instruct camera to refocus

Cameras *show* something – give information

Check pedestal and location of camera- will it get your shot?

SWITCHER: THE ROWS OF BUTTONS ARE CALLED BUSSES

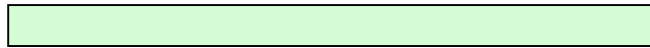
EFFECTS BUS



PROGRAM BUS



PREVIEW BUS



CG: Stands for Character Generator. (Deko is the software/hardware you are using)

How to make a new CG page on the DEKO.

How to save a page and switch it in using "swap" (F3)

Teleprompter: How to bring the text in

How to scroll by monitoring talent visually and by listening.

How to control it: using the arrow keys to maintain speed.

Audio/ Mixer/ Sound Engineer:

Turn everything on from top to bottom in audio booth..

Make sure red "program" and green "audition" buttons are selected on channels used

Checking audio levels: Using your clear-com, communicate with the floor director, insisting they get the talent to speak continuously, with a full range of emphasis, until.. you are sure the levels do not peak over -20.

Use the bottom (digital) scale to ensure levels

The CART stores digital audio files. These are filed, like in any computer, in directories or files. Files are nested in other files. To access different sounds you need to navigate between master directory and the subdirectories using the < and > buttons, and the selector knob.

Using the CART:

use < button to up into a master directory.

Spin knob to select new directory called "SFX"

Use > button to go down to sub directory.

Spin knob to select your efx.

EVERYONE: HOW TO TROUBLE SHOOT!!!

Things that go wrong: Cables are susceptible to becoming split, worn or kinked in their housing. Connectors can become bent and worn, or will pick up interference if they are dragged and dropped. Learn how to coil cable so it doesn't get kinked. Try not to drop connector ends or clear-com boxes. Each of these costs over 300 bucks too!

CABLES: know your cables and fittings.

Identify all the connectors below.

FRAMING:

You have had this a great deal in rt300.

What is the proper framing for various shots?

How best to reveal a small item in a close up?

What is a good shot and a bad shot?

Now is the time when you will need to practice what you learned a lot!

Watch television and movies with a close eye to what kind of framing they choose for any one shot and WHY.

You will have some questions on quiz pertaining to framing for demonstrations and simple direct address video.