



Digital Production Studio Policy

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Last Updated: 11/06/23 by Kim Neal

Disclaimer

This is a live document, and requirements may shift as the space gets more use. The equipment list and policy will be updated as more equipment becomes available.

Access and Training

Students may not work in the Digital Production Studio or the Audio Booth alone. You must have a buddy with you at all times.

In order to access and use the Studio, you must first pass the Makerspace General Safety Quiz and the Studio Quiz. Talent (actors and musicians, etc.) do not have to take this quiz, but should still need to take the General Safety Quiz. Folks in charge (Directors, Producers, Choreographers, etc.) and all crew members, need to take the Studio Quiz to help ensure that everyone is being safe and following the policy.

Make sure you know how to use the equipment you are checking out. If you don't know how to use it, ask a steward or the Makerspace Manager.

Reservations

The Digital Production Studio will operate on a first-come, first-served basis unless it is otherwise reserved. In order to reserve the Studio, you must fill out this [Google Form \(https://forms.gle/4rGVUStmhckUe2ao6\)](https://forms.gle/4rGVUStmhckUe2ao6) at least 3 days in advance. You must also check that the time you're reserving is free on this [Google Calendar](#). Please note that if you are bringing in large sets or other equipment there will be time required to load

everything into the space or restore the space to be used by another person. Also note our doors are 5 feet by 8 feet, so large sets may have to be assembled within the studio. You are not permitted to use power tools or paint within the studio (assembly should simply be putting together your preconstructed set). If you have a large set that will take up the whole space, you may be limiting other students from using the space, so please be considerate of others and try to limit the time your shoot takes. Before reserving the space, please go over all rules to the space to properly plan for your shoot.

Rules

- Minimum of 2 people required in the Production Studio (folx can work in the Podcast Recording Room solo)
- No horseplay
- No Fake Firearms/Fake Weapons are to be brought to campus without prior authorization from the Makerspace Manager AND Campus Safety
- No open flames, no candles, no fires, and no smoking
- No Food/Drink (except bottled water)
- Do not use equipment or furniture for anything it was not clearly designed for
- Do not climb on a ladder without a buddy
- Only use Tier 2 equipment that you have received training for
- Closed-toe shoes must be worn at all times (except talent who are not working with equipment and are not in the space during builds, etc.)
- Do not build (different from assemble) sets in the Studio, and do not paint in the Studio
- Everything must be put away neatly
- Fog/Smoke Machines are not allowed without prior authorization from the Makerspace Manager/Fire Safety Officer (the fog could set off the building fire alarms)
- Make sure anything overhead is secured in case of earthquake
- Do not use the equipment or studio spaces for commercial purposes, this includes rentals to third parties
- Do not attach anything to the walls/ceilings/floors using hardware – if you have a need of this nature, speak to the makerspace manager
- Do not bang on the glass (please don't scare the sound engineers)
- Do not upgrade equipment firmware or computer software without checking with the Makerspace Manager or a Steward to prevent incompatibilities

- Makeup application should be completed in the bathroom; please do not apply makeup in the Studio
- Handle equipment carefully, and try not to drop anything
- Only use the Recording Light when actually recording (lightswitch found next to the interior of the hallway entry door into the studio, light in the hallway)

Lighting Specific Rules

- Do not handle hot equipment without gloves
- Do not touch the glass of bulbs/lamps/globes without clean-ish gloves (the oils from your hands can cause the bulbs to explode later)
- Do not overload electrical circuits — you must know how to calculate electrical load of watts before using circuits, or you will risk tripping a breaker

Podcast Recording Room Rules

- Do not play something back loudly enough to hurt your ears, to be heard in another space or to blow out the equipment
- Back up your work on your own external hard drive, anything saved to the iMac could be deleted without warning
- Leave the room clean and organized
- Do not bang on the glass (please don't scare the actors)
- Return equipment to its home when done
- Do not upgrade equipment firmware or computer software or operating systems without checking with the Makerspace Manager or a Head Steward to prevent incompatibilities
- Do not drop equipment (accidents happen, but do your best)
- You may work on homework in the space, but if someone needs to use the space for its intended purpose we ask that you yield the space to their needs

If you have any questions about the rules outlined above, please talk to a Makerspace Steward or the Makerspace Manager.

Tier Equipment

The equipment in the digital production studio is split up into 2 tiers of equipment. Tier 1 is less expensive equipment that you can use after taking the safety quiz.

However, a user will need in person training to use / check out Tier 2 equipment. Users who have completed a training for a Tier 2 piece of equipment are NOT permitted to supervise other users to use it, if those users aren't certified to use the Tier 2 equipment.

Tier 2 Equipment List:

- Canon EOS C200
- Nikon Z7ii
- Prime and Zoom Lenses
- Follow Focus
- Matte Box
- DJI Ronin

Equipment Check Out

Equipment may be checked out for a maximum of 3 days. If you require the equipment for longer than 3 days, you must check the items out again after consulting a Makerspace Steward. Checked out equipment is allowed to be taken out of the studio. If there is equipment you need that the Makerspace cannot provide, please check The Claremont Colleges Library [tech lending page](#) or [Studio 47](#), a 5C resource at Pomona College.

You may only check items out directly from a steward and we require that you return items directly to a steward. Do not give items to someone else to return for you - if you checked the items out, we require that you return the items yourself. Failure to do so may result in loss of privilege to check items out.

[Canon EOS C200 Quickstart Guide](#)

[Basic Audio Recording Guide](#)