



### BE Aware:

- **❖ Honor your "back time."** → set an alarm on your Chromebook)
- Leave a path for <u>passersby</u> → use one side of the hallway and allow a path behind the camera
- ★ Keep track of your devices, press passes, props, other items → keep everything in one neat spot



# BE Respectful:

- ❖ Do not disturb other classes or enter classrooms.
- Allow passersby to walk by, even if you need to stop filming for a few seconds.
- ❖ Direct passersby → show them the path
- Display a filming sign so others are aware of your filming space.
- Return at your back time so other DSers can use that filming location.
- ❖ Work as a team; "be kind to each other."



## BE Responsible:

- Take all equipment and other items with you when you leave a filming location.
- Stay on task
- ❖ Be on time to class.
- Honor "back times" from filming location.
- Always look around filming location for equipment, supplies, other objects: make sure to take everything with you (i.e.: filming sign; press pass)
- Do any assigned, out-of-class task ON TIME. (scroll to next page...)



## **BE** Safe:

#### **EMERGENCIES on location:**

- > FIRE ALARM: If possible, grab equipment and join the nearest class to exit the building
- > LOCK DOWN: Immediately report to the nearest adult/classroom. For example, if you are in the main hallway, go to the gym, main office, or guidance. Tell that adult that you are in Mrs. Wilson's class.

### **\*** EMERGENCIES in the lab/studio:

- > FIRE ALARM: move quickly/quietly out of the room towards the back door of the school. Stay in line with our class. Go to the ball field fencing and face the building.
- > LOCK DOWN: move quickly/quietly into the Studio. Find a spot on the floor that is NOT behind the green screen or printer cart. Remain silent until all-clear signal is given.
- Use equipment properly; treat equipment gently; report any problems immediately.
- ❖ No "stunts" during filming (i.e.: no cartwheels or other gymnastics).
- ❖ NEVER open an outside building door for ANYONE, even if you think you recognize them -- report the incident to the nearest adult.
- Audience rows: walk your chair to a row in front of the board; NEVER sit in the chair and roll into position.
- Collapse legs of tripod BEFORE entering lab (I know...but you'd be surprised how many people try it the other way...)