

How-to:

SHOOT AROUND CAMPUS



RULES:

1. You **MUST** have a *CTV ID Badge* to shoot around campus.
2. Pulling students out of academic classes for shooting is **NOT PERMITTED**.
3. All equipment is due back 10 minutes before the end of the period*.
4. Return equipment in proper condition. (wires wrapped neatly, etc...)
5. Represent CTV in a professional manner.

***No Late Passes will be written!!!**

PROCEDURES:

1. Check out and test all equipment.
2. Bring Scripts, Storyboards or Treatments to the shoot.
3. Focus on recording necessary raw footage.
4. Conduct yourself professionally when dealing with students and faculty. (especially Administration!)
5. Pack and return the equipment to the *Equipment Manager*. (make sure you return all equipment items, you are responsible!)
6. Organize written material (scripts, etc.) and store for later usage. (remember, written work is worth valuable points, don't lose it!)

I, _____ agree to these Rules & Procedures.
(print your name)

I understand that my hallway privileges may be revoked at anytime if I do not adhere to these Rules and Procedures. I also agree to treat students and faculty members with pride and respect **AT ALL TIMES**. As always, codebook policy will be enforced as it pertains to usage of technology. x _____

(sign your name)