

# BERKELEY COMMUNITY MEDIA



## STUDIO RESERVATION REQUEST

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Date Requested: \_\_\_\_\_  Live from: \_\_\_\_\_ to: \_\_\_\_\_  Taped

Studio Requested: EXPRESS STUDIO  LARGE STUDIO

MY PRODUCTION WILL INCLUDE: You must fill out the following information completely.

Crew Positions- For Large Studio reservations only: All crew must be current BCM members			
Camera 1		Roll ins	
Camera 2		Lights	
Camera 3		Director	
Floor Manager		TD	
Audio		CG	

Extra equipment requested: Please fill out completely							
Copy Cam (Xpress)				Direct Box(es)			
XLR Cables				Shotgun Mic(s)			
Omni Mic(s)				Mic Stand (floor)			
Lavalier Mic(s)				Mic Stand (desk)			
PZM Mic(s)				Live Calls			
SM 57/58 Mic				PA			

**Extra Needs:** Please list any extras you are planning for your reservation, including a large number of guests, etc. \_\_\_\_\_

Do you need assistance in finding crew members?      Yes    No

Studio producers must arrive in the studio *at least* 60 minutes before their *live* program begins for large studio shows or 30 minutes for Express studio shows or your show *will be cancelled* and you will receive a violation. If your large studio show is not done taping 30 minutes before BCM's closing hour, the technician will stop your tape and you will receive a violation. A complete crew of certified BCM members must be arranged at least 14 days before the date of the program, or the reservation may be cancelled. For help finding crew, please refer to a BCM staff member.

The technician supplied by BCM is only responsible for basic assistance. If you plan on having a large number of guests, a band or musical performance, etc. this information must be present in the space provided above. Please provide the technician with a loose script or flow chart including the exact times of each roll-in segment.

Producers are responsible for all actions of guests and/or crew. This includes the state of the studio and other facilities used by the group. If BCM is left in a state of disarray, this is cause for a minor violation as stipulated in the BCM Rules and Procedures handbook.

I claim responsibility for all equipment and facilities checked out to me. I understand that if this form is not turned in, in person, to the authorized staff person at least fourteen days before the date of my reservation, BCM has the right to cancel my reservation without giving me verbal or written notice.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_