

BKAT Studio Production Protocols for Producers

The BKAT Studio is available to support video and audio productions for BKAT members and in-house productions. The amount of studio time available will be based on demand for service and staff availability.

SCHEDULING

1. All studio time is by appointment only. Studio sessions include **staff setup time of up to 1 hour.**
2. Producers are encouraged to use their time efficiently and shoot more than one episode if appropriate.
3. Appointments must be scheduled **at least 7 days in advance** to ensure facilities and staff are available.
4. For Instant Television productions, see *Instant TV Guidelines* for additional scheduling information and policies.

ADDITIONAL MEDIA CONSIDERATIONS

1. Any video or still image material that BKAT staff will add during post-production must be sent for BKAT consideration at least 1 week prior to production via the BKAT Liquidfiles upload site at www.BKAT.tv/UPLOAD. "Walk-in" media on portable drives, via email attachments, or links to download from external cloud storage sites (Dropbox, Google Drive, etc.) will NOT be accepted. Producers should indicate how and where in the program the media should be inserted. There is no guarantee that it will be used (at the BKAT editor's discretion).
2. Producers are responsible for all copyright clearances. Copyright claims are taken seriously and can result at minimum of the removal of a program from air. Supplying uncleared copyrighted content for BKAT editing is a Code of Conduct violation. See *BKAT Policy Handbook* for details.
3. Producers requesting a LIVE graphic insertion(s) during a program recording must consult BKAT staff at least 1 week prior to the production for evaluation of feasibility and technical requirements, and requests are granted at the sole discretion of BKAT.
4. Electronic copies of raw or finished edited programs (.mp4, .mov, etc.) will NOT be provided by BKAT unless arrangements and approval have been made in advance with the BKAT Access Manager. Raw studio recording files will be supplied to program producers who will be editing their own program without BKAT assistance or media assets (see below, "MEMBERS EDITING THEIR OWN PRODUCTIONS").

ONE WEEK PRIOR

Producers must send information for the number of their guests and the guests names, as well as any teleprompter scripts and additional media 1 week in advance of the program to allow staff to plan and perform studio set up.

STUDIO SET UP

1. BKAT staff will set up the studio and turn on equipment and lights prior to each appointment.
2. The studio has general lighting and standard floor plans. Some variations in tables/chairs/accessories and colored lighting are available. There will not be time to change sets or lighting once production commences other than to make minor corrections at the direction of the BKAT staff.

3. Producers may choose from the sets and furnishings available; BKAT cannot store members props.
4. Studio may be used as a production space if you are using portable equipment. If you are using BKAT-supplied public portable equipment, your equipment will be in the room when you arrive. You will be responsible for equipment set-up.

UPON ARRIVAL

1. If early for appointment, please understand staff and studio may not yet be available.
2. No congregating in public areas. Please come ready to start your production(s).
3. If you are shooting more than one episode, please ask your second guest(s) to arrive about 30-45 minutes after your first studio session starts.

TALENT RELEASES

Any person appearing on camera will be required to sign talent release each separate day they appear on camera in the BKAT studio.

STUDIO OPERATIONS

1. BKAT staff will direct, switch, and record your program. Additional production elements will be edited in post-production unless BKAT has previously agreed to insert limited graphics elements "live".
2. **Only individuals directly participating in filming** are allowed to be in Studio during the reservation. A monitor is available in the conference room for others to watch the production in progress.
3. **STAFF ONLY in Control Room.** No exceptions. Any general directions the producer wishes to give the BKAT director should be done in advance of the commencement of recording.
4. **If you have a medical condition** that can be triggered by bright lights, heat, flickering, loud sounds etc. or utilize a medical device such as a pacemaker that can be affected by electronic devices or magnetic or radio frequency energy, PLEASE LET BKAT STAFF KNOW PRIOR TO ENTERING THE STUDIO.
5. **Do not step on any cables on the studio floor.**
6. **Do not touch or adjust** any cameras or equipment unless directed to by the BKAT staff.
7. **No food or drink is allowed in the studio.** Guests may have small cup of water on-set, if necessary but taking drinks during the production is discouraged.
8. **No animals** (except service animals) are allowed in the BKAT office or studio.
9. **Please turn off cell phones.** Ringing phones are disruptive, but even silenced phones emit radio energy that can cause interference in wireless microphones.
10. BKAT staff will provide a wireless microphone and will assist in placing it in the correct location on each guest. This sometimes requires routing the small microphone cable inside of clothing. Staff strive to keep this procedure comfortable and non-intrusive, but it does require them be in close proximity and minimally touch guests' clothing. If you wish to use the restroom to privately run the microphone cable alone or with assistance, please let staff know.
11. BKAT staff will provide wrap up cues to ensure that filming time does not exceed the expected length of the program. Please abide by the cues; adjusting programs that go over standard length requires additional editing to remove excess material and can result in a program that doesn't flow well, is confusing, or is visually jarring.

MEMBERS EDITING THEIR OWN PRODUCTIONS

If public members elect to edit their own studio productions, BKAT staff will need to copy the raw studio recording file in mp4 format over to a brand-new portable media device purchased from BKAT the day of the production. BKAT will stock the following for this purpose:

Portable USB stick/"thumb drive"

- USB 3.0 or higher (USB connector has blue plastic inside)
- Formatted EXFAT
- 2 GB (enough to contain at least 1 hour of production video)

The cost of each drive is on the BKAT Rates and Fees table. Member-supplied drives will not be accepted due to City of Bremerton IT security policies.

Please note: For Instant TV producers editing their own productions, you must submit your finished current quarter programs via the BKAT Liquidfiles upload site at www.BKAT.tv/UPLOAD before you will be able to make your next quarterly studio reservation(s).

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