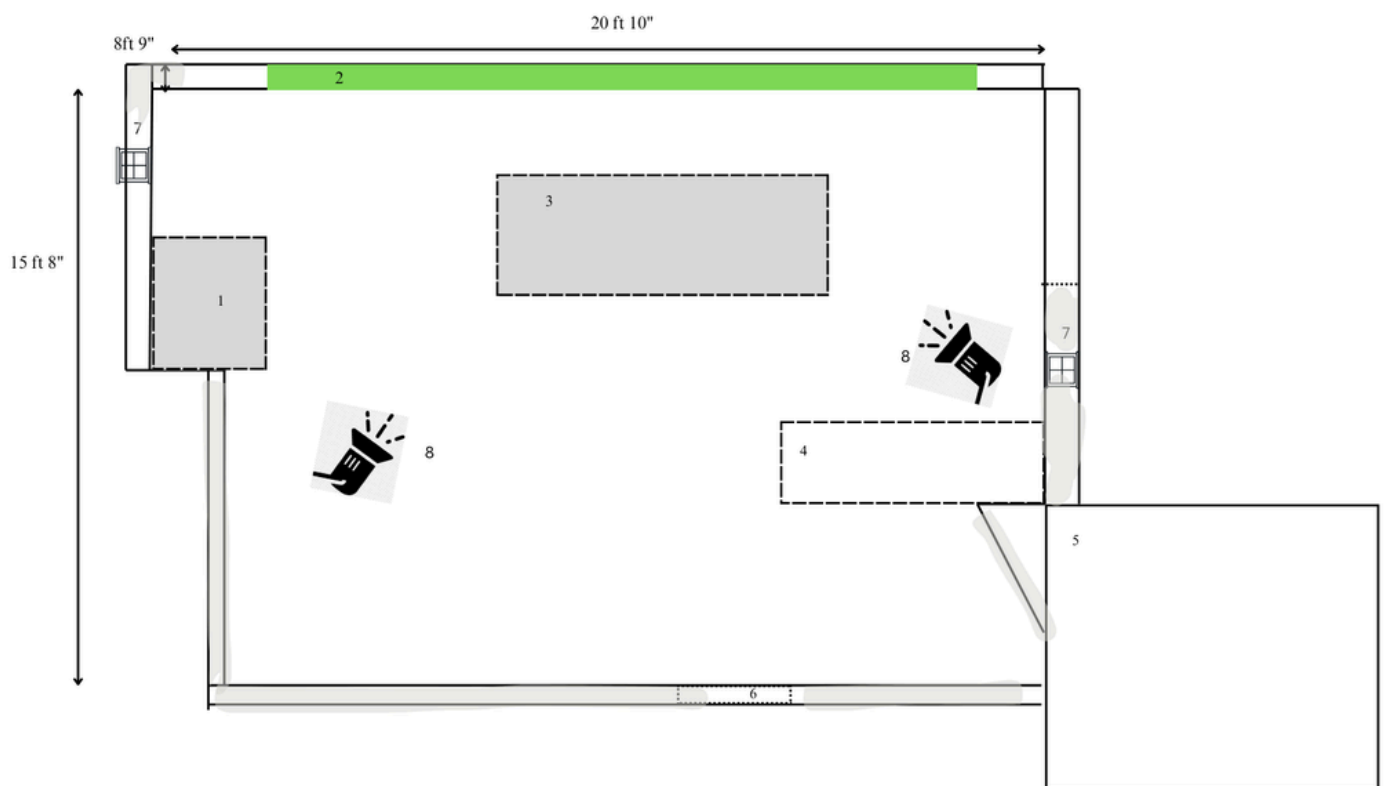


## CUTV Studio Technical Sheet / Guidelines for usage of studio

*Our studio is located on the fourth floor of 2110 rue Mackay, and unfortunately is not wheelchair accessible.*

1. Desk with iMac
2. Green screen curtain
3. Desk, splits in two and is movable
4. couch, can be moved
5. storage room with fire escape (staff only)
6. door
7. windows
8. Godox lights (see below for specs)

Area highlighted in grey = acoustic panelling



### Inventory of space:

iMac (2019, 4k, Radeon Pro 560X 4GB, 16 GB RAM) with OBS installed. Admin permission needed to install other programs/ make modifications.

2x Godox SL60W with P90L Parabolic softbox

GVM 800D-RGB LED Studio 3-Video Light Kit \*

1x Rodecaster Pro 2 \*

2x Shure SM7dB Dynamic Vocal Microphone \*

1x Camlink 4K External Capture Card \*

1x ATEM Mini Pro Video Switcher \*

2x tabletop mic stands

2x HDMI cables

1x teleprompter

1x 21" monitor

*\*please let us know ahead of time if you wish to use these items*

## **Guidelines**

*The equipment and spaces co-ordinator will give you more information about these rules before you use the space.*

Use of the studio outside of our opening hours is based on trust, and we may require that members are signed up/have used our services for a certain amount of time before granting this privilege.

You must be a CUTV member to use the studio, and new members may be asked to provide their credit card information to keep on file in the case of theft or damage.

Damage to the facilities or equipment, reckless use of equipment, or consistent no-shows may result in your access to the studio being revoked.

CUTV staff reserve the right to cancel any bookings if the space is needed for CUTV productions.

### **Before using the studio, you must ensure that:**

- You are informed about all locking up and safety protocol
- Any equipment that you may require from the depot is reserved and either picked up prior to the reservation, or an arrangement has been made with depot staff for secure storage (**this includes XLR cables, as they are not included in the space**)
- (Only if usage is outside of staffed hours) That a staff member has communicated with Concordia University to grant you after-hours access, and that you have been made aware of the key number, where to get keys, etc.

### **Before leaving the studio, you must ensure that:**

- Any items that belong in the studio locker are put back.
- All doors are locked, and the fire escape door is properly closed
- All personal belongings and equipment are taken with you- we do not provide overnight storage of equipment that does not belong to the CUTV studio or depot.
- The room is reset, with all cables neatly coiled and gaffer tape **carefully** removed from the floor.