

## Procedures for Large Studio Shoots, Showcases and Variety Show Studio Shoots

DCTV Members,

The following guidelines are intended to support you in producing studio shoots at DCTV that involve a large number of guests, and/or guests who are responding to a solicitation for showcase or variety show talent.

Studio shoots involving more than seven (7) guests, whether or not they are on-camera, are now required to reserve the Brooks Room, in advance, as a special green room for the guests to wait while they are not in the studio. The Brooks Room reservation form is available at the DCTV website, [www.dctvonline.tv](http://www.dctvonline.tv). Forms are also available at the third floor Production desk.

Completed Brooks Room reservation forms may be faxed to 202-526-6646 or dropped off at the third floor Production desk. Brooks Room reservation requests should be submitted promptly at the time of the Studio reservation -- availability is not guaranteed. If the Brooks Room reservation request corresponds with a studio shoot, and a current program proposal, there is no charge to the DCTV member for use of the Brooks Room.

Studio shoots involving more than seven (7) guests, whether or not they are on-camera, as well as studio shoots of any size that involve a variety show format and/or mass solicitation of guests (i.e. flyers, email blasts, word of mouth), will be required to have a designated crew member greet and handle guests for the duration of the time guests are present.

This designated crew member, as well as the producing member, will be responsible for proactively informing the guests about DCTV's Campus Rules. Please make special note of the rules regarding food:

- The common kitchen area on the second floor is the only location where you or your guests can consume food or set up refreshments, unless you obtain special permission in advance.
- All food trash must be gathered and placed in the covered, labeled trash container in the common kitchen area on the second floor.

Please also remember that every member and guest is required to sign in on the third floor immediately after entering the DCTV facility. Only appropriately certified DCTV members are allowed to handle DCTV equipment. Members are responsible for the cost of repairing or replacing equipment damaged or lost during their shoots and other facilities uses.

We are pleased to offer free parking in our lot, as space allows, for use by members and guests during their participation in bona fide DCTV activities at our facility. All other parking in the DCTV lot may result in towing. Do not park on the grass. If the lot is full, there is free and metered street parking in the neighborhood; please obey posted signs. DCTV is conveniently located next to the Brookland Metro station (red line).

On-camera guests may be asked by DCTV staff to sign a Guest Disclosure & Participation Form affirming that they have not paid to appear on your program. Copies of this form and the Campus Rules section of the Producer's Policy Manual are available on the third floor. You are encouraged to share them with your crew and guests.

Thank you for your cooperation!

If you have questions, please contact DCTV Member Services at 202-526-7007.