**Studio Set-up**

**Storage Room**

1. Bag of cables:
   1. 3 long BNC
   2. 1 shorter with BNC>RCA-M adapter
   3. 9 long XLR (6 headphone to box, 3 Mic)
   4. 1 short XLR (director headphone to patch panel)
   5. 4 video transformer boxes
   6. 4 short HDMI cables
2. Headphones and headphone box (6)
3. 2 dollies
4. Big TV

**Lab**

1. 3 cameras
2. 3 tripods
3. 2 lav’s (and tape)
4. 1 shotgun
5. 1 boom pole
6. extension cords
7. power strips

**In Control Room**

1. Patch director headphone into panel under the table in 221 – you might have to unpatch something. Patch that input in 207 into the headphone box)
2. Design graphics (templates in the application folder – make copy).
   1. Use alpha channel. [Channels. Make sure cut out is correct].
   2. Export. File>export>switcher
   3. Assign to media player 1 or 2 & assign to a slot within the player
   4. Demo how to call up different graphics on the switcher
3. Audio board
   1. Control room audio runs through Logic. Enable record button.
   2. Mics come through the UB numbers on the board that correspond with the wall box in 207.
   3. Move stinger audio from Scooby. Graphics person manually runs audio from the Logic application “board”.
4. Switcher (to key, call mp1 or mp2 on top line, make sure key 1 or key 2 in punched – center panel, fade with fader bar). Make sure you punch BKG after removing a key – or you get cut out from the alpha channel in the program image)
5. Patch Switcher out (long HDMI cable under desk near window) to big TV – only during playback (cable under computer/hardwired).

**207**

1. Patch 4th camera BNC to TV (punch through inputs on TV to show correct feed). Need BNC cable + BNC>RCA-M adapter. In cable bag.
2. Run long lighting cable to wall box. Set lights. (XML and lighting diagram is in the documents folder).
3. Run 3 audio cables from wall box for mics.
4. Run 3 BNC cables from wall box for cameras
5. Have camera operators watch for the display. It needs to be off.
6. Run headphones into small headphone box for director (patched to control room), 3 cameras, floor director, lighting.