



# Television Studio Operations Guide

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## **Chapter 1**

# **Operational Responsibilities**

## 1.1 Studio Director

- Decides format of the programme with the producer
- Creates the camera shots and positions for each part of the programme
- Works with the Lighting Director to decide on the appropriate lighting for show
- Works with the Sound Supervisor to discuss sound, effects, music and comms for the show
- Works with set designer or if an existing show uses existing set to best use for particular programme
- Creates running order with the PA and Producer and creates the call sheet
- Co-ordinates with graphics and VT play-in
- Rehearses the studio before the show and decides on camera position and framing with camera team
- Directs the vision mixer during rehearsal and leads them during the show
- Follows the script and running order of the programme
- Decides on the next shot, VT, graphic or other source to be used next
- Stands by VT before running VT
- Warns the camera or graphics before Vision mixer cuts to it
- Stands by and cues presenter (sometimes PA)
- Cues digital video effects or animations on graphics
- Directs the cap-gens when called for from count from PA or from the script

- Informs the studio team of any changes in the running order which may be as a result of editorial changes from the producer
- Is in charge of the technical side of the studio
- Is responsible for the smooth running of the programme
- Takes technical decisions on the programme on advice from the technical manager

## 1.2 Producer

- In charge of content of the programme
- Works with the director to create the look of the programme
- Has editorial control of the order of the programme content
- Director can overrule producer on technical grounds (normally)
- Talks to presenter on talk back
- Discusses timings of the programme with the PA and makes suitable adjustments
- Producer allocates assistant producer responsibility to stories or parts of stories
- Reporter with assistant producer on packages for Producer
- Researchers provide research on stories for producer which is used by presenters, reporters or assistant producers

## 1.3 PA

The Production Assistant (PA) or Programme Coordinator (PC)...

- Works to the programme duration for live or recording
- Tests communications to the presenter
- Checks whether presenter is working on open or switched talkback
- Works to running order which has all the durations of VTs, reads and titles
- Keep track of programme timing and keep the producer informed whether there is an under-run or over-run
- Advises producer to make adjustments to get the timing back on track
- Times each of the items and informs the studio over talkback of the timing left on VT or interview or other live event
- Gives studio countdown to transmission or recording: 2 mins, 1 min, 30s, 20s, hard count 10-0 and then notes if the broadcast is on-air if it is live
- Gives director timings on VTs and graphics
- Keeps paperwork and music copyright for Programme as Broadcast (PAB)

## 1.4 Presenter (Talent)

- Listens to the director over talkback (if available)
- Listens to the producer over talkback (if available)
- Talks to director through their microphone if it is open or speaks to the floor manager who will relay to director
- Has scripts ready to read and have researched subject and questions for interviews
- Will have make-up completed by the agreed call time
- Be in studio by agreed call time
- Put on talkback unit and earpiece if one is available
- Hears directions over talkback and/or visually from floor manager
- Takes visual cue from floor manager to start reading script
- Takes visual cue for the camera from floor manager
- Follow PA talkback or floor manager's hand signals to shorter or longer duration item
- Quiet by the time that they have been ask to, PA will count to stopping talking
- Pleasant to all technical staff



## 1.5 Floor Manager

- Listens to the director over talkback
- Is the eyes and ears of the director on the studio floor is responsible for health and safety on the studio floor
- Is in charge of the studio floor and co-ordinates with all personnel in that area
- Speaks loudly and clearly
- Normally 30 sec warning for rehearsal or 2 mins warning for live recording
- Uses hand signals to give timing to on-air, off-air and timings of items and interviews
- Verbal warning to transmission/recording 2 mins, 1 min, 30s, 20s, 10, 9, 8, 7, 6, 5 and 4s, only hand signals for 3, 2 and 1s. (knows the hand signals for all the timings)
- Knows hand signals to cue presenter and extend or shorten speech

## **1.6 Camera Operator**

## **Chapter 2**

# **Operational Guides**

### **2.1 General**

#### **2.1.1 Comms**

### **2.2 Studio Floor**

### **2.3 Production Control Room**

The Production Control Room (PCR)

**2.3.1 Producer****2.3.2 PA****2.3.3 Director****2.3.4 Vision Mixer****2.3.5 Engineer****2.3.6 Autocue Operator****2.3.7 GFX Operator****2.3.8 EVS Operator****2.4 Sound Control Room****2.4.1 Sound Mixer****2.4.2 Gram Operator/Comms Engineer**

This multipurpose position...

**2.5 Vision Control Room**