

Studio Instructions - Students Entering the Studio

Please arrive at the studio waiting area (outside MEZ 2.104, most easily accessed via the South Mall entrance) 15 minutes before the start of your class. The studio door will be shut 5 minutes before class; no one can enter after that time!

Students must read and sign the LAITS Studio Production Release Form prior to entering the studios. You can find this form in your course's Canvas pre-class module. Entry into the studio space will indicate that you have read and agreed to the terms included in the release form.

15 minutes Before Class Begins - admit students to the studio:

Students will be met outside in the Studio hallway and directed to their seats in the Studio.

REMINDERS:

- 1) Be sure to take any **restroom breaks before** entering the studio. Once filming has begun, you will not be readmitted to the studio if you leave.
- 2) Be **quiet in the hallway**. This is an active studio and other classes may be recording.
- 3) **Eating and drinking (besides water) are not permitted**. Please finish any food or drinks prior to entering the studio.

5-7 Minutes Before Class Begins – be sure to:

- 1) **Turn off cell phone and wireless devices completely**, except for computers. (Devices need to be **OFF**; not just on a silent setting.)
- 2) **Sign on** to Canvas but, **Mute** laptops
- 3) **In an emergency**, quietly alert a TA if possible if students need to exit. Exit quietly.

After class ends – (after end credits or mics are cleared):

- 1) **Do not go on the black carpet** to speak to the professor after class due to the wiring and camera equipment. Students should wait for the professor at the bottom of the risers.
- 2) **Exit to the right side** of the Studio hallway, yielding to in-coming professors, TAs and crew. There is only a 10-minute block to change the set and equipment for the next class.
- 3) **Quiet in the hallway**. Classes are likely being recorded in other studios.