

## **Guidelines for Working in Radio or Television Studios**

The studio will close Monday and Wednesday at 3:30. On Tuesday, Thursday and some Fridays the studio will be open until 9:45. You are expected to clean up and be out of the area and school by these times.

You must enter and leave the building through the east IMC entrance only. Never prop doors open.

You are restricted to the studio area of the building only. If you plan on taping in other parts of the building after 4:30 you must give your instructor or the evening supervisor a list of the students that will be involved.

No food is allowed in the studio areas at any time. Food can only be consumed in the classroom area. No food or drink should be eaten anywhere in this area before or during the school day.

You are here to work on radio and television projects. Friends are not allowed to accompany you.

Radio: In the WGBK policy manual it is stated as- "Guests are not allowed in the studios unless they have been approved by the instructor. If the night supervisor is not informed of a studio guest, the person will be asked to leave the building."

Sports and Television: If you are working on a project that involves individuals not in a broadcasting class, and need their assistance, you must clear them with your instructor. Your instructor in turn will notify the supervisor for that night.

Failure to follow these guidelines will result in the revocation of your privileges to work in the radio and television areas after normal school hours. This will affect your ability to finish projects.