

## MINOR CLASS-RELATED TELEVISION PRODUCTION GUIDELINES

A “Minor Production” is any TV production that does not require equipment to be plugged into a power outlet (i.e., small crew with camera running off battery power and no lights or additional equipment to plug in).

If you need to plug in equipment, you must follow “Requirements for MAJOR Class-Related TV Productions at Columbia.”

In an effort to maintain proper safety and security at Columbia, please follow these requirements for any TV productions on Columbia school grounds:

- I. **Properly labeled TV Department equipment must be used.**
- II. **Have a valid Columbia College ID. You must also have contact information for your instructor.**
- III. **Ask permission before starting production. Well in advance of your shoot, find someone in charge of the area you plan to utilize, and ask if there is a convenient place and/or time to shoot that will cause the least amount of disturbance.**
- IV. **Do not block any access ways (stairways, doorways, elevators, etc.) and make sure that people can easily maneuver around your set-up. Be especially careful not to block any fire exits as this is very dangerous and unlawful.**
- V. **Keep in mind that there are classes constantly in session and any loud talking or bright lights may disturb the students or teachers in classrooms nearby.**
- VI. **Clean up after yourself. If you rearrange any furniture or move objects, make sure you put them back in their original places when you are finished.**
- VII. **If you are asked to stop production by Columbia faculty, staff or security, do so quickly and without argument. (A/ways have a back-up plan ready in case you are forced to abandon a location.)**

**Should you have any questions, please contact your instructor or the Television Department Operations Manager:**

Operations Manager

Television Department

Dave Dvorak

600 S. Michigan Avenue, Room 1412

Phone: 312-369-7189 or e-mail: [ddvorak@colum.edu](mailto:ddvorak@colum.edu)