

(updated 10/30/09)

## **MAJOR CLASS-RELATED TELEVISION PRODUCTION GUIDELINES**

A “Major Production” is any TV production that requires equipment to be plugged into a power outlet, or productions with large crews (more than 3 crew members) and/or large amounts of equipment (i.e., location productions for “Out On A Limb” or Drama Program Workshop).

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

### **I. MANDATORY SUPERVISION BY FACULTY**

During all productions, a Faculty member must be present in a supervisory role at all times.

### **II. PRODUCTIONS IN THE TELEVISION SPACES**

Productions, located in any space under the jurisdiction of the Television Department (600 S. Michigan building -- 7<sup>th</sup>, 14<sup>th</sup> or 15<sup>th</sup> floors), must get advance written approval from the Operations Manager of the Television Department.

Operations Manager

Television Department

Dave Dvorak

600 S. Michigan Avenue, Room 1412

Phone: 312-369-7189

[ddvorak@colum.edu](mailto:ddvorak@colum.edu)

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### III. PRODUCTIONS REQUIRING A ROOM/SPACE ON COLUMBIA PROPERTY (in R25)

Productions, located in any Columbia space **NOT** under the jurisdiction of the TV department but listed in R25, must have that room reserved by a Faculty member using Columbia's Master Schedule R25 Online Request system.

**Please note the following when using the Master Schedule R25:**

When requesting the space through R25, under the "Requirements" section, you must check the box labeled:

**"Is this for a TV Production"**

Once your request is approved, Security will be notified of the production.

R25 approval takes at least 48 hours. Keep this in mind and avoid last minute disappointments by making your arrangements well in advance of your projected production.

For additional assistance with Columbia's Master Schedule R25, please contact the Space Manager/Scheduler.

Peter Bouchard

Space Manager/Scheduler

Office of Campus Environment

600 S. Michigan Avenue, Suite 532

Phone: 312-369-8515

[pbouchard@colum.edu](mailto:pbouchard@colum.edu)

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### IV. PRODUCTIONS IN COMMON AREAS

For productions located in any common areas (i.e., hallways, foyers, lobbies, etc.) on Columbia grounds, **faculty must retrieve written approval from the Office of Campus Safety & Security 48 hours in advance of the production.**

**To Obtain Approval:** Please email the Administrative Assistant in the Office of Campus Safety and Security who will forward the request to the proper authority for approval.

Melissa DaRocha

Administrative Assistant

916 S. Wabash, Room 505

[mdarocha@colum.edu](mailto:mdarocha@colum.edu)

The Office of Safety and Security will send a confirmation notice of approval for the production to the security guard in the designated Columbia College Chicago Building and copy the Executive Assistant, Office of Campus Environment.

### V. PRODUCTIONS IN DEPARTMENTAL SPACES AND OFFICES

For productions requiring the use of any office or department space on Columbia Grounds that is **NOT** listed in R25, faculty must get written approval from the Department Head and forward the approval via e-mail to the Office of Campus Safety & Security 48 hours in advance of the production.

#### **CAMPUS PROPERTY/GROUNDS:**

Please be advised: Campus Property consists of the buildings itself. Sidewalks and Alleyways are not a part of Campus Property/Grounds. Please check with the City of Chicago to gain permission and guidelines to do productions off campus property.