



ST. CLOUD STATE UNIVERSITY™

TV Studio Hours
<p>Monday through Thursday: 9:00am – 10:00pm Friday: 9:00am – 6:00pm Saturday and Sunday: Closed</p>

TV Studio Rules	Available Equipment to Checkout
<ul style="list-style-type: none"> • 4 Hour Max checkout time on any equipment or edit room, expect for news cameras • If you are 15 minutes late picking up any equipment on reserve, you lose your reservation • Overnight checkouts can be picked up anytime from 6:00pm to close. <ul style="list-style-type: none"> ○ <i>Except on Friday's where it can be picked up anytime after 12:00pm</i> • Overnight equipment must be brought back the next working day within the 1st hour the studio is open (<i>between 9:00am – 10:00am</i>) • If you are more than 15 minutes late when returning equipment, you will not be able to checkout equipment for 1 week. • <i>Weekend equipment must be returned Monday between 9:00am – 10:00am.</i> • No reservations for equipment will be made until 10:00am in order to give overnight checkouts the full hour to return equipment • Students must check in and out when using the edit suites • No need to reserve or checkout computer systems in computer lab SH117 or SH119 	<ul style="list-style-type: none"> • Panasonic AC90 camcorder system <ul style="list-style-type: none"> ○ 2 – 32GB cards ○ Shotgun microphone kit (microphone, windscreen, 90 degree XLR, bag) ○ White balance card ○ Tripod with bag ○ Camcorder bag ○ Headphones ○ Camcorder

TV Studio Manager: Derrick Silvestri – 320.308.4784 –
 dcsilvestri@stcloudstate.edu

Checkout Phone Line: 320.308.4782