

Equipment Orientation:

Procedures & Policies

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Things to Consider:



- Camera's are costly to repair (almost half of purchase price)
- Takes 4 weeks to get a camera back from servicing
- Riverside Media program cannot continue to run if equipment is abused



Photo Content Policy:

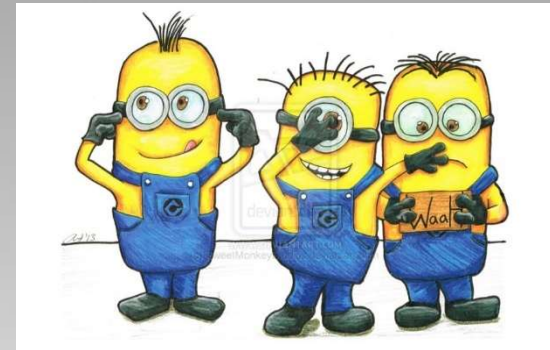
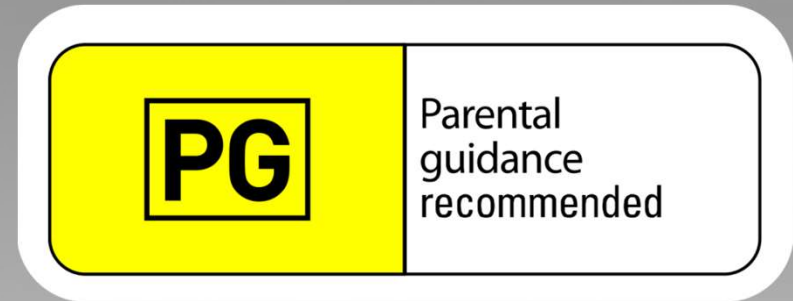
All Photo content must contain suitable subject matter for the classroom environment

Inappropriate material includes:

- A) promoting drugs or alcohol
- B) vulgar or obscene material
- c) violence
- d) racial slurs or attacks
- e) sexually suggestive shots
- f) revealing illegal activities

Inappropriate footage* will result in:

- a) immediate zero on project
- b) prohibition from equipment use
- c) possible administrative action



Photography/Filming During School Hours:

- Be back 10 minutes before class
- Only reason to be out of class: photo/filming shoot!
- No visiting!!!!
- Any abuse of out of class photo shoots = loss of out of class privileges. 😊
- A privilege we want to keep
- Stay on school grounds unless you have asked for permission to leave.



Photography/Filming After School Hours:

- Only when completely necessary
- Must transport camera in a camera case
- Must be returned before block A the next day
- You are responsible for any damage to camera
- Make sure you copy your images/footage to your OneDrive before you return the camera.



Equipment Basics:

- Only students from our Media class may handle and operate film equipment
- Report any damage to equipment immediately
- Keep the equipment with you – in and out of class!
- You're responsible for the equipment when signed out in your name
- Equipment room is off limits when the instructor is not in it.
- All equipment is to be returned 10 minutes before the end of class.
- **You are responsible for any damage or loss of equipment when signed under your name**



Equipment Sign-out Procedure

- Your Name and the equipment number must be recorded to the equipment sign out sheet (all equipment!)
- ALL equipment must be signed out before leaving the equipment room
- Return equipment 10 minutes before class
- Have your Instructor check in the equipment
- The student that signs out the photo equipment is responsible for the equipment including returning it

EQUIPMENT LOANS

Student Name	Date m/d/y	Camera #	Tripod #	Mic	Boom	SoundBox	Headset	Lights	SD Card	Cables	Charger	Other:	Return Initial
											Yes / No		
											Yes / No		
											Yes / No		
											Yes / No		
											Yes / No		
											Yes / No		



Equipment Room:



- Do not invite your friends into the equipment room
- Return equipment to counter
- Instructor will sign in equipment, not you



Equipment Returns

- Cameras are returned to the correct number of the camera shelf
- Put the strap right behind the camera
- DO NOT let the strap dangle down off the rack!
- If your battery is down a bar, put it in the charger
- Spare batteries are kept right behind the equipment log
- Make sure your SD Card is put back in the camera.



Equipment Bag



- Use an approved camera bag to transport cameras home for overnight loans
- Never store camera equipment in your car or locker
- Equipment is to be returned collapsed for proper storage
- Do not leave any equipment in a classroom
- You may return equipment to the office if I am away or you are here later than me
- Always use the camera case when taking gear overnight.
- Lens pointed up in bag.



Equipment Transport

- Use a Camera Case
- Collapse everything (eg: tripods) when in Transport
- Keep all items in the correct case
- Pack up your gear correctly
- Carry tripods by the legs only.
- Be aware of the strap – never leave the strap hanging over tables so it can get caught.
- Do not force the movement of any of the parts.
- Do not touch the lens release button unless you are changing lens.
- Taking the bus? Put your camera case in your backpack!



Camera Care:

- Only use approved cleaning cloths and solutions on the camera lens. You can damage the lens otherwise!
- Only use the camera in dry locations, these cameras are not weather proof
- Be careful not to leave batteries in your pockets or bags, you may damage the contacts
- Hold the camera by the base, not the lens.
- Set up and test the stability of tripods first before mounting cameras
- Use the lens caps! When camera is not in use.
- Store all extra parts in the camera case
- Always turn off the camera before removing an SD Card.
- Do not leave a camera exposed without a lens or cover!
- **Safety Warning:** Make sure you know the difference between focus ring and zoom ring. Do not obstruct focus ring when in autofocus!



SD Cards

- Do not remove the SD cards from the cameras outside of the classroom.
- Once you have uploaded your images/movies to your computer, put the SD Card back into your camera.
- Backup your images/movies to your OneDrive after you have copied them to the computer.
- Wipe the card after you have verified that you have copied your images to OneDrive.
- Do not forget to return the SD Card!
- **For Film groups**, SD Cards are kept in the camera pouch as seen in the image. Remove the SD Card and return it to the group pouch and case after you shoot. Make sure you return the original card to the camera.



Tripod Care:

- **Never** leave a camera unattended while on the Tripod!!!
- Ensure the tripod is stable prior to mounting camera
- Setup the tripod on an even stable surface only
- **Loosen tension screw** to change camera angle then tighten
- Make adjustments to the tripod before mounting camera
- Don't lean the tripod up against anything
- Carry the tripod by the legs ONLY!



Lighting Care:

- DO NOT place lights on flammable materials!!!
- Setup lights only on stable ground and keep cords out of high traffic areas
- Always wear gloves when handling lights on set (non-LED)
- Lights need to be in a well ventilated area
- Store all Gels, spare batteries, chargers in the case when not in use



While On Photo/Film Shoot:

- Never point the lens right at the sun or other light source
- Never force the SD card in when loading into the camera
- Use the shoulder and handle strap
- Keep the camera out of the sun and away from a source of heat.
- Never use the camera where dust and sand can get in it.
- Stabilize your camera.
- If you are taking extra gear (eg: other lens), take a camera case with you and keep all extra gear in it until needed.



No Horse Play!



- You can and will lose equipment privileges

