



415 Main St. Worcester, Mass. 01608 (508)755-1880 Executive Director, Mauro DePasquale

VIOLATION NOTICE

Staff will fill out the following violation notice when membership requirements and policies are not followed. The notice must be filled out by staff and a copy may be provided to the member. "Tape Violation Forms" are on file with programming and are not included in this notice

Today's Date: _____ Name of Production: _____ Producer/Intern/Volunteer Name: _____

Please note that you have been sited for the following violations. Please respond to receipt of this notice. You may respond in writing to the Station Manager . Refer to Rules and Procedures Amendment #001/2003

Violations: Check all that may apply:

<p><u>STUDIO PRODUCTIONS</u></p> <p>____ Late to arrive for production (How late?) _____</p> <p>____ Left the facility late (At what time?) _____ Close is at 8:30pm</p> <p>____ Did not show up for production or call to cancel</p> <p>____ Did not show up for production –even after calling to be late</p> <p>____ Did not sign in upon arrival at the facility</p> <p>____ Did not sign out upon departure from the facility</p> <p>____ Guests did not sign in at the front</p> <p>____ Excessive amount of guests at the production (over 5)</p> <p>____ Left studio lights on after production was complete</p> <p>____ Did not return all cameras/lights to proper place after production</p> <p>____ Blocked fire exits with props/sets after production was complete</p> <p>____ Used props or equipment that was not authorized for use</p> <p>____ Taping or tacking items to the blue chromo key wall</p> <p>____ Shot an out of the ordinary production (such as a live band) without notifying the Station Manager for written approval</p> <p>____ Received complaints from people in building regarding the excessive noise of a production</p> <p>____ Left food or drink in the studio after the production</p> <p>____ Did not clean up after the shoot (Remove trash, etc.)</p> <p>Explain _____</p> <p>____ Shot a production not yet approved by the Station Manager</p> <p>____ Shot a "commercial" production</p> <p>____ Shot obscene, threatening or harassing material in a production</p>

EQUIPMENT (FIELD OR STUDIO)

- Did not return equipment properly (equipment such as mic's left in studio)
- Intercom headsets not left in proper place on studio camera
- Unauthorized use of equipment by non-certified members
- Did not return equipment on time (How late?) _____
- Missing items when equipment was returned _____
- Equipment problem or damage

DESCRIBE _____

CONTROL ROOM

- Audio buttons left up on audio board
- Did not returned borrowed CD's to the library
- Failed to return machines to normal calibrations
- Rewired or reconfigured machines without proper approval or supervision from staff
- Had food or drink in the control room

EDIT SUITES/PREMIERE & ADOBE COMPUTER ROOMS/COMPUTER LAB

- Did not sign in upon arrival
- Did not sign out upon departure
- Failed to turn off machines and monitors after use
- Inappropriate use of computer

Explain: _____

- Transferred obscene, threatening, or harassing materials
- Used two or more computers at the same time
- Used editor for longer than permitted (2 hours daily)
- Did not return all buttons and levels to proper place for next user
- Unauthorized use of a computer (Community Vision's)
- Not using the correct editor/computer that was earlier reserved
- Damage to computer

Explain: _____

- Too much footage on the hard drive leaving little space for others
- Unauthorized use of facility by non-certified members
- Unauthorized use of facility for "profit"
- Used machine for purposes other than a WCCA TV approved production
- Created copies without making a donation to the station
- Had food or drink in the room (this includes closed containers)
- Did not respect others while using facility (loud conversation/cell phone use)

