

## Operational Note, C.

### TOWN BROADCASTING CAPABILITIES - Instructions

*Instructions for each room system is laminated & put with system for WayCAM's trained volunteer operator and or staff. Our volunteers are responsible for taping the meetings for WayCAM. If you have a question during a meeting on the operations of the system, please defer to the volunteer/staff person knowledge of the system. If you still have a question about the way the meeting was taped, please contact the studio with any questions.*

#### **Current Employee for Government Shoots:**

Robbie Bullard

*If you need any training in a board member operated system, please call 508-358-5006. Ask for Mark Foreman, Production Manager*

### **Town & School Buildings Studios:**

- 1) **Board of Selectmen Room:** This 3 HD camera studio allows the meeting to go from a live wide angle shot, to a separate PowerPoint presentation for the town. It allows you choose a graphic shot with no audio for the end of the meeting or during executive session. The room is set up with 3 fixed microphones that are automatically set for the meeting. It uses a manual A/B/C switch to accomplish all the different settings. The board doing the meeting also has a monitor so that they can view the setting they choose during a live broadcast. The meeting can be taped at the studio and or run live to our channel. This system can be run by the board member, which can ask for training if needed. The board member needs to know how to use A/B/C switch if needed for the meeting.
- 2) **School Committee Room:** This 2 HD camera system gives you the option to choose a wide Shot of the meeting or a media shot of a presentation. It allows you to cut to a computer presentation shot or a graphic presentation with no audio for the end of the meeting or executive session. It also has 3 fixed microphones that are automatically set for the meeting. The system uses a manual A/B/C switch to choose the correct input for the meeting. It also has a monitor next to the switch so that you can view your selected input. The meeting can be taped and or run live to our channel. This system is run by the board member, which can ask for training if needed. The board member will need to know how to turn the system on and off. They will also need to know how to load a DVD, hit record and stop the DVD at the end of the meeting. Lastly, they will need to know how to use the A/B/C switch if needed for the meeting.
- 3) **Planning Board Room:** This single HD camera system with an A/B switch and monitor can go from a live wide angle camera shot of the meeting to a graphic with no audio for the end of the meeting or executive session. The studio also has fixed microphones that are automatically set for the meeting. The meeting can be taped and or run live to our channel. This system is run by the board member, which can ask for training if needed. The board member will need to know how to turn system on and off. They will also need to know how to load a DVD, hit record and stop the DVD at the end of the meeting. Lastly, they will need to know how to use the A/B/C switch if needed for the meeting.

- 4) **Small Conference Room:** This single camera studio with fixed microphones and a monitor can only be taped for rebroadcasting. This system is run by the board member, which can ask for training if needed. The board member will need to know a few things, first, how to turn system on and off. They will also need to know is how to load a DVD, hit record, pause during an executive session and continue recording after the executive session. They will also have to stop the DVD at the end of the meeting. A trained volunteer can also run this system.
- 5) **Senior Center Room:** This 3 HD robotic camera studio with manual microphone set-ups, uses a manual A/B/C switch to go between camera shots with a monitor for viewing. It also lets you choose a PowerPoint presentation to the town. This system also has the graphic input with no audio for the end of the meeting or for an executive section. You have control of your audio for your microphone using an audio board and can broadcast the audio to the room itself through audio speakers in the ceiling. The meeting can be taped and or run live to our channel. A trained volunteer can run this system.
- 6) **Large Hearing Room:** This 3 HD robotic camera studio with monitors and manual audio microphone set-ups; allows operators to change their camera shots to close ups to wide angle shoots, and then lets you switch between those camera shots you created. It also has a Graphics system that allows the volunteer to add titles, tags, and credits during the live production. This system also allows you to cut to a PowerPoint presentation for the town. You have audio control over your of your microphone inputs; as well as broadcasting the audio to the room through speakers located in the ceiling. This meeting can be taped and or run live to our channel. A trained volunteer runs this system.
- 7) **Wayland Public Library:** This 2 camera studio allows you to go to a fixed wide angle shot and then go to a shot you create with your robotic camera controls. You have control of your audio for your microphones using an audio board. The meeting can be taped at the location and the DVD is returned to the studio. It also has the ability to run live to our channel. A trained volunteer can run this system.
- 8) **Wayland High School Field House:** This 4 HD robotic camera studio with monitors and manual audio microphone set-ups; allows operators to change their camera shots to close ups to wide angle shoots, and then lets you switch between those camera shots you created. It also has a Graphics system that allows the volunteer to add titles, tags, and credits during the live production. This system also allows you to cut to a PowerPoint presentation for the town. You have audio control over your of your microphone inputs. This studio can be taped and or run live to our channel. A trained volunteer runs this system.
- 9) **Wayland High School Theater:** This 3 HD robotic camera studio with 2 fixed microphone and an HD monitor; allows operators to change their camera shots to close ups to wide angle shoots, and then lets you switch between those camera shots you created. It also has a graphics system that allows the volunteer to add titles, tags, and credits during the live production. This system also allows you to cut to a PowerPoint presentation for the town. You have audio control over your of your microphone inputs. You can event add a manual HD camera to an input back stage for a manned 4<sup>th</sup> camera. This studio can be taped and or run live to our channel. A trained volunteer runs this system.