

Lighting-Shooting Studio Policies

1. Failure to comply with any studio policies will result in forfeiture of all use privileges. Before requesting access to the studio, familiarize yourself with ALL of the policies. Ignorance of the policies is not an excuse for non-compliance and will not prevent loss of privileges.

2. Everyone—including faculty and graduate students—who wishes to use the studio must contact Gesche Wuerfel at wuerfel@email.unc.edu for approval of use and introduction to policies, scheduling practices and equipment usage. Undergraduate students must also be enrolled in an Art Department photography or digital course.

3. To schedule sessions: Sign up for time on the online calendar for the studio (access to calendar provided upon following policy 2). Individuals or teams may sign up for 3 hours maximum at a time and must have 3 hour breaks in-between their scheduled times. The person who signs up time on behalf of a team takes responsibility for the entire group's conduct in the studio. More than one team can sign up to work together during a session IF they have communicated with each other and agreed to share the space in advance. Delete your time on the schedule if you decide not to use the studio. Do not delete other teams' times and replace their time with yours.

4. Remember the condition of the studio when you enter (suggestion: take a photo of the studio with your phone to call up again when you are done). **You must leave the studio in better shape than you found it when you are done.** Be careful and respectful of the equipment and the space. Clean up after yourself. Remove all personal items. Don't mark on the walls. Don't rummage around in the storage shelves.

5. Don't remove any lighting studio equipment from Room 225 ever.

6. Do not store anything (especially borrowed "Cage" equipment) in the studio. It will not be there when you come back.

7. Do not use anything you do not understand how to properly and safely use. Ask the studio manager or your instructor for assistance as needed.

8. A qualified photo instructor must give you additional orientation before you use strobe lighting (it can kill you and/or fry your camera). Don't use the dedicated soft box except with the "Photogenic" strobe.

9. Basic safety policies:

- a. Quartz "hot lights" are hot, electric and dangerous—you can injure yourself if you use them improperly.
- b. Don't use umbrellas too close to bulbs—they can melt and/or catch fire.
- c. Don't close barn doors on lights, even when finished—you will burn out/overheat the bulbs. Use suede gloves to protect your hands while using lights.
- d. Never ever touch a bulb! They are burning hot and hand moisture will cause them to shatter. Only studio staff will change bulbs.
- e. Tie up power and extension cords during use or while moving light stands—loose cords are a tripping hazard, especially on tall heavy lights.

10. Do not mark, pin, tape or otherwise damage the large, standing black and white foam-core backgrounds. Do not trash the backdrop rolls—cut across them with the olo cutter if needed. Do not pin anything on the walls except where noted, to the right of the electrical conduit on the east wall.

11. Report anything broken, damaged or missing to the studio manager.
- 12. Never give out the door combination to anyone else. Never leave the door propped open.**
13. No drugs, alcohol or any other violations of UNC policies is permitted.
14. If you have any questions, please contact Gesche Wuerfel at wuerfel@email.unc.edu