

## **WHAT IS NUTV?**

**NUTV (New University Television Society) is one of the oldest university based television production societies in Canada.** Our primary purpose is *two* fold: provide The University of Calgary students and other members of the community with an opportunity to participate in television production *and* to produce quality programming that will be of interest to the students of the University. We offer an invaluable opportunity to our membership: the chance to explore the medium of television by learning the various stages of production. This includes reporting/interviewing, writing, camera operation, editing, producing and directing.

The majority of our programming is produced by the membership with staff giving guidance for quality and content. **NUTV encourages a forum for a free exchange of ideas and opinions and provides a voice to individuals and groups who otherwise would not have one in the mainstream media.** NUTV has two main branches of programming: Full Frontal and CCT (Campus Community Television). Full Frontal is a half hour magazine program which is broadcast three nights a week on Shaw Channel 78: Sunday at 9 pm, Tuesday and Thursday at 9:30 pm. Stories from this program also play once a week as part of the broadcast loop on Shaw Channel 10. CCT showcases a wide variety of live and special events programming that is produced and/or acquired to play on our campus based closed circuit monitors.

### **NUTV CAMPUS COMMUNITY TV**

Channel 17 on Campus Community Television  
24 hrs a day 7 days a week

NUTV CCT can be seen around campus on Channel 17. Channel 17 provides information and relevant advertising to students and faculty. NUTV's monitors are located in the MacEwan Hall Food Court and in Social Sciences.

Channel 17's new, exciting and evolving programming includes:

- Full Frontal 4 times a day at 9 am, noon, 5pm and 9pm (closed-captioned).
- “Prime Time – With Sound” Mondays to Fridays from 4 – 6pm
- “Live-to-Air” events such as U of C Dino games, guest lectures, announcements of SU events and elections coverage; and event updates from student residence
- Screenings of award winning documentaries from the National Film Board
- Tri-Media's “Movies that Matter”, a series of documentaries and panel discussions focusing on important issues of our times

- NUTV-produced independent productions, short dramas and mini-documentaries.

## **NUTV WELCOMES ALL NEW MEMBERS**

Most new members of NUTV have little or no experience in television production. Since The University of Calgary does not offer television/film/video production courses, or the study of journalism, **NUTV performs an important service for The University of Calgary as it provides an experiential learning environment to foster and address student and campus community needs.**

The great thing about NUTV is that everyone who joins the organization has an equal opportunity to learn and to participate, not only in terms of production, but also in terms of assisting with the development and growth of the Society. **At NUTV, members receive a chance to collaborate with others on projects, to share experiences, and to explore their own creativity through the medium of television.**

## **HOW TO GET INVOLVED**

### **NEW MEMBERS**

The first step in becoming a NUTV member is to visit our offices at 201 MacEwan Hall. One of our staff members will be happy to provide you with an orientation to NUTV including information pertaining to our mandate, our programming and finally, a suggested procedure for getting involved with production, closed circuit or the organizational side of the Society. Once you are clear on what we are all about the next step is to fill out our application form and pay the membership fee.

**One of the objectives of NUTV's staff is to involve new members as soon as possible.** The best way to get involved is to attend production meetings! NUTV has five production meetings a week during the University's fall/winter semesters and two production meetings a week during the University's spring/summer semesters. Meeting times are posted in the office and on our website.

Production meetings are the best place to meet other members, find out what is going on, and, most importantly, volunteer as a Production Assistant (PA). PAs do a variety of tasks including carrying equipment, taking still photographs, making sure all equipment is accounted for, informing public of broadcast dates, acquiring public consent forms

(when necessary), hanging posters, adjusting the volume on our closed circuit monitors, organizing archival material, and promotional work such as volunteering at our info booth during U of C 101 and at various events around campus and in the Calgary community. Being a PA is a great way to familiarize yourself with NUTV's multifaceted production and learn reporting, directing, camera operation, or editing.

To become an editor, reporter, or camera operator you need to complete the required training in that area. To be eligible to receive training you need **two** Production Assistant credits. One of these has to be with **Closed Circuit**, and another on a **Full Frontal** project. Once you have completed your Production Assistant credits, you can get trained on Camera or in Editing. You should contact the NUTV Technical Director to schedule a training session.

If you want to get trained as a reporter you should ask the Associate Producer when the next workshop is scheduled. NUTV also does a variety of other training workshops. Look for postings on our website or on the notice board in the office. New members can receive orientation on the digital still camera. Still shots are an excellent resource for promotional purposes. If this interests you, talk to the Technical Director to get a quick orientation on how to use this camera.

New members may also get involved in an organizational capacity. Volunteers are always needed to assist with NUTV's other special events: working on the newsletter, marketing ideas, designing posters, and other public relations activities. Please let the Executive Director or a member of the Executive Committee know of your interest in these areas.

At NUTV, you will receive an opportunity to learn about the medium of television. How does it work? How are programs and stories put together? Who and what are the creative forces behind each production? Through our various orientation and workshop sessions, NUTV members will learn about camera operation, editing, producing and directing. It is up to YOU to make the commitment to learn, and then develop your production skills. NUTV provides the professional guidance and equipment, and will help whenever possible, but the energy and commitment must come from the volunteer.

## **PRODUCTION & PROGRAMMING**

NUTV programming adheres to all CRTC Regulations, all other applicable broadcasting regulations and practice, and abides by the Canadian Charter of Rights and Freedoms in all actions.

## **Full Frontal**

Our flagship magazine program, Full Frontal, is broadcast on Shaw Channel 78; in addition individual stories from that show play regularly on Shaw Channel 10. The main target audience for Full Frontal is the students of the University of Calgary. There are three main segments to the show: news, arts and entertainment, and sports. An Associate Producer is assigned to coordinate each segment of this program, and meetings are held each week to discuss story ideas, reporting and the crew. Stories are mainly campus based, but we also cover community events that we feel are of interest to University students. Each segment of the show has structured regular features; the Associate Producers and the talent overseeing these features determine the content and format.

Within each section members can also pitch unique ideas they feel are appropriate for the show. The Associate Producer determines the appropriateness and viability of each 'pitch' for the show. Members should be open to having their ideas reformatted to fit the feel of the show. By maintaining a specific show format NUTV hopes to achieve the goal of offering its members the opportunity to learn about television production and at the same time produce a quality show for the students of the University of Calgary.

## **Campus Community Television (CCT)**

Campus Community TV – NUTV's closed circuit campus based broadcast system on Channel 17

Working with NUTV's Closed Circuit Coordinator, members contribute to promoting NUTV's Campus Community TV programming, keeping Channel 17 tuned to the changing nature of contemporary Calgary campus life.

Today's students want to be current and aware. NUTV offers U of C students a new and exciting way to address these desires.

NUTV Campus Community TV offers members:

- Opportunities to showcase independent film, documentary, video or art.
- Participate in building and maintaining a broadcast schedule
- Broadcast "Live-to-Air" events such as: U of C Dino games, lecture series, the SU elections and debates, concerts and more!
- Assist in promoting awareness of NUTV on campus, U of C campus events as well as events that may be happening off campus.
- Produce public service notifications and design ads to promote campus and community events.
- Participate in advertiser sponsored and/or promotional events.
- Opportunities to liaison and outreach to U of C residence students.
- Network with community organizations to increase awareness and visibility on campus.

Members with graphic design experience are encouraged to volunteer in this department.

### **Independents**

NUTV members who have become proficient with the equipment, and have worked on several projects for Full Frontal, are now in a position to write and create their own independent work for broadcast. Eligibility for independents is stipulated in the Operations Policies below. An independent project can be a short drama, documentary or experimental video. To be able to produce such a project, one must put together a proposal for consideration by the Program Director. Due to the ambitious nature of producing an independent, NUTV only accepts such projects **during the spring/summer season**.

### **Drama and Documentary School**

NUTV also runs an annual Drama and Documentary School. Our Drama School is an interactive program produced by NUTV and the U of C Department of Drama. Students enrolled in a scriptwriting class write short dramatic scripts that are directed by NUTV members. In Documentary School, members develop a documentary with direct supervision along with advice from industry professionals.

Candidates for each program must submit an application and meet qualifications stipulated in the Operations Policy section (clause 9) below. Deadline dates for each program will be announced on our website and via email communication to our members.

## **ASSOCIATE PRODUCERS**

Each production of Full Frontal is comprised of four thematic departments: News, Arts and Entertainment, Sports and Live-to-Tape events. All content is produced for broadcast on Campus Community Television (CCT).

Each production department at NUTV is supervised by an Associate Producer (AP) with the live-to-tape events managed by the CCT Field Director. The AP positions are filled by members who are proficient in all aspects of production. Each Associate Producer holds regular meetings regarding their department, and is responsible to the Producer/Program Director of NUTV. The Associate Producers are responsible for ensuring their section is ready to go to air on time, that high production values are maintained, and the Producer is updated and informed at all times. ***Before any content airs on Full Frontal or Campus Community Television (CCT) it must receive the approval of an Associate Producer.*** Even after material has received the approval of the Associate Producer, the Producer may still decide that the material is inappropriate for broadcast. The ultimate decision as to whether something is broadcast lies with the Producer/Program Director.

## **EQUIPMENT**

NUTV is extremely fortunate to have industry standard equipment. NUTV has two DVCAM cameras and a Sony three chip mini DV camera with which it shoots the bulk of its production. NUTV has an assortment of professional equipment. We have two off line non-linear AVID editing systems and an on-line multimedia edit system with which members can create graphics and animation for usage in their videos.

NUTV offers all members professional training sessions throughout the year, including orientation covering all of NUTV's production and post production equipment.

To operate NUTV's cameras and edit systems members must be proficient on that piece of equipment. Proficiency is defined within the Operation Policies below.

*It is imperative that all NUTV members handle the equipment with the utmost care, respect and professionalism at all times.*

## **ADMINISTRATION & OPERATIONS**

NUTV has been incorporated as a registered non-profit society since 1991. Our primary purpose is to provide The University of Calgary undergraduate students and other members of the community, the opportunity to participate in television production under the guidance of a qualified staff.

The structure of NUTV is comprised of a Board of Directors, four staff members, an Executive Committee made up of active members, four Associate Producers, and our invaluable volunteer membership. All are responsible for the successful running and operation of the Society.

The majority of NUTV's budget comes from a levy paid by full-time undergraduate students of The University of Calgary. Consequently, our commitment is to The University of Calgary first, and to the community at large, second.

## **VOLUNTEER MEMBERSHIP**

The majority of the volunteer membership at NUTV consists of The University of Calgary undergraduate students, however NUTV also welcomes members from the community at large.

NUTV's office and production facilities are located in MacEwan Hall, which is connected to the MacEwan Student Centre. NUTV is in an ideal location to recruit and to accommodate students who are interested in television production.

Each volunteer member may be involved with production, broadcast or in an organizational capacity, or often a combination of all three. The success and survival of the organization is contingent upon the volunteer members and their shared commitment towards the goals and aspirations of the Society.

Membership fees must be paid in full each year:

\$10.00 - University of Calgary full-time undergraduate students

\$15.00 - NUTV alumni

\$30.00 - community members (this also includes U of C graduate students, part-time students)

### **EXECUTIVE COMMITTEE**

The Executive Committee (E.C.) is made up of three elected members from the Society. These elected members work as a team and have an extremely important role within NUTV matters and operations. The E.C. is comprised of a Chairperson, Special Events Coordinator and a Volunteer Coordinator.

Some of the E.C.'s responsibilities include the approval of all NUTV policy and bylaw amendments, which are then forwarded to the Board of Directors for final approval; to solicit Board of Director candidates, to provide recommendations regarding NUTV Human Resources, to approve emergency capital expenditures, to assist with the production of a NUTV newsletter and to assist with marketing, public relations and volunteer recognition events.

### **BOARD OF DIRECTORS**

The Board of Directors is the advising body of the NUTV and the Board's main areas of responsibilities are financial, human resources (staff), maintaining adherence to all CRTC regulations, NUTV by-laws and policies, and helping direct NUTV, and advising on long and short-term goals. The Board is representative of a wide cross section of the university and outside community, including one member of the Calgary arts/media community, one member of Calgary community/public television, one member of the University of Calgary faculty or staff, the General Manager of The Students' Union, one Students' Union Executive, an NUTV Executive Committee representative, two elected representatives from the NUTV membership, and the Executive Director of NUTV.

The NUTV representatives are elected annually. The media or faculty members are appointed to the board for a maximum term of three years. The Executive Director and The Students' Union General Manager both sit on the board as part of their job. All board members are voting except for the latter two, who are both non-voting.

Minutes from all NUTV Board meetings, as well as Executive Committee meetings are kept in binders in the NUTV offices. All NUTV members are welcome to read the minutes.

## **NUTV STAFF**

### **EXECUTIVE DIRECTOR**

The Executive Director is the Station Manager, responsible for all budget matters, overall operations of the organization, supervision of staff, public relations, special projects, and works with the Board of Directors and Executive Committee to direct the Society. The Executive Director is responsible for adherence to CRTC regulations (when applicable) and programming standards.

### **PRODUCER / PROGRAM DIRECTOR**

The Producer oversees and coordinates production of programs going to air. The Producer supervises and coordinates the Associate Producers and works closely with the volunteer membership. The Producer also works with the Technical Director to schedule and develop training programs and workshops. The Producer ensures adherence to CRTC regulations (when applicable) and is responsible for all programming standards. The Programming Coordinator corresponds with the Campus Community TV to provide required information and ensures that the programs get to air as scheduled.

### **TECHNICAL / TRAINING DIRECTOR**

The Technical Director/Training Director develops and maintains the orientation sessions and training workshops for all members to learn proper camera, lighting, audio and editing techniques. The Technical Director provides support, supervision and advises on productions when necessary. Administratively, the Technical Director develops and maintains technical manuals, equipment inventory, technical handouts, and all forms and procedures for equipment use.

### **CLOSED CIRCUIT COORDINATOR**

The Closed Circuit Coordinator manages the broadcast schedule of NUTV's Campus Community Television station: responsibilities include programming, gathering and scheduling content for CCT broadcast, participate in campus and community programming, creating public service announcements for community organizations,

campus community outreach to student residences, liaison with campus community clubs and organizations, advertising sales and volunteer supervision.

### **OPERATIONS POLICY**

- 1) A 'Society Member in Good Standing' is a member whose membership fees are paid to date and who has been following NUTV protocols to the point at which the member's status is being assessed. This status is to be determined from input by the Program Director and Technical Director
- 2) A '**Producing Member**' has been Reporter, Director, Camera Operator, Editor, or Production Assistant for *Full Frontal*, Campus Community TV, or a NUTV project assigned by the Producer/Program Director *within the two month period prior to the point at which the member's status is being assessed*.
- 3) To be eligible for training or to attend workshops a member needs to meet all of the following criteria: 1) they must be a 'Member in Good Standing'. 2) The member needs to have **two** Production Assistant credits; at least one of which has to be assisting with a Full Frontal Production and the other to be assisting with a Closed Circuit Production. Production Assistant credits are obtained by assisting on NUTV Full Frontal productions, assisting with CCT and by doing tasks assigned by NUTV staff such as hanging posters, digitizing stock footage, cleaning around the office, etc.
- 4) A member is considered 'Proficient' on a piece of equipment once they have been trained on the operation of that piece of equipment by the Technical Director and demonstrated a level of competence in the operation of that piece of equipment that meets the standard set by the Technical Director. Only 'Proficient' members can operate equipment. To '*maintain proficiency*' the member has to have used that piece of equipment to create work for either Full Frontal, Closed Circuit, or a project assigned by the Producer/Program Director within the six-month period prior to the point at which the member's status is being assessed.
- 5) To be proficient in reporting means that the member has completed the reporter workshop. To '*maintain proficiency*' the member has to have reported on work for either Full Frontal, Closed Circuit, or a project assigned by the Producer/Program Director within the six-month period prior to the point at which the member's status is being assessed. For the purpose of members maintaining proficiency in this area 'directing' dramas, documentaries, experimental pieces or other work assigned by the Producer/Program Director will be considered the equivalent of reporting.
- 6) Talent, who are non NUTV members, are allowed to host features or report on stories at the discretion of the Producer/Program Director.
- 7) The camera operator is responsible for signing out, handling and the safe return of all equipment. Equipment can only be booked overnight with the direct permission of the Technical Director. Members who reserve equipment and do not show up within the scheduled time (without prior notice) will lose the booking. Bookings should be only for the time required to do the production. Do

- not over book equipment. Overbooking equipment is hard on all other members. Independent Productions and School projects must recognize the priority of NUTV productions when booking equipment.
- 8) No programs are to be installed on the computers in the edit suite. This also includes fonts, plug-ins, and the importation of outside material. If a member has an image such as an animation generated on a home computer or a sound composition and wishes to incorporate it with a story they must get assistance from NUTV staff.
  - 9) To be eligible for Documentary School or Drama school a member has to be proficient in camera, editing and reporting at the point that the application is submitted. In addition the candidate must clearly demonstrate that they will have achieved the status of a Producing Member prior to the onset of the school program (see Clause 2 of Operations). If not enough eligible members are available for a program the program will be rescheduled for a later date.
  - 10) Independent Projects are defined as: Any dramas, documentaries, experimental pieces, or other work that is outside the scope of normal programming for Full Frontal or Closed Circuit. The maximum length for most NUTV independents is 9.5 minutes or less. Occasionally members will be allowed to make 28.5 minute pieces. To be eligible to make a 28.5 minute piece the member applying must have completed two independents of normal length. The final length of the piece will be assigned by the Producer/Program Director upon approval. Length restrictions must be adhered to in order for NUTV to broadcast the work.
  - 11) All Independent projects must be approved by the Producer/Program Director.
  - 12) To be eligible to make an Independent work, the member must be a Producing Member at the point of the application. The positions of Director, Camera Operator, and Editor, must be assumed by members proficient in those areas. (i.e., To be the director of the piece the member must be proficient in reporting. To be the camera operator for the piece the member must be proficient in camera operation. To be the editor of the piece the member must be a proficient editor.) All of these positions must be filled by members willing to commit to the completion of the project at the point of application. If any member of the production team drops out of the project the Program Director needs to be informed immediately. The Program Director will then decide an appropriate course of action at that point, if a replacement cannot be found within an appropriate amount of time the project will be cancelled.
  - 13) Any extra learning or assistance or special equipment (such as wireless mics, boom mic, lights, training in After Effects, Photoshop, Illustrator, etc.) that may be required to make the independent should be determined prior to approval of the project. If special learning or equipment is required then the approval of the Technical Director should be obtained.
  - 14) Each Independent application will be given a start and finish date by the Producer/Program Director. You will be allowed one extension. Extensions are done at the discretion of the Producer program director. If deadlines are not met

- the following may happen: NUTV will take over the project and either terminate or complete it.
- 15) Each Independent will be assigned Edit time and drive space by the Technical Director.
  - 16) NUTV retains sole copyright of all work produced. Exceptions may be given for independent work that requires additional outside funding. The member must provide proof that outside funding was applied for. Once confirmation of outside funding is received, NUTV will relinquish copyright to the member and take a 'Produced in Association with NUTV' head credit which must be embedded over picture in the head credit sequence of the Independent work. The member must ensure that NUTV's head credit will not be deleted or edited out of the piece by the director and/or any third party. If NUTV's credit cannot be guaranteed, then NUTV must be given a shared copyright credit in the tail credits with the filmmaker (ie: Member's production company & The New University Television Society).
  - 17) Negligence will be dealt with according to NUTV's disciplinary guidelines. Repeated negligence will result in access privileges being revoked and possible suspension or expulsion as per NUTV's Society by-laws.
  - 18) Members in good standing can obtain access to equipment for the purpose of compiling a portfolio of their NUTV work. Requests to produce a personal reel need to be made to the Program/Producer and will be scheduled in at a time that does not interfere with NUTV's regular productions. (Please review the Dubbing station Rules listed below)
  - 19) The making and/or selling of any NUTV video production and/or any video footage for personal gain/interest without the approval of the Producer/Program Director is strictly prohibited. Production for commercial purposes is strictly prohibited.
  - 20) **MEDIA PROTOCOL:** The official spokesperson for NUTV is the Executive Director. The Executive Director may delegate this authority to any other staff member or volunteer as appropriate. Staff and volunteers may not respond to the media without the prior approval of the Executive Director. All communiqués (ie: press releases, etc.) must be approved by the Executive Director before release.
  - 21) No equipment rentals are done at NUTV as it conflicts with the Society's mandate.
  - 22) All productions produced by NUTV are intended for broadcast.
  - 23) All NUTV production crew MUST be members in good standing, with the exception of talent that has been approved by the NUTV Producer/Program Director.
  - 24) All NUTV productions must be approved through proper channels and procedures as set out by the Producer.
  - 25) If a production fails to make its deadline, or is in breach of NUTV by-laws, the Producer reserves the right to halt the production.
  - 26) NUTV reserves the right to change these policies at any time.

## DUBBING STATION RULES

Access to the NUTV dubbing station is a privilege to members. The standard dubbing station set up will be the DSR 11 DV CAM deck straight into the TV. This is so volunteers can review DV CAM footage. The only people that can rewire the dubbing station are the Technical Director, the Producer Program Director, the Executive Director, the Closed Circuit Coordinator, and any one who has been given '*specific permission*' to do so. '*Specific permission*' can only be given by the Technical Director. Anyone rewiring the dubbing station is responsible for making sure the station is returned to the standard set up when they have completed their session.

Requests to use the dubbing station need to be made to the Producer or the Technical Director. Bookings will be listed in the equipment booking binder. Bookings will be made on a first come first serve basis guided by the following priorities. Only NUTV staff can enter the booking into the binder.

**NOTE: If you have booked the dubbing station and something of higher priority comes up, you will have to reschedule your booking. If you are making a personal dub or dubs for festival entry, be prepared for the possibility of losing your booking time.**

First in priority is using the station to review footage shot for NUTV's Full Frontal magazine show, Closed Circuit Television, or training purposes. This includes doing in house paper edits.

Second in priority is the transfer of material so it can be used for Full Frontal or Closed Circuit television. This category includes the usage of dubbing station equipment for doing production work such as Live to Tape productions for Closed Circuit Television. This also includes reviewing footage shot for training purposes.

Third in priority is the transfer of material to the Multi Media Computer so that it can be formatted and sent to the web server for uploading.

Fourth in priority is dubbing raw footage with time code burn to do paper edits at home. These dubs require the direct consent of the Producer.

Fifth in priority is members dubbing copies of the show or a story they did for the show. Members are allowed to dub one copy of the show or a story they did for the show. More than one copy requires the specific consent of the Producer Program Director.

Sixth in priority is members dubbing copies of independent work that NUTV owns the rights to. The number of dubs is limited according to the following: one dub for each of the key participants in a doc or drama that is produced by NUTV; two personal dubs for the director; one dub for each film festival that the film is being submitted to provided that proof of entry into the festival can be demonstrated (**NOTE: if you are entering a**

**festival remember that these dubs are sixth in priority and the priority is not going to be changed because someone wasn't aware of a deadline for a festival);** as many dubs as required for a grant application (usually no more than two). If more dubs than the above are required then it will have to be done outside of this agency unless the Producer Program Director gives specific consent otherwise.

Seventh in priority is members dubbing copies of personal projects that they own. This requires the permission of the Producer Program Director. The number of dubs is limited by the same criteria as limits the number of dubs volunteers can make of independent work that NUTV owns the rights to.

Eighth in priority is dubs made by staff members of personal projects.

Ninth in priority are dubs made for outside agencies.

Last in priority is the usage of dubbing station equipment, such as the Betacam Deck, for outside film festivals. However, even though these are last in priority, permission for these bookings are given well in advance and once permission is given the booking is given priority over anything except tasks directly related to Full Frontal or Closed Circuit production that cannot be rescheduled.

**NUTV's production cameras are not to be used for making dubs.**

#### BURNING DVD AND CDS

**Volunteers are only allowed to burn CDs and DVDs with staff permission. Therefore, the Volunteer Multi -Media computer can only burn CDs and DVDs when the user is logged in as an administrator.**

#### DISCIPLINARY PROCEDURES

NUTV will not tolerate members failing to follow NUTV Policies and Protocols. Staff will discuss infractions with the member to determine the cause of the infraction. In the case of negligence or repeated infractions a verbal warning will be issued. If a society member having received a verbal warning commits another infraction (of *any* policy, procedure, or protocol) they will then receive a written warning. If a society member with a written warning on his/her file commits another infraction (of *any* policy, procedure, or protocol) they will be suspended and will be notified in writing. If a society member who has previously been suspended commits another infraction (of *any* policy, procedure, or protocol) then at that point their membership may be terminated after consultation with the Executive Committee and will be notified in writing. Expelled or suspended members may appeal the decision to the Board of Directors within fifteen (15) days from the date the notice was issued.

NUTV staff reserve the right to immediately suspend a member for gross negligence.

## **PROCEDURE & PROTOCOL**

- \* When on an NUTV shoot or in the office, please remember that you are representing NUTV; courtesy and professionalism are crucial at all times.
- \* Please answer all phones with “Hello NUTV”.
- \* When taking messages, **please ensure the information is clear and well identified.** Messages for members should go on the Membership Message Board located in the volunteer lounge.
- \* Members may access their email and the Internet with the computer located in the volunteer lounge. Staff computers are off limits to all members. NUTV discourages members to print from the office computers unless it is directly related to production.
- \* NUTV is supportive of the dignity, self-esteem, and the contribution of everyone involved with NUTV. NUTV is committed to providing a work environment free from harassment. Every person at NUTV has the right to participate in an environment free from harassment related to gender, racial origin, religion, marital status, disability, age, ancestry, sexual orientation, citizenship or family status. No such harassment will be tolerated.

***In a situation where harassment is alleged to have occurred, volunteers are encouraged first to discuss the situation with a NUTV staff member in confidence. In addition, the Sexual Harassment Office on campus (MSC 375 Ph. 220-4086) is available to deal with all matters of harassment.***

- The TV/lounge room is for everyone, so please keep it clean and tidy. Make sure leftover food, drink, etc. is thrown in the garbage.
- \* No food or drink in the editing room suites.
- \* By-laws are available in the offices.
- \* Parking permits & keys MUST be signed out. Deposits will be taken.