



**Production Department Standard Operating Procedures**  
**By Executive Producer, Don Muña and Broadcast Technician Shingpe Wang**  
**Revised July 2021**

All Community Service Grant (CSG) employees are to report daily to their immediate supervisor, PBS Guam's Executive Producer. Every Friday before end of day, each CSG employee is required to turn in their completed timesheet accompanied by a short-hand, written progress report by paper form or email. Failure to do so will result in a written warning or reprimand. (Progress report and timesheet templates will be provided by your department supervisor.)

All production work assigned to the Production Department requires a signed work-request or will require a direct verbal request from either the General Manager and/or PBS Guam Executive Producer. All productions (except straight video dubbing) should have a Producer secured and assigned to carry out the necessary duties. It is the Producer's responsibility to see that all production work is managed up to completion and delivery.

All types of production work will require all Camera Operators to follow the Basic Camera Operator Procedures outlined in this document on page 3.

Production Work Categories and Different Types of Production Work Jobs

Production Department work is separated into the 3 following categories:

1. In-house Operations/Projects
2. Client Projects
3. Governmental

Within the 3 categories are the following types of production works:

1. Studio multi-cam taping.
2. Remote shoot on location.
3. Post-productions of feature-length programs.
4. Editing of short Promos, Funding Credits, PSAs, and Commercials.
5. Outside Broadcast remote.

Procedures for the Different Types of Production Works

Studio multi-cam taping and Remote shoots on location

The Producer shall

- a. Direct/brief the talents what to do & gather talents' release forms (p. 4~7).
- b. Brief the crew about the length & contents of the show or segments.
- c. Inform the camera operator(s) of the desired camera angle and background. If no specific instruction is given, camera operator(s) will use their best judgment for the set.
- d. Provide correct spelling of names & titles of the guests to the production crew.
- e. Providing a written treatment will be a plus.

#### Post-production of feature-length programs (00:26:46 or 00:56:46)

The Producer is responsible for providing the editor the following:

- a. Official title of the show.
- b. An editing script (see sample on p.8~10) with timecodes, audio cues and information to locate each segment needed. OR producer MUST then sit-in with the editor during the editing session.
- c. Names and titles of each talent.
- d. Logos, pictures, closing credits and any necessary materials needed.
- e. Allow a minimum of forty (40) hours of post-production time per every 30 min show before airdate. Within the 40 hours the producer will need to allow the approving authorities to review and approve the programs and its promotion.
- f. Finished product shall be reviewed & approved by PBS Guam's GM, and/or Producer and again by the client(s) if applicable.

#### Editing of Short Promos, Funding Credits, PSAs, and Commercials

- a. All work requests should be accompanied with an editing script approved by the client(s) and PBS Guam General Manager and/or Producer. If no script is available, the producer MUST sit-in with the editor during editing session.
- b. Provide all materials and/or information needed. i.e., Who, What, When, Where, and How.
- c. All scripts should be 10,15, 30 or 60 seconds in length. Production Department will not be responsible for the scripts that run over standard program times
- d. All scripts shall have the timecodes, audio cues, duration and appropriate information for the editor.
- e. All logos should be in the format of .eps .psd or preferred .png with alpha channel and shall not be less than 300dpi.
- f. Allow minimum of eight (8) hours of post-production time.
- g. Finished product shall be reviewed & approved by PBS Guam's General Manager and/or Producer then by the client(s), if applicable - before airing

#### Outside Broadcast remote

- a. In a Live or Pre-taped remote which involves the outside broadcast (O.B.) van, Engineering and Production Department MUST be informed no less than one week in advance. Engineering and Production Department must perform a site survey prior to any contractual agreement with potential client.

#### Interdepartmental Communications

- a. Paper form, email, or PBS Guam Production WhatsApp chat will be the most preferable forms of communications. Production personnel must respond to communications daily. If personnel fail to respond daily, it will result in either a written warning or reprimand.

## Basic Camera Operator Procedures

### **Basic Gear**

- a. Camera w/lens
- b. Tripod and plate mount
- c. Lavalier microphone set OR boomed shotgun microphone if lavalier set is unavailable
- d. Light/s
- e. Light Stand/s
- f. Power supply and Audio cable bag

### **Video and Audio**

- Video: 1080 @ 30p
  - a. Ensure camera gain is not too high and backlights are not too harsh.
  - b. Remove distracting items in the background and/or foreground.
  - c. Ensure any equipment is hidden or out of frame.
  - d. Watch for reflections and shadows.
  - e. Keep shots stable.
  - f. B-roll clips must be recorded at least 15 seconds in length.
- Audio: Linear PCM
  - a. Ensure audio levels are not too high and ambient sound is minimized.
  - b. Change locations if radio interference is present and/or ambient sound is too audible.

### **Shoot Structure**

- a. Obtain a detailed rundown or a script of the topics covered.
- b. Allocate total runtime (30 minutes) to topics covered. Use a timer.
- c. Pick different angles for each topic as appropriate.
- d. Shoot an intro and an outro.
- e. The subject matter expert (SME) / host will face and speak to one camera directly.
- f. The second camera will be for either safety wide shots or cutaways.
- g. Always do safety takes.
- h. Avoid walk-and-talks, unless carefully planned.
- i. Once speaking segments are finished, record b-roll.
- j. Correspond with SMEs to collect any extra photo or video assets that can be used for supplemental b-roll.

### **General Shooting Tips**

- a. Cameramen must maintain good communication with all production team and SME/host.
- b. For synchronizing both cameras: either capture a slate before each take or decide together when cameras start rolling and when they cut.
- c. If there are any uncertainties with takes or audio quality between cameras, do another take.
- d. Remember that PBS Guam has the final say for video and audio takes.

**STANDARD PERSONAL RELEASE FORM  
(No Payment)**

Participant Name (print name)

Program Title ("Program")

Production Date(s)

Location

In consideration of my appearance on the above Program and other good and valuable consideration, receipt of which is hereby acknowledged, I hereby authorize Producer/Production Entity ("Producer") to record my name, likeness, image, voice and performance on film, tape or otherwise for use in the above Program or parts thereof. I agree that the Program may be edited and otherwise altered at the sole discretion of the Producer and used in whole or in part for any and all broadcasting, audio/visual, and/or exhibition purposes in any manner or media, in perpetuity, throughout the world. I understand that I have no rights to the Program or any benefits derived there from.

I consent to the use of my name, likeness, voice, and biographical material about me in connection with the promotion of the Program.

I represent that I have the right, capacity, and authority to enter into this agreement (the "Agreement") and that my performance and the rights I have granted in this Agreement will not conflict with or violate any commitment or understanding I have with any other person or entity.

I agree to indemnify and hold harmless Producer from and against all claims, losses, expenses and liabilities of every kind including reasonable attorney's fees arising out of the inaccuracy or breach of any provision of this Agreement. I expressly release Producer from any and all claims arising out of the use of the Program.

This Agreement will in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the Territory of Guam.

This Agreement represents the entire understanding of the parties and may not be amended unless mutually agreed to by both parties in writing.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Social Security # or Federal ID #  
\_\_\_\_\_

I represent that I am the parent and/or guardian of the minor who has signed above or is the participant in the Program. I agree that we both shall be bound by this Agreement.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**STANDARD PERSONAL RELEASE FORM  
(With Payment)**

Participant Name (please print)

Program Title ("Program")

Production Date(s)

Location

In consideration of my appearance on the above Program, I hereby authorize Producer/Production Entity ("Producer") to record my name, likeness, image, voice and performance on film, tape or otherwise for use in the above Program or parts thereof. I agree that the Program may be edited and otherwise altered at the sole discretion of the Producer and used in whole or in part for any and all broadcasting, audio/visual, and/or exhibition purposes in any manner or media, in perpetuity, throughout the world. I understand that I have no rights to the Program or any benefits derived there from.

I consent to the use of my name, likeness, voice, and biographical material about me in connection with the promotion of the Program.

I represent that I have the right, capacity, and authority to enter into this agreement (the "Agreement") and that my performance and the rights I have granted in this Agreement will not conflict with or violate any commitment or understanding I have with any other person or entity.

I agree to indemnify and hold harmless Producer from and against all claims, losses, expenses and liabilities of every kind including reasonable attorney's fees arising out of the inaccuracy or breach of any provision of this Agreement. I expressly release Producer from any and all claims arising out of the use of the Program.

In consideration for my appearance and/or performance in the Program and all rights granted hereunder, I shall receive \$\_\_\_\_\_.

This Agreement will in all respects be governed by and interpreted, construed and enforced in accordance with the laws of the Territory of Guam.

This Agreement represents the entire understanding of the parties and may not be amended unless mutually agreed to by both parties in writing.

Participant Signature \_\_\_\_\_ Date

Address

Social Security # or Federal ID #

I represent that I am the parent and/or guardian of the minor who has signed above or is the participant in the Program. I agree that we both shall be bound by this Agreement.

Parent/Guardian \_\_\_\_\_ Date

**Photo Release**

**Program Title:**

**Segment:**

**Production Date:**

**Location:**

Description of Photograph, Video Footage or Materials (collectively, the "Material"):

\_\_\_\_\_  
Name(s) of Individuals appearing or heard in Materials:

\_\_\_\_\_  
For good and valuable consideration, Licensor hereby grants to \_\_\_\_\_, its parents, subsidiaries, successors, assigns and licensees ("Company") the non-exclusive right to photograph, record, reproduce, edit, distribute and otherwise use as desired the Material (including without limitation any images, voices and likenesses of people, trademarks, servicemarks, logos, copyrighted material and/or other materials which appear the Material) on film, tape or otherwise (the "Recording") and to incorporate the Recording into the Program and in all materials relating thereto. Licensor agrees that Company shall own all right, title, and interest, including copyright, in and to the Recording and the Program, and shall have the perpetual right to use, distribute, exhibit, promote and otherwise exploit the Program throughout the world in any form, format, manner or media whatsoever, whether now known or hereafter created without limitation or restriction. Licensor also consents to the use of the Materials in any advertising and marketing materials used to promote the Program or Company.

Licensor represents and warrants that it has the right to enter into this Agreement, that it has secured all rights necessary for Company to use the Material as specified above (including without limitation the rights of any person appearing in the Material) and that the rights it has granted in the Agreement will not conflict with or violate any commitment or understanding it has with any other person or entity, nor be defamatory or infringe upon any rights (including without limitation privacy rights) of any person or entity. If the individual signing this Agreement is an agent or employee of Licensor, s/he warrants that s/he is fully authorized to do so. Licensor agrees that this release shall be binding upon its heirs, legal representatives, successors and assigns.

Licensor agrees to indemnify and hold harmless Company from and against all claims, losses, expenses and liabilities of every kind including reasonable attorney's fees, arising out of the inaccuracy or breach of any representation, warranty or undertaking Licensor has made in this Agreement. Licensor expressly releases and agrees to hold harmless Company from any and all claims arising out of the use of the Material in the Program.

Licensor releases, discharges and agrees to hold harmless Company, its legal representatives, assigns and all persons acting under its permission or authority, or those for whom it is acting, from any liability by virtue of any blurring, distortion, alteration, optical illusion or use in composite form, whether intentional or otherwise, that may occur or be produced in the use of the Material.

Licensor understands that Company is not obligated to use the Material in or with the Program.

This Agreement represents the entire understanding of the parties and may not be amended unless mutually agreed to by the parties in writing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Licensor)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**STANDARD MATERIALS RELEASE**

Program: \_\_\_\_\_ (the "Program")

Description of Material \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ("Licensed Material")

Licensor \_\_\_\_\_

Fee \_\_\_\_\_

Credit at Producer's Discretion \_\_\_\_\_

In consideration of the Fee, I hereby grant to \_\_\_\_\_ *Producer/Production Entity* ("Producer") the non-exclusive right to record, edit and otherwise alter at the sole discretion of the Producer as desired the Licensed Material on film, tape, or otherwise (the "Recording"), and to incorporate the Licensed Material into the Program and in any and all materials relating thereto. Producer may use and authorize others to use all or parts of the Program. Producer, its successors, and assignees shall own all right, title and interest, including copyright, in and to the Program, including the Recording, to be used and disposed of without limitation, in perpetuity, throughout the world, in any and all media, as Producer shall in its sole discretion determine.

I understand that credit shall be at the sole discretion of the Producer.

I represent and warrant that I possess or have obtained all rights and authority to the Licensed Material necessary for the grant of the rights hereunder and that the rights I have granted hereunder will not conflict with or violate any commitment, agreement, or understanding I have or will have, to or with, nor infringe upon any rights of, any person or entity.

I agree to indemnify and hold harmless the Producer, its assignees, agents, licensees and employees from and against all claims, losses, expenses and liabilities of every kind including reasonable attorney's fees and expenses, arising out of or incurred by reason of the use of the Licensed Material set forth herein or the inaccuracy, alleged breach or actual breach of any representation, warranty, covenant, agreement, or undertaking I have made herein.

Licensor Signature \_\_\_\_\_ Date \_\_\_\_\_

Licensor Print Name \_\_\_\_\_

Address \_\_\_\_\_

Social Security or Federal ID# \_\_\_\_\_

<b>Agency</b>		<b>Writer</b>	Edmond Cheung
<b>Client</b>		<b>Producer</b>	Edmond Cheung
<b>Project</b>		<b>Director</b>	Edmond Cheung
<b>Title</b>	Sample Script	<b>Art Director</b>	Edmond Cheung
<b>Subject</b>	East Agana plane crash	<b>Medium</b>	DV
<b>Job #</b>		<b>Contact</b>	
<b>Code #</b>	07-17-06	<b>Draft</b>	Edmond Cheung

<u>VI DEO</u>	<u>AUDIO</u>
<p>b-roll of Miyaji (Tape 2 , 00:12:16) Station Logo (Key at bottom right -full length)</p> <p>(cut) general shots of plane in H2O</p> <p>(cut) Miyajiis interview Tape 1 in cue - 00:25:12</p> <p>out cue - 00:27:12</p> <p>b-roll (tape 2 - 01:24:00)</p> <p>(fade-in &amp; out appx 10") CG - East Agana, This Afternoon</p>	<p>(V/O) - What was supposed to be a regular tour of the island in the sky turned into a nightmare for 59-year-old Minoru Miyaji, the president of Micronesia Aviation Systems,</p> <p>along with a couple visiting Guam. After taking off from the Guam International Airport Authority at 11:10 this morning, Miyaji soon realized his white Cessna was experiencing a major problem.</p> <p>∴ (SOT) "Engine quit....</p> <p><u>..... ENGINE QUIT":</u></p> <p>(V/O) Less than ten minutes after departure, Miyaji had to do some quick thinking to figure out where he was going to land the plane.</p> <p>∴</p> <p>Over East Agana Bay, the water was filled with jetski enthusiasts, with the nearby beach lined with residents enjoying a Sunday barbeque and Marine Corps Drive littered with weekend traffic. Miyaji</p>



<u>VIDEO</u>	<u>AUDIO</u>
	<p>decided to land the plane in the water.</p> <p>Office Allan Guzman with the Guam Police Department told KUAM News that at 11:20 officials from the Guam International Airport Authority were notified the plane went down.</p> <p>:</p>
<p>Ofr. Allan Guzman's interview</p> <p>Tape 2</p> <p>in-cue 00:36:45 (let b-roll of plane carry on for about 10" then cut-out)</p> <p>(CG - 5") Officer Allan Guzman, GPD</p> <p>out-cue</p>	<p>:</p> <p>(SOT) "At 11:15 the.....</p> <p>:</p> <p>.....of the plane."</p> <p>:</p>
<p>b-roll (general shot on Tape 2 &amp; 4)</p>	<p>(V/O) The tourist couple was treated by medics on the scene, with a man and woman sustaining minor injuries, including neck pain and a few abrasions and were taken to the Guam Memorial Hospital. The pilot, visibly shaken as he was talking to authorities, says today's incident was the first he's ever experienced.</p>
<p>Miyajiis interview (Tape 1)</p> <p>in 1:02:20</p> <p>(CG) Minoru Miyaji</p> <p>out 1:02:24</p>	<p>(SOT):</p> <p>"Do you have.....</p> <p>:</p> <p>..... The 1st time!"</p> <p>(V/O) Airport terminal manager Gerard Bautista</p>

<u>VIDEO</u>	<u>AUDIO</u>
<p>Gerard Bautista Tape 3 in - 00:42:36 (CG) Gerard Bautista, Airport terminal manager out - 00:42:56</p>	<p>says the Federal Aviation Administration was notified of the crash, along with the Guam Environmental Protection Agency because the plane contained a full tank of gas along with some oil. He explained,</p> <p>( SOT) "We'll assist the.....  .....in this case."</p>
<p>b-roll of Coast Guard on scene (Tape 1 - 00:28:00)</p>	<p>(V/O) The FBI was also at the scene to ensure the crash was not an act of terrorism. The U.S. Coast Guard meanwhile spent the afternoon pulling the plane</p>
<p>plane in H2O (Tape 2 - 01:22:12)</p>	<p>from the water and closed off the surrounding 500 yards of the area during the course of the investigation. The couple within the plane were treated and released from GMH this afternoon. Micronesia Aviations Systems not only provides aerial tours of the island, but according to the company's web site, is also a flight school.</p>