



MONTGOMERY COMMUNITY MEDIA

STANDARD OPERATING PROCEDURE

Access-User Studio B and SSML Production Scheduling & Use Guidelines

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SOP-0001

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1. PURPOSE

1.1. The purpose of this Standard Operating Procedure (SOP) is to establish a standardized process for access users/members to book and utilize Studio B at Montgomery Community Media (MCM) Rockville location and the MCM Silver Spring Media Lab location. This SOP outlines the steps required for scheduling productions through the ECE (Education and Community Engagement) department, ensuring that all bookings are managed efficiently and transparently. By clearly defining the availability, required notice periods, set options, and support services, this procedure aims to facilitate smooth and effective studio production operations for all access users. The SOP is intended to help both users and staff coordinate resources and schedules effectively, leading to a better overall production experience and optimal use of Studio B.

2. AVAILABILITY OF STUDIO B in ROCKVILLE or the MEDIA LAB IN SILVER SPRING

2.1. Designated Production Time Slots:

Thursdays: 2:00 PM – 6:00 PM & 4:00 PM – 8:00 PM

Saturdays: Anytime between 10:00 AM – 6:00 PM

3. SCHEDULING PROCEDURES

3.1. Advance Notice Requirements

Primary and Backup Dates: All production scheduling requests must include both a primary date and a backup date to accommodate potential rescheduling needs.

3.2. Minimum Notice:

- Production dates must be provided at least **three (3) weeks in advance** to the ECE Production Manager.
- **Preferred Notice:** For recurring series or similar projects, **one (1) month advance notice** is preferred.

3.3. Laptop Provisions (For use of Monitor)

- Members are required to provide their own laptops if they intend to display logos, videos, or slides on the monitor.
- If a laptop is not available, a request for a studio-provided laptop must be made **in advance**.



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4. OFFERED SET PIECES AND LOCATIONS

4.1. Set Configuration:

- **Talking Head Interview Setup:** Includes four (1-4) chairs and one (1-2) table, (1-4) mics with or without a monitor.
- **Anything outside of a four-person talking head setup** would require a fee

5. EDITING ASSISTANCE

5.1 Teaching Assistant (TA) Support:

- **Technical Support:** A TA will be provided on the day of the shoot to help with the production (camera, switching, etc.).
- **Raw Footage** – The raw footage from the interview will be placed on an external hard drive provided by the member.
- **Editing Process:** Members are encouraged to work with the **ECE Education Production Manager** to assess their editing needs using an **Editing Decision Log (EDL)** to ensure a smooth editing process.