

# Mini-Mobile System



## Certification Requirements

- To reserve and check out the Mini-Mobile System, producers must be certified in the Mini-Mobile System.
- Use of additional CTV equipment, including, but not limited to camcorders, requires certification on that additional equipment as well.

## Training Procedure

- Training will take place in two steps.
  1. A workshop on how to set up and operate the equipment.
  2. On the first shoot using the Mini-Mobile System, the producer will be accompanied by staff. This is to have the producer prove proficiency on the system and is intended to ensure that he/she has a successful shoot.

Note: As mentioned above, use of CTV camcorders with the system requires that producers also be certified in camcorder use.

## Reservation Procedure

1. The producer will fill out (standard) pre-production form for the shoot, indicating date, time, location and all other pertinent information.
2. The form will be forwarded to the Production Supervisor, who will verify the producer's certification(s) and approve, deny or request further information from the producer.
3. Once the Production Supervisor has approved the pre-production form, he/she will forward it to the Mobile Production Coordinator for inclusion on the Truck Calendar.
4. Once the shoot appears on the Truck Calendar, the producer can call and reserve up to three camcorders and associated equipment for use on the shoot.

Note: If a producer claims that he/she has completed the form, but the production is not on the calendar, the producer should be referred to the Production Supervisor.