



# TRAINING CLASSES SIGN-UP FORM

Oshkosh Community Media Services (920) 236-5260

215 Church Avenue, Oshkosh, WI 54901

www.OshkoshCommunityMedia.org

Thank you for your interest in Oshkosh Community Media Services training classes. Each class consists of three (3) two-hour sessions. Attendance at all three sessions is mandatory due to the volume and cumulative nature of the material. Classes are \$20 per person if each attendee donates a minimum of 5 (five) hours of volunteer time to OCMS productions. Volunteer hours must be completed prior to the start of your classes. Any hours not completed by the start of the classes will be billed at a rate of \$6/hour to attendees, payable when classes begin. If attendees choose not to donate their time the classes are \$50 per person. For those seeking re-training or to be trained to assist with an existing CATV 2 local resident program, there is a \$10 fee.

Class descriptions can be found on the back. To register for classes, please complete this form and return with payment to the OCMS offices. OCMS staff will contact you to discuss class availability and schedule information.

YOUR NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL: \_\_\_\_\_

PLEASE INDICATE WHICH CLASS YOU ARE INTERESTED IN TAKING: (see back for descriptions)

Studio Production       Camcorders & Editing       Inscrber Training

OCMS STAFF SCHEDULE CLASSES BY APPOINTMENT SO PLEASE INDICATE WHICH DAYS AND TIMES YOU PREFER FOR TRAINING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT ARE YOUR MAIN OBJECTIVES IN PRODUCING A PROGRAM ON CATV 2? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## OFFICE USE ONLY:

SET CLASS TIME: \_\_\_\_\_ BEGINNING \_\_\_\_\_

PAYMENT RECEIVED:  \$20 w/ 5 Volunteer Hours (Direct to Prod. Spec. for Volunteer Processing)  
 \$50 Class       \$10 Re-training

PAYMENT TYPE:  CHECK     CASH

\_\_\_\_\_  
OCMS OPERATIONS COORDINATOR

Volunteer Hours completed  \_\_\_\_\_

\_\_\_\_\_  
OCMS PRODUCTION SPECIALIST

# **TRAINING CLASS DESCRIPTIONS:**

These training classes are an excellent opportunity for individuals or groups interested in learning more about community television to get hands-on training on professional video equipment. Attendance all three sessions is mandatory.

## **CAMCORDERS & EDITING**

This class is for those just beginning in the world of community television. Emphasis is put on using the OCMS camcorders and learning how to master recording, framing, audio, lighting and other field production techniques. The class also gets into the basics of editing and how to put a program together. Participants will also learn about how to reserve equipment and other administrative procedures. No prerequisite required. Class limit: 3 – 5 participants.

## **STUDIO PRODUCTION**

This class is for those that are intending to produce a studio program. Emphasis is put on the basics of the studio and control room, focusing on the variety of positions, and a complete rundown of all equipment such as cameras, audio board and switcher. Participants will learn how to plan, direct and produce studio programs. We recommend a crew of 3-5 persons for each studio program. No prerequisite required. Class limit: 3 – 8 participants.

## **INSCRIBER TRAINING**

This class is intended for those looking to “spice up” their studio programs. The Inscrubber CG is a powerful character generator that allows for the addition of names, titles, credits and other graphic components. Because of the intensive nature of this system, we recommend one-on-one training sessions with one designated member of your studio crew. Prerequisite: Studio Production. Class limit: 2 participants.

For more information about any of these classes, please call the OCMS Operations Coordinator at 236-5261.