Production Office / Tech Room

Rules for use of GMA equipment:

- Please return everything to the location it was in prior to use.
- Only approved operators should be using or supervising the use of all GMA equipment.
- Please coil all cabling using the "over-under" method. This includes speaker cables, snakes, and power cables. If you do not know how to use this method, please ask for assistance.
- Please do not put any tape on anything. If tape is absolutely necessary, ONLY use gaffer's tape. Remove all tape from cabling prior to storage.
- The tech room desk and equipment on it is for the use of the staff Tech Specialist. Please do not tamper with any computer/phone equipment without prior approval.
- Leave the Tech Room as you found it.
- Please contact Mike Rowland for any assistance, or with any questions: <u>mrowland@ci.greenville.tx.us</u>
 o(903)454-7849

c(903)268-1283

Failure to comply may result in forfeiture of part or all of your deposit. Thank you for helping to take care of the GMA!