

INLAND EMPIRE MEDIA GROUP



PUBLIC ACCESS CLASSES

- Mac
- Editing
- Camera
- Workshops

Classes
Begin
at 1pm

MAY 2015

May 1 - Mac	May 15 - Mac
May 6 - Edit 1	May 20 - Edit 1
May 8 - Edit 2	May 22 - Edit 2
May 13 - Cam	May 27 - Cam
	May 29 - Mac



For Info Contact: Klyde Layon
(909) 384-5005

iemgpublicaccess@gmail.com

Knowledge is Power!

"Sure to refresh your
mind, body and soul."

www.iemediagroup.org

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PUBLIC ACCESS CLASSES

- Mac
- Editing
- Camera
- Workshops

Classes
Begin
at 1pm

JUNE 2015

June 3 - Edit 1	June 17 - Edit 1
June 5 - Edit 2	June 19 - Edit 1
June 10 - Cam	June 24 - Edit 2
June 12 - Mac	June 26 - Cam



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Inland Empire Media Group

Schedule of Public Access Classes

For May and June 2015

May	
Friday, May 1	Intro to Mac
Wednesday, May 6	Edit 1
Friday, May 8	Edit 2
Wednesday, May 13	Cameras
Friday, May 15	Intro to Mac
Wednesday, May 20	Edit 1
Friday, May 22	Edit 2
Wednesday, May 27	Cameras
Friday, May 29	Intro to Mac

June	
Wednesday, June 3	Edit 1
Friday, June 5	Edit 2
Wednesday, June 10	Cameras
Friday, June 12	Intro to Mac
Wednesday, June 17	Edit 1
Friday, June 19	Edit 2
Wednesday, June 24	Cameras
Friday, June 26	Intro to Mac

All Classes Begin at 1pm. Class Schedule Subject to Change. Schedule Suggestions Will Be Considered.

Membership fee is \$80 per year; \$40 for City residents with verified proof of residency.

Membership includes the following:

- *Up to eight (8) scheduled play dates annually.
- *10-hour Public Access Certification Course, including camera, editing and computer training.
- *Once certified, members are eligible to check-out Public Access field production equipment and access up to 50 hours of digital editing time.
- *Members are eligible for workshop discounts.

For more information go to www.iemediagroup.tv and click on the "Public Access" tab.

Membership payment must be made in advance prior to attending classes.

If you are interested, please email us at IEMGPublicAccess@gmail.com or call (909) 384 -5005.

For membership payments please print and fill out the bottom portion below and mail with your check.

PLEASE MAKE CHECKS PAYABLE TO: "City of San Bernardino" with memo: "IEMG Public Access Membership"

Mail to:

City of San Bernardino,
Inland Empire Media Group
201A North E Street, Suite 103
San Bernardino, CA 92401-1507
ATTN: IEMG Public Access Program
(909) 384 -5005

Name:(Print clearly) _____

Email:(Print clearly) _____

Phone #: _____

Sign _____ Date _____

I would like to become an IEMG Public Access Member



Mac Basics: 101



Who Should Attend

This class is designed for anyone looking to learn the Macintosh Operating System OSX.

What You Will Learn

- Desktop.
- Finder.
- Dock.
- Trash.

Desktop



Elements of the Desktop

- **Apple Menu - Access Software Update, System Preferences, Sleep, & Shut Down.**
- **Spotlight icon - Click it to bring up the Spotlight search field, where you can search for anything on your Mac.**
- **The Dock - Quick access to your most frequently used applications, folders, and files.**

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Mac Basics: 101



The Finder



The Finder allows you to visually access practically everything on your Mac, including applications, hard disks, files, folders, and DVDs. You can use the Finder to organize all your files and folders as you want, search for stuff anywhere on your Mac, delete things you don't want, and more.

The Dock



The Dock is the bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the applications on your Mac.

Emptying Trash



When you need to delete unwanted files or folders, move them to the Trash and empty it.



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Introduction to Camera - 101

What You Will Learn

- Interviewing Technique.
- B - Roll.
- Audio.
- Framing.



Interviewing

Setup: It is important to think carefully about your setup. It has to be framed and well lit and be capable of providing you with clean audio. The more time you put into creating a good setup the better your finished video will look and sound.

- Pick a comfortable space that reflects the subject's business or personality. It should have interesting background details like distinct architectural features or beautiful cityscapes, and be relatively secluded with very low ambient noise levels (e.g. at their desk, conference room, etc.).
- Use diffused, natural daylight where possible (such as light from a window) and augment it with light from your own kit. Remember to adjust your white balance.
- Listen to the answers that are given during the interview and think about the cutaways that would work best to illustrate the interview's points.
- Be creative with where you set up your interview. Feel free to move furniture around (but please ask for the interviewee's permission first) and explore seating your interviewee in unconventional places--such as deliberately in front of murals or bookcases--if this will allow you to have the best backdrop available.
- The subject should always speak to one person off camera. The interviewer should position themselves directly beside the camera lens so that the subject's eye line is positioned just off camera and at the same height (not looking down or up at the camera) as the lens.
- Keep watch over your interviewee's appearance (clothing, hair and skin) throughout the interview and put the interview on hold when necessary to make adjustments,
- Ask to turn off computers, refrigerators, air conditioners, radios, and other devices to minimize ambient noise.

Warm Up: It is **ESSENTIAL** to make your subject comfortable during the interview. The more comfortable a person feels before an interview the better their answers will be. Have a light conversation with subject while you're setting up and before you begin the interview.



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Introduction to Camera - 101

B-Roll

Coverage



- **Make sure you have enough footage to cover all the points illustrated in the Interview. Think about how the video will be edited while you're shooting and make sure to provide your edit with a wide variety of angles and framing styles (Close-Up, Medium, Medium Close-Up, Wide, Pans, and Zooms).**
- **Make sure you have visually addressed all key topics discussed during the interview.**

Audio

CHECK AUDIO LEVELS BEFORE AND DURING YOUR SHOOT AND BETWEEN INTERVIEWS.

Capturing great audio is just as important as taking great video and can easily make or break your footage. There is very little that can be done to salvage bad interview audio, so pay particular attention to your levels.

- **ALWAYS wear headphones and monitor your incoming audio, which will alert you to any immediate problems and save you from trying to fix poor audio in post-production. Monitor any external recording devices as well.**
- **Keep an eye on your microphone levels, especially on external recorders.**



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Framing Examples

Interview – Medium Shot (MS)



Interview – Medium Close-Up Shot (MCU)





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Interview – Close-Up Shot (CU)



B-roll Action – Establishing Shot (ES)





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B-roll Action – Wide/Full Shot (WS, FS)



B-roll Action – Medium Shot (MS)



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B-Roll Action – Close-Up Shot (CU)



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Shot List Glossary

ES – Establishing Shot

WS – Wide Shot

FS – Full Shot

MS – Medium Shot

MCU – Medium Close-Up

CU – Close-Up

Release forms

Releases are **ABSOLUTELY NECESSARY** for your shoot. Everyone appearing on camera needs to sign a release, and **ALL** releases must be signed on the day of the shoot. Bring extra copies of the releases to the shoot and give yourself time to collect signatures.

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iMovie 101

Introduction to iMovie



Who Should Attend

This class is designed for anyone looking to edit professional-quality video with iMovie and who prefers hands-on and interactive instruction to best explore its functionality.

What You Will Learn

- Organizing media and using keywords.
- Using timeline.
- Fine-tuning clips.
- Applying effects, transitions, and retiming clips.
- Finishing and final output.

Prerequisites

- Knowledge of OS X and basic computer Navigation.
- Basic knowledge of editing terminology is highly recommended.

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Course Outline

Day 1

Exploring the iMovie Interface

Following a Workflow, Opening iMovie, Exploring the Interface, Viewing and Sorting Events, Viewing and Creating Projects, Viewing Projects in the Timeline, and Hiding and Quitting iMovie.

Importing

Importing Media into an Event, Labeling Imported Clips, Importing from a Camera, Importing from Desktop.

Organizing Clips in an Event

Creating Events, Sorting and Searching Clips.

Building a Rough Cut

Creating a New Project, Screening and Marking Clips, Appending Clips in the Time Line, Viewing and Arranging Clips in the Timeline, Inserting Clips into the Primary Storyline, Connecting Clips to the Primary Storyline.

Fine-Tuning a Rough Cut

Connecting Clips to the Primary Storyline, Retiming Clips, Overwriting and Replacing Clips.

Applying Transitions

Preparing for Transitions, Applying a Video Transition, Modifying Transitions, Exploring Audio Transitions.

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Day 2

Working with Sound

Monitoring and Adjusting Audio in the Timeline, Adding Music and Sound Effects, Creating Audio Fades, and Correcting Problem Audio.

Working with Titles, Generators, and Themes

Adding a Lower Third, Modifying Titles, Adding Credits, and Using Themes.

Transforming Clips

Transforming an Image, Retiming a clip, Cropping an Image, Adding a Ken Burns Effect.

Applying Effects and Enhancing Color

Applying Video Effects, Modifying Effects Parameters, Applying Audio Effects, and Enhancing Color In iMovie.

Exporting and Sharing Your Project

Preparing a Project for Exporting and Sharing, Adding Chapter Markers, Exporting Movie File, Exporting a Project for Mobile Devices, Exporting a Project for Video Sharing Sites.

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Premiere: **TBD** or ___/___/___ @ ___ a.m./p.m.
 Encore: **No / Yes** ___/___/___ @ ___ a.m./p.m.
 Comments: _____
 Assigned Kill Date: ___/___/___ @ ___ a.m./p.m.

This Area Reserved for Traffic and Master Control

Assigned CORE ID#: _ _ _ _ _

Received: ___/___/___ by _____

Inputted: ___/___/___ by _____

Work: QC / RIP / XFER / RE-NAME / TRT

Passed/Rejected: ___/___/___ by _____

Provider Notified: ___/___/___ by _____

I.E.M.G. Public Access -- San Bernardino Playback Request & Tracker Form

Member/Submitter must legibly complete all sections (below), and enclose a separate form for each individual Public Access program. Corresponding series / program title details and total running time should also appear on all supplied media to avoid handling errors.

SERIES Title: _____ EPISODE #/Title: _____ EXACT Total Running Time (TRT): ___hr. ___min. ___sec. Playback Type (circle): <u>Free*</u> <u>Member¹</u> <u>Weekly Time Slot²</u> <i>Media delivery required <u>10 days</u>^ in advance of your Requested Play Date and Time:</i> ¹ Member -requested playback slot: ___/___/___ @ ___:___ am / pm ² Weekly Time Slot → To play on: ___/___/___ @ ___:___ am / pm <i>[All requested playbacks are subject to time slot availability and successful processing.]</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">MEDIA FORMAT (please circle)</th> </tr> <tr> <td style="text-align: center;">Digital</td> <td style="text-align: center;">Analog</td> </tr> <tr> <td style="text-align: center;">DVD: -R +R</td> <td style="text-align: center;">VHS S-VHS</td> </tr> <tr> <td style="text-align: center;">OTHER:</td> <td style="text-align: center;">OTHER:</td> </tr> <tr> <td colspan="2" style="text-align: center;">ADDITIONAL COMMENTS:</td> </tr> </table>	MEDIA FORMAT (please circle)		Digital	Analog	DVD: -R +R	VHS S-VHS	OTHER:	OTHER:	ADDITIONAL COMMENTS:	
MEDIA FORMAT (please circle)											
Digital	Analog										
DVD: -R +R	VHS S-VHS										
OTHER:	OTHER:										
ADDITIONAL COMMENTS:											

MEMBER (if applicable) or SUBMITTER NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

CONTACT PHONE: (____) _____ - _____ **e-mail (req'd.):** _____

TERMS AND CONDITIONS

IMPORTANT / PLEASE READ! 1) All *Public Access (P.A.)* programs are scheduled only *after* passing Quality Control (QC) processing, to ensure compliance with our "Technical Standards and Other Requirements" and "Public, Educational and Government (P.E.G.) Policies and Procedures." 2) *Paid *Membership* participation is not required for P.A. playback; anyone may submit one show per year at no cost whatsoever -- with play date and time assigned by I.E.M.G. 3) I.E.M.G. Public Access *Members* may request general or specific playback slots from a schedule of available dates and times (up to their included yearly *Membership* limit). 4) I.E.M.G. Public Access *Members* with an annual playback agreement must specify the play date and time for each program. 5) ^All *Membership* submissions with requested or specified play dates and times require media delivery at least 10 business days in advance of the requested/scheduled playback dates. 6) Final schedule placement of all P.A. programs is at the sole discretion of I.E.M.G. 7) Processing times vary, and technical/content issues may delay or preclude playback as requested, or scheduled. 8) Programming is subject to change without notice.

*I am authorized to request playback of the program described above on Inland Empire Media Group (I.E.M.G.) TV channel(s), and acknowledge that I.E.M.G. has permission to make and store a digital copy of this program for subsequent playback(s). I certify that the above program contains no obscene or indecent material, as defined by local, state and federal codes; no advertising materials; neither lottery nor lottery information; no un-authorized copyrighted material; and that this program complies with all applicable policies. Furthermore, I assume complete responsibility for this program and its content, and agree to indemnify and hold harmless the City of San Bernardino, I.E.M.G., local cable and broadband operators, their officers, employees, and agents, from any other potential liabilities. I also understand that I am responsible for reclaiming my submitted media within 30 calendar days of its last scheduled cablecast, and that after that period of time -- unless other arrangements have been made in writing -- the submitted media is subject to recycling and/or disposal by I.E.M.G. **This form is filed as a Public Record. I hereby acknowledge acceptance of the above Terms and Conditions:***

SIGNATURE: _____ **PRINT:** _____ **DATE:** _____

Please visit our website: www.iemediagroup.tv; Direct programming-related questions to Klyde Layon at: layon_kl@sbcity.org; phone: (909) 384-5005; Address all other Public Access, workshop and scheduling questions to: IEMGPUBLICACCESS@gmail.com