

MEDIA SERVICES

Student Guide for Presentations

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Welcome to the Media Services Studio. We are here to help make your experience in the studio a pleasant learning experience.

The studio will be open 30 minutes prior to class and close 15 minutes after class ends, unless requested by students to practice speeches. Media personnel must be present during speech practice sessions. Do not ask library personnel to open the studio.

Speeches are recorded in two formats: VHS Tape (provided by student) or DVD disk (provided by Media Services). If students do not provide VHS tapes, speeches will be recorded on DVD disk.

Equipment available for Communications students to use during speech presentations include: overhead projector and screen, TV, VCR, DVD player, and dry erase boards. If you would like to use audiovisual equipment for your speech, it is your responsibility to reserve the equipment one day in advance. Operation of the equipment will be explained by the technicians.

Please do not touch, move or rearrange studio curtains.

Items may be brought into the studio to enhance speech effectiveness; however, some items are prohibited. Prohibited items include, but are not limited to, weapons, animals, illegal drugs and paraphernalia, and alcoholic beverages. If you have a question about items you want to use in your presentation please consult with media personnel.