

TO: Torrance Community Television Staff
DATE: October 5, 2010
**RE: INFORMATION ON STAFF FOR TCTV
PRODUCERS:**

Question: What are the rules for the staff of TCTV Producers when assisting them at camera check out time?

FACT: Many TCTV Producers use friends and acquaintance's to help with their production for set up of sets etc. It is important to help TCTV Producers with their shows since no paid staff from the city are allowed in order for the show to be listed with Time Warner and the show to be considered for an award.

- 1. Can a staffer in the company of a TCTV Producer speak to any of the Torrance Employees?**
- 2. Can some simple questions be answered to the staffer that both the TCTV Producer and Staffer do not have the answer to if both come in to check out equipment?**
- 3. Are there some guidelines on these questions that could be given to the TCTV producers?**