

# PRODUCER'S GUIDE

TORONTO  
PRODUCTION  
CENTRE



cbc television

# PRODUCER'S GUIDE

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## What We Are

**The Toronto Production Centre is an integrated, responsive, user-friendly service provider offering high quality technical and production solutions that are of value to clients and the organization. Our credibility comes from the creativity, knowledge and expertise of our people.**

Whether you're a new or returning client, **THE TORONTO PRODUCTION CENTRE (TPC)** is pleased to be a partner in your upcoming production. Whatever your production need, we have the breadth of services and depth of creative, technical and organizational expertise to help you.

Project managers are assigned to all productions coming through the TPC, acting as central contacts and working closely with production partners and key personnel from all areas within the CBC. Your project manager will ensure your production runs smoothly and is navigated successfully to completion.

Although your Project Manager will be your key source of information, this Guide has been prepared as a handy reference tool and as a supplement to communicate additional information about working here.

Before embarking on your production, please note that a unique program number will be assigned to your project to track all costs. This program number will be used to schedule TPC crew and facilities to your production. Your Project Manager can provide you with additional information as to how these aspects apply to your production.

We hope you find the TPC Producer's Guide useful.



We have a large, experienced pool of technical crew for hire. Who can also facilitate access to a vast inventory of TPC technical equipment and supplies available for rental. Furthermore, our Project Management team can provide your show with valuable expertise, offering suggestions and advice to meet your needs and maintain high-quality standards. Often, this consultation helps avoid unnecessary expenditures down the road.



We have state-of-the-art HD studios - from 1,200 square feet to 13,000 square feet and multi-camera control rooms. Studios can be equipped with a variety of lighting and audio options, made uniquely efficient with our flying batten and plak systems.

No matter the size or type of show, we can assist in assembling qualified production resources to meet your production goals. We'd be pleased to sit down with you to discuss and ascertain the best available production options for your show, and then arrange to provide you with an all-inclusive **PACKAGE DEAL**.

The TPC provides its services to both CBC and independent productions. The six (6) major TPC areas include:

- **STUDIO AND REMOTE PRODUCTION**
- **POST-PRODUCTION**
- **GRAPHIC DESIGN**
- **TORONTO DESIGN OFFICE**
- **TECHNOLOGICAL MAINTENANCE AND SUPPORT**
- **MEDIA PRESENTATION**

Our production and resource teams have years of experience and will help you get the best possible quality and value out of your production budget.



## STUDIO & REMOTE PRODUCTION

### Access

If you require access to survey our studio and technical equipment areas, please let your Project Manager know and they will arrange this for you.

### Equipment Rentals

We keep our equipment in top condition. Any rented equipment not under the supervision of the TPC is the responsibility of production per the terms and conditions outlined on our Rental Agreement.

### Lifts, Aerial & Fork

We have a variety of lifts available. If any of your freelance crew wishes to operate our aerial and/or forklifts, kindly provide proof of appropriate, valid licenses in advance of production.

### Special Production Needs

Please advise your TPC Project Manager in advance of any special production requirements involving live animals, firearms use, pyrotechnics, vehicle, or rigging/ flying needs.

### Studio Floor Painting

Studio floors can be painted. Please consult with your project manager.

### Support Rooms

A variety of support rooms including private dressing rooms, wardrobe & hair/ makeup rooms, BG holding, craft rooms are available upon request.

### Technical Supplies

Technical supplies and consumables are available to purchase.

### Technical Stores

TV technical stores can provide equipment for all studio and remote productions, including video, camera support, audio, lighting and power distribution.



## Post Production

### PICTURE

We have 42 non-linear edit suites offering SD & HD editing and finishing services on both AVID and Final Cut platforms.

### SOUND

Audio Post has large format, multi-track recording and mixing studios – all equipped with ProTools High Definition systems - plus a host of small format DAW recording and mixing studios. Re-mix capabilities include all major delivery formats including Surround 5.1.

### POST-PRODUCTION MEETING

Although all aspects of production are unique in their own right, we recognize that Post Production has its own specific set of challenges. Depending on the desired “look” and “sound” of the finished product, Post Production can be a highly creative, and sometimes a long and complex process. Moreover, once Post begins, many key production personnel have moved on to other projects. Thus, continuity, control and supervision during Post Production are of paramount importance.

The TPC can help in this regard. We will work closely with your **POST PRODUCTION SUPERVISOR** to manage and administer the post process at the TPC. Your Project Manager will arrange a meeting early in the production process with the Post Supervisor to identify pertinent details that may impact on post production.

### Closed Captioning

Your Project Manager can provide rates and arrange for Closed Captioning services.

## Screening Theatre

The TPC's screening theatre seats up to 50 people and can even be used as a set. Rates are available upon request.

## Graphic Design

TPC Graphic Design services include branding, logo and identity design, 2D and 3D motion design, character animation and virtual set design, compositing and special effects, digital and traditional illustration.

Your Project Manager together with the Manager of Graphic Design can provide you with additional information and suggest the optimal approach to obtain the desired results for your graphics project.

## Toronto Design Office

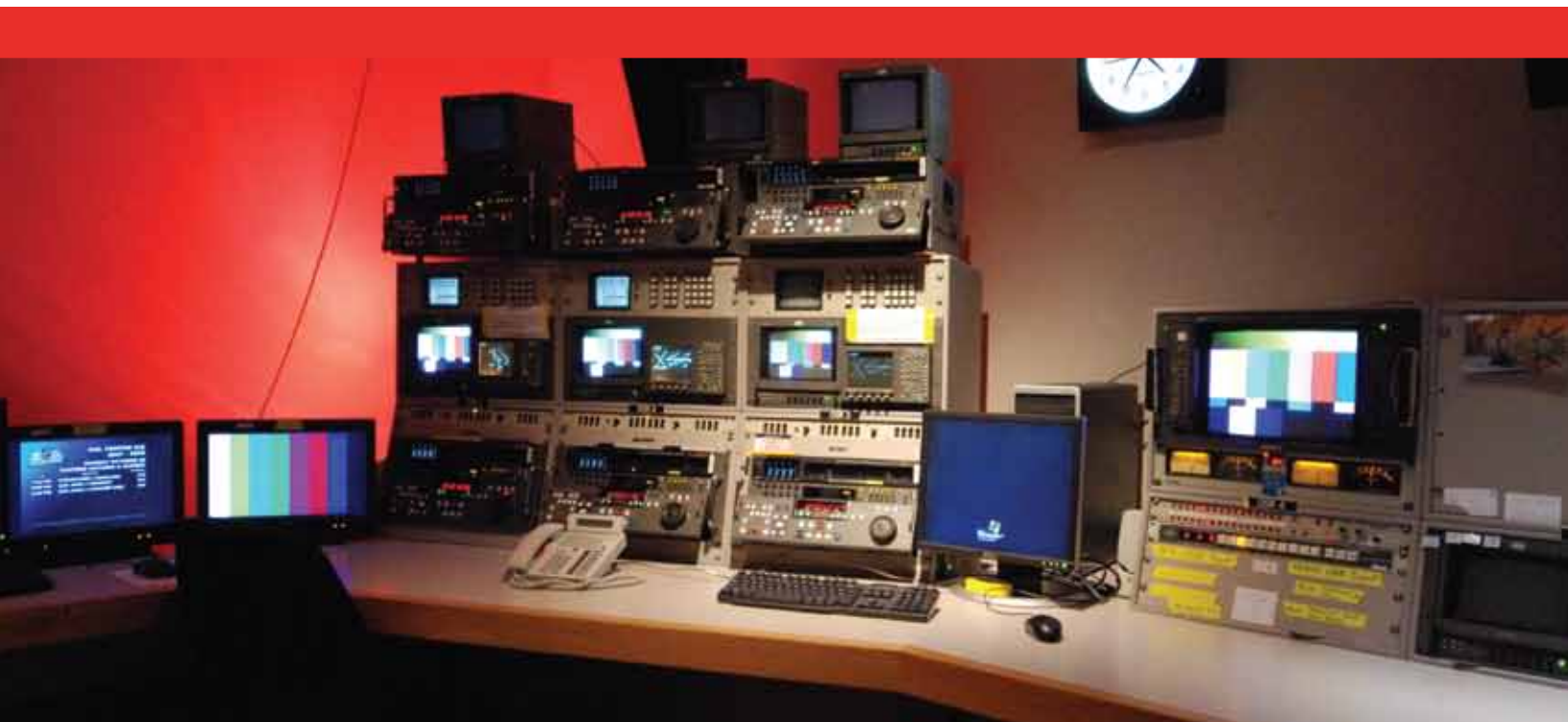
The mandate of the TORONTO DESIGN OFFICE (TDO) is to assist in-house, independent, and co-productions to obtain the best quality and most cost effective external design services.

## Maintenance & Support

The Technological Maintenance & Support department provides a wide range of television support services and a wealth of technical expertise should you require technical guidance and/or consultation. In addition, we can create specialized, custom-made mechanical and lighting accessories to support and/or enhance your production.

## Network Presentation

Network Presentation is responsible for providing consistent, seamless transmission of programming from the CBC Broadcast Centre in Toronto.





## Other

Here are some other key things you should know about working at the CBC:

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### Animals

Please let us know of any animals that need to be brought into the TPC for your production. You'll need to have appropriate licenses and animal wrangler(s).

### Audience, BG Coordinators

Production should ensure that qualified and sufficient audience and/or background performers coordinators are present to direct studio audiences and/or large groups of production personnel in and out of the building.

### Catering

Productions are encouraged to use their preferred catering choices during their stay at the CBC. Please note that compressed gas devices, e.g. propane/butane heaters, are not permitted anywhere in the building.

### Elevators

The large freight elevator (Elevator 18) accessible from John Street provides a convenient way of bringing production gear into the building and directly up to the studios.

### Hazers

Please consult with your project manager regarding hazer use and atmospheric requests.

### HST

The Harmonized Sales Tax (HST) will be included on all services invoiced by the TPC.

### Insurance

All independent producers using TPC studio facilities will be requested to show proof of general liability insurance up to \$5 million.

### Maps & Directions

Your Project Manager can provide you with information to locate the studio, suite or room(s) you are looking for.



## Parking

The CBC does not have any visitor parking facilities. Production can use any of the independent parking lots that surround the building and Street permits are obtained as usual through the Toronto Film and Television Office ([www.torontofilmpermits.com](http://www.torontofilmpermits.com)).

## Production Offices

We can rent production office space, as available. This space comes with furniture and local telephone service.

We also have specific IT procedures for the use of outside laptop computers within CBC. Your Project Manager can provide you with additional information.

## Purchase Orders

You may request that your own unique P.O. numbers be attached to requisitions for your own tracking purposes. Alternately, CBC Finance can issue unique purchase order numbers to assist in tracking specific purchase and rental costs associated with your production.

## Security

Access into the CBC building is pre-arranged through your Project Manager. Daily visitors are issued day passes and longer term personnel are issued photo I.D.

If large numbers of people require access or if visitor names are unavailable, e.g. background performers, then an easily identifiable production badge can suffice as long as arrangements are made beforehand with the Security Office.

If you have been provided with dressing rooms and/or production office space, you will be given unique keypad numbers to better control access to these rooms. Please note that basic security precautions regarding valuables and attractive items should nevertheless be used.

## Tape Stock

We can supply tapes and related supplies, as required, for your production. We have a selection of varying lengths of **SP**, **SX**, **DB** and **HD** tapes at competitive prices. Your Project Manager can provide you with these rates and arrange to obtain tapes for your production.

## Vehicles

Should a gasoline-powered vehicle be required for production related purposes inside the CBC building, e.g. automobile, motorcycle please note:

- Please disconnect the battery.
- Ensure the gas tank is full.
- Lock the gas cap.

## Shipping, Receiving

We recognize the need to ship and receive various materials throughout production.

PLEASE NOTE:

### TORONTO SAME DAY COURIERS

- Our courier desk is located on the main floor in the Wellington Street West corridor, and is open **MONDAY to FRIDAY from 8:45 AM to 4:45 PM**. The delivery address is 205 Wellington St. W. If receiving materials, please ensure that the sender clearly marks your name, location and phone number. You will be contacted for pick-up when the materials arrive. The courier desk phone number is **416.205.2265**.

### OUT-OF-TOWN SHIPPING/RECEIVING

- If shipping to and/or receiving materials from out-of-town, you need to use the Shipping department on the **B2 level (S2B106)**. The department is open **MONDAY to FRIDAY from 8:45 AM to 5:00 PM** – with outgoing package cut-off at 4:30 PM. Please note that you will need your program number to ship any materials. Phone numbers are **416.205.2573 / 3022** and internal e-mail is 'Shipping Toronto'.



## NOTES

