



**LexMedia**  
CHANNELING THE VISION  
**Annual Report**  
July 2015 - June 2016



Dear Members of the Lexington Community,

As Executive Director of LexMedia, I invite you to review this Annual Report, which will provide an overview of our efforts to advance our mission *to develop, establish and maintain a Media Center to facilitate learning and to meet the needs of the Lexington community by offering media education and community programming*. We are very proud of what we have achieved in the past 12 months. Our four cable channels and our website have offered dynamic programs including many new concepts developed to improve our coverage of local government, our schools and the community at large.

We are especially excited about the success of our efforts to engage young people in LexMedia programs. We offer intensive summer film classes and collaborate with youth groups on special projects throughout the year. We provide internships throughout the summer as well as yearlong employment opportunities for co-op students from Minuteman Technical High School.

In the political arena, we worked with local government to keep the community informed about important issues that affect the quality of life in Lexington. Individuals, nonprofit organizations and institutions are welcome to visit our studios and learn about the media training and access we offer. By providing TV production training to our members we encourage creative expression and inclusion. Our programming reflects the diversity of our community and the changing interests of our viewers.

This report is designed to give an overview of our work during the past year. I am grateful to the dedicated LexMedia board and staff, our committed community producers, our enthusiastic volunteers and the many partners and collaborators who make it possible for us to provide Lexington with relevant programming.

Florence DelSanto

A handwritten signature in black ink, appearing to read 'Florence DelSanto', written in a cursive style.

Executive Director

## **Board of Directors**

**David Ilsley** - Chairman

**James Shaw** - Vice-Chairman

**Colleen Smith** - Secretary

**Timothy Counihan** - Treasurer - BOD Representative

**Jeffery Leonard** - School Committee Representative

**Ephraim Weiss** - TMMA Representative

**John Cini**

**Steve Isenberg**

**Frederick Johnson**

**William Koefed**

**Peter Lee**

**Betsy Reynolds**

**Susan Rockwell**

## **LexMedia Staff FY2016**

### **Florence DelSanto - Executive Director**

Responsible for all day to day operations, financial management, human resources, maintains public facilities of LexMedia, develops and produces programs with community members, implements plans and directives of the Board of Directors.

### **Terry Samaras - Production Manager**

Responsible for overall management and scheduling of all in-house and field productions, coordinates activities of community producers, manages the equipment inventory, produces and edits LexMedia productions.

### **Mark McMinn - Membership/Outreach/Training Coordinator**

Oversees the membership database and correspondence, produces programs and organizes membership events. Creates outreach materials. Develops and runs training classes.

### **Rick Dorrington- Government Coordinator**

Responsible for planning and implementing all government meeting coverage, programs the government channel, maintains LexMedia on-demand site for government programs, oversees community volunteers and freelance staff who produce programs for the government channel.

**Irene Dondley - Production Assistant/Administrative Assistant**

Responsible for programming the Education and Public channels, manages and creates announcements for the Community Bulletin Board, serves as LexMedia bookkeeper, assists with LexMedia productions and operations and monitors and fulfills DVD requests.

**Fred Rothmel - IT Consultant**

Maintains and troubleshoots LexMedia equipment and networks, assists with LexMedia productions.

**Devin Shaw - Part-time Production Assistant**

Records and indexes government meetings, produces and assists other LexMedia productions.

**Training and Membership**

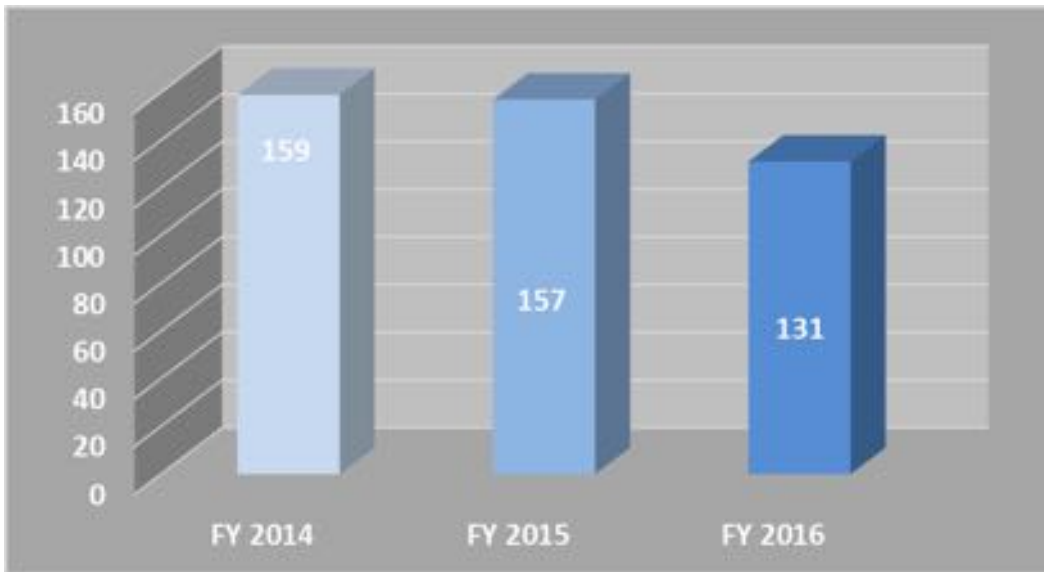
With the implementation of Media Center Management, MCM, an online registration system, we created a new category of membership. Our general membership remains at 500+ members, but we have designated 100 of them as equipment members. Those are members who have been approved to make reservations using the MCM system. MCM allows reservations for equipment and facilities and classes to be made on-line.

Membership numbers remain high because LexMedia does not charge a fee for membership. Anyone who lives, works or goes to school in Lexington is welcome to join. They are required to take an orientation class and become familiar with our policies and procedures. Our mission is to empower as many people as possible by teaching them skills in video production and related computer technology so they may participate in the fields of electronic visual arts and communications.

LexMedia is well equipped and is continually upgrading its high-quality digital TV production equipment and facilities. Our training provides members with the opportunity to learn basic media skills from the LexMedia staff. We have trained over 130 people this year and added approximately 30 new members.

The graph below shows the number of members trained over the past three years.

### **LexMedia Training FY2014 - FY2016**



### **LexMedia Classes**

**LexMedia Orientation** introduces new members to everything they need to know to get started - becoming a member, taking classes, using our equipment, joining a production group, producing TV shows and helping others produce their own.

**Studio Production 1** is designed to give beginners an overview of the in-studio process for live and live-to-tape TV production. Participants learn the required tasks for each of the crew positions in the studio and the control room and get the chance to operate cameras and audio equipment, as well as graphics equipment and the digital video switcher. They can also learn to be on-camera and to read the teleprompter.

**Studio Production 2** builds on the skills learned in the basic production class. Participants learn to produce more visually distinctive programs by learning to operate the jib and use the studio lighting grid.

**Field Production 1** gives members a basic understanding of how to set up and operate our portable camcorders, capture clean audio and use solid-state memory cards. Participants learn the Rule of Thirds as well as basic framing techniques.

**Field Production 2** participants continue to learn the basic technical skills of field

production including camera operation, lighting, and audio. During this course students receive hands on instruction and the opportunity to work with some of our cameras. At the completion of this class members can sign out our portable gear and start producing programming immediately.

**Intro To Editing** members will receive a complete overview of the editing process. We offer both Adobe CS5 Premier Pro and Final Cut Pro 7 and FCPX classes. They'll learn how to set up a project, import media, edit in the timeline and export to DVD and mpegs.

**Panasonic AG HMC-150 Camcorder** is an advanced class for existing LexMedia members who have demonstrated advanced production techniques and are ready to go to the next level. Participants learn about all the features and functions of our most advanced camera including the format and edit choices.

**Robotic Camera/Remote Locations** offers members hands on training in the operation of the robotic camera systems at Cary hall, LHS, the Selectmen Meeting Room, and Cary Library. Once certified, members can cover events in these rooms.

**Green Screen Production** is a special course for members interested in



incorporating virtual backgrounds in their productions using the LexMedia green screen. The course covers technical considerations like camera setting, appropriate

distance from the green screen, lighting and settings on the digital video switcher.

## **Fundraising for FY2016**

FY2016 was another successful fundraising year. The board set a goal of \$11.5K for the year, which we reached and exceeded. The major source of funding continues to be DVD sales and proceeds from our summer kids movie-making class.

The board has set an \$11,500 fundraising target again for FY2017. We plan to emphasize raising funds through studio rental opportunities and increasing special classes and workshops to raise funds. We will also target DVD sales opportunities. We have added the option to download video directly to computers rather than burning DVDS hoping to further increase sales.

The graph below shows the total of our fundraising efforts over the past three years.

### **LexMedia Fundraising FY2014-16**



## Organizations Served in FY2016

Alzheimer's Association	Friends of Council On	Committee
Armenian Bone Marrow	Aging	Lexington Boy Scouts
Donor Registry		Lexington Center
Armenian Sisters'	Friends of Lexington	Planning Committee
Academy	Music, Art and Drama	Lexington Chamber of
Bollywood Dance Troup	Students, Inc.	Commerce
Boston Guzheng	Fund for Lexington	Lexington Community
Ensemble	Global Warning Action	Center
Brookhaven at Lexington	Committee	Lexington Community
Cary Lecture Series	Grace Chapel	Education
Cary Memorial Library	Hancock Church	Lexington Council for the
Cash for Candy	Hayden Recreation	Arts
CAAL (Chinese American	Center	Lexington Cricket League
Association of Lexington)	Heritage Park of	Lexington Democratic
Citizens for Lexington	Burlington	Committee
Conservation	His Majesty's Tenth	Lexington Education
Common Cause	Regiment of Foot	Foundation
Community Endowment	India New England	Lexington Farmer's
of Lexington	Indian Americans of	Market
Community Nursery	Lexington	Lexington Field & Garden
School	International Church of	Club
Cotting School	God	Lexington Food Pantry
Cradles to Crayons	Kids Cooking Green	Lexington Girl Scouts
Dance Prism	League of Woman Voters	Lexington High School
Daoyin Health Society	of Lexington	PTSA Special Education
DPW Town Government	Lexington Public Schools	Parent Advisory Council
East Lexington	LexFarm	Lexington Historical
Community Association	Lexfun	Society
First Parish-Unitarian	Lexington Knights of	Lexington Little League
Church	Columbus	Lexington MinuteMen
FISH of Lexington	Lexington Ace Hardware	Company
Follen Community	Lexington Arts and Crafts	Lexington Police Dept.
Church	Society	Lexington Retailers
French Pastry Place	Lexington At Home	Association
Friends of Cary Memorial	Lex. Bicentennial Band	Lexington Rotary
Library	Lexington Bike	Lexington Senior Center



Lexington Sidewalk Committee	Middlesex Conservation District	Students Against Destructive Decision-making Club
Lexington Sustainability Committee	MinuteMan National Historical Park	The Colonial Times Magazine
Lexington Symphony	Minuteman Technical High School	The Dana Home Foundation
Lexington Tourism	Munroe Center for the Arts	The Inn at Hastings Park
Lexington Town Celebrations Committee	NAMI (National Alliance on Mental Illness)	The Lexington Minuteman
Lexington Town Meeting Members Association	New England Art Institution	The Ride Studio Café
Lexington Veterans Association	NonProfit Net	The Stone Zoo
Lexington Youth and Family Services.	Pam's Run	The Tunnel Vision Film Club
Lexington-Antony Sister Cities of the Lexington	Payson Park Church	The William Diamond Junior Fife and Drum Corps of Lexington
LHS Landscaping Committee	Pilgrim Congregational Church	Trinity Covenant Church
LHS PTSO	Project Bread	UMass Department of Anthropology
Lion's Club of Lexington	Representative James Dwyer	USPS (Stamp out Hunger)
Mass. Cultural Council	Representative Jay Kaufman	Waldorf School of Lexington
Mass. Society of Genealogists	Scottish Rite Masonic Museum & Library	Wilson Farm
Mass Kids and the Enough Abuse	Senator Kenneth Donnelly	Youthquake Theater
MBTA	St Brigid Church	Youville Place Assisted Living
Metropolitan Area Planning Council	St Nicolas's Greek Orthodox Church	Vocal Revolution
Metropolitan Wind Symphony		

### **Operating Expenses and Budget**

Operating expenses for FY2016 were \$391,149. The bulk of these funds come from the PEG access fees assessed by Comcast, RCN, and Verizon, via the Town's Communications Advisory Committee.

The majority of LexMedia's funds are spent on salary and benefits for our staff. Most

other expenses cover outside subcontractors, occupancy, supplies, and insurance.

**Operating Expenses FY2016**

	<b>FY 2016 Q1</b>	<b>FY 2016 Q2</b>	<b>FY 2016 Q3</b>	<b>FY 2016 Q4</b>	<b>Total</b>
<b>Personnel Expenses</b>	\$ 66,810.61	\$ 67,669.95	\$ 57,513.39	\$ 67,002.77	\$ 258,996.72
<b>Employee Benefits</b>	\$ 17,165.84	\$ 13,480.08	\$ 15,538.08	\$ 16,635.38	\$ 62,819.38
<b>Outside Services</b>	\$ 6,708.32	\$ 6,102.22	\$ 8,900.54	\$ 3,988.99	\$ 25,700.07
<b>Occupancy Expenses</b>	\$ 1,557.75	\$ 1,355.80	\$ 1,314.99	\$ 1,280.68	\$ 5,509.22
<b>Studio Operating Expenses</b>	\$ 1,940.44	\$ 1,909.53	\$ 1,244.10	\$ 4,217.72	\$ 9,311.79
<b>General</b>	\$ 10,615.94	\$ 3,883.91	\$ 4,040.98	\$ 10,271.30	\$ 28,812.13
<b>Total</b>	\$ 104,798.90	\$ 94,401.49	\$ 88,552.08	\$ 103,396.84	\$ 391,149.31

The contract with the town calls for a cost of living adjustment for FY2017. Other than that, our planned expenses for FY2017 are flat to FY2016 and are anticipated to be flat through the four quarters of the year. We expect that these funds, with the inclusion of LexMedia fundraising proceeds, will be sufficient to provide the services we have contracted to provide for the Town, as well as the additional projected services for FY2017 outlined in this report. Below is the anticipated breakdown of expenses for next year.

**Operating Budget FY2017**

Personnel	\$270,000
Employee benefits	\$65,000
Outside Services	\$25,000
Occupancy	\$5,500
Studio Expenses	\$6,000
General & Admin	\$22,200
<b>Total</b>	<b>\$393,700</b>

**Capital Expenses and Budget**

LexMedia used \$33,063 of the \$86,685 available capital funds in FY2016. The majority spent on expanding and updating field recording equipment and upgrading

the facility at Kline Hall. The remaining \$53,622 from FY2016 will be applied to the capital budget for FY2017. Our contract provides \$60,396 for capital spending for the year, giving LexMedia has a total capital budget of \$114,018.

Below is the breakdown of the capital spending for FY2016.

### Capital Spending FY2016

Date	Capital Item	Cost
8/7/2015	Westcott Co. Daylight kit 2@ \$399.90 each	\$ 799.80
8/7/2015	Apple Store, laptop	\$ 2,557.00
9/30/2015	Facility Improvements--Lights	\$ 2,282.00
11/18/2015	Alzate Electric-Facility Improvements	\$ 647.50
12/14/2015	3 Sanken Lavalier Mics	\$ 1,407.00
12/14/2015	Gitzo Tripod	\$ 949.88
4/14/2016	Stream Machine 17 Pro	\$ 8,490.00
4/14/2016	HDMI Output	\$ 295.00
4/14/2016	Stream Cam Auto Tracker Camera	\$ 4,995.00
4/14/2016	Wirecast Studio upgrade to Pro	\$ 495.00
4/14/2016	Stream cam Augto Tracker camera	\$ 1,795.00
4/14/2016	VPC 50' length	\$ 435.00
4/14/2016	3 Tripods	\$ 885.00
4/14/2016	StreamCam Mini HD-SDI camera	\$ 895.00
4/14/2016	Joystick Controller	\$ 595.00
5/25/2016	Spyder Display Calibration System	\$ 279.00
6/29/2016	Flex 1-Light Daylight Kit 2 @ \$499 each	\$ 998.00
6/29/2016	2 WD 16TB external hard drive	\$ 1,168.72
6/29/2016	Audio Interface for PIX-E monitors	\$ 399.00
6/29/2016	Production accessory kit for recording monitor	\$ 1,100.00
6/29/2016	4K Recording Video Monitor	\$ 1,595.00
<b>Total</b>		<b>\$ 33,062.90</b>

LexMedia's plan for capital spending in FY2017 includes adding two new HD channel on RCN and the supporting equipment in the studio. Two additional HD channels will allow us to mirror current SD programming on the HD channels. Currently we program our HD channel with "best of programs" from the SD channels.

We also plan to make upgrades for editing by purchasing a large staff server that will permit users to share files from any computer in the building, and will make it easier for members to reserve edit space. In addition, we anticipate using a large

portion of our capital funds in FY2017 to replace the studio cameras.

**.Proposed Capital Budget for FY2017**

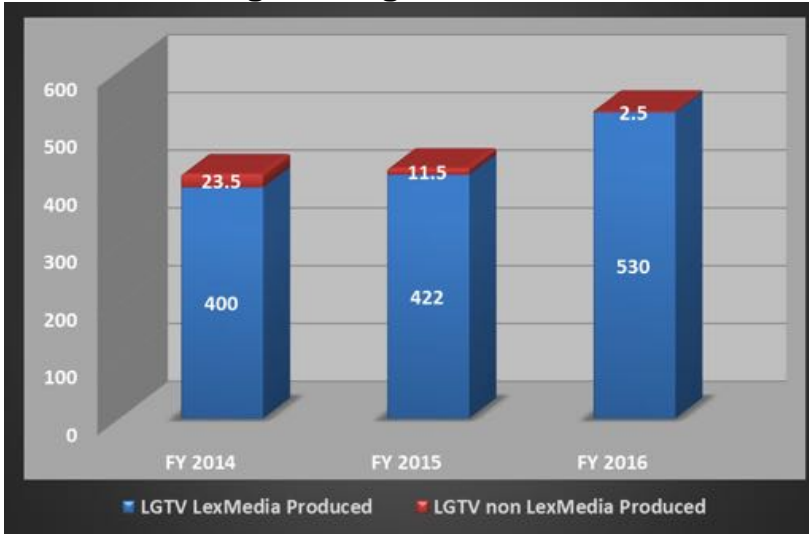
Staff camera	\$12,000
Studio Upgrades	\$40,000
Addition of HD Channels	\$20,000
Field Recording Upgrades	\$10,000
Staff Server	\$15,000
Edit Room Upgrades	\$2,000
Facilities Updates	\$2,000
Reserve	\$3,018
Contingency/Other	\$10,000
Total	\$114,018

Programming and Highlights

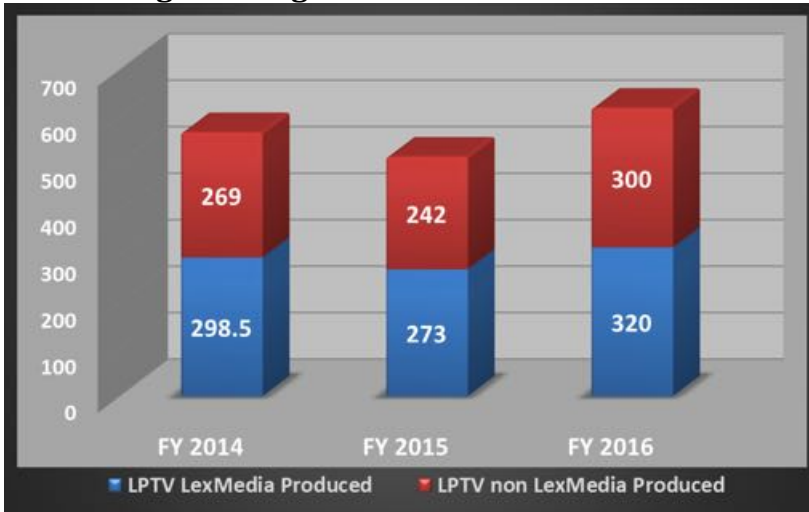
This year LexMedia has produced 1000 hours of original programming: more than 50% on the government channel, approximately 30% on the public channel, and approximately 20% on the education channel. This represents a 20% increase over last year’s production numbers and it is spread across all three channels. The HD channel is a combination of “best of” programming from all three SD channels and does not factor into that total number of program hours.

Below are charts of the number of programming hours for FY2014- 16 for each channel.

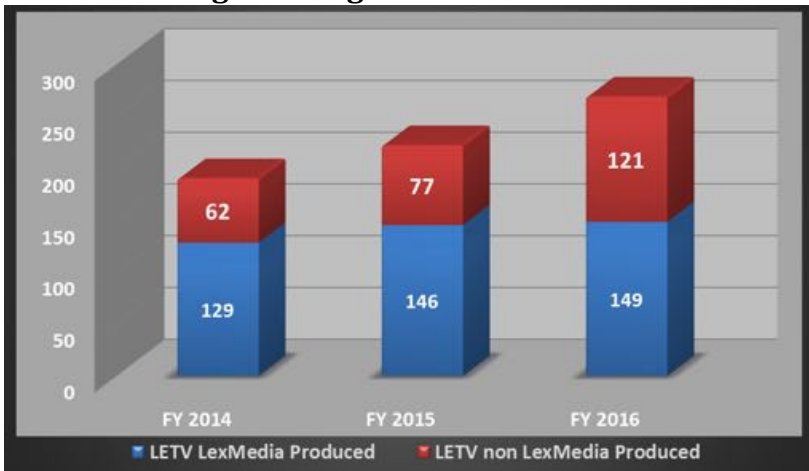
### Government Programming Hours FY2014-16



### Public Programming Hours FY2014-16



### Education Programming Hours FY2014-16



**Arts and entertainment** programming with a local focus continues to grow. We developed a partnership with Spectacle Management - the event promotion company newly established in Lexington. Through this partnership we were able to broadcast three spectacular concerts at Cary Memorial Hall – Livingston Taylor, Ronan Tynan, and the “Frank and Ella” revue. These events were supported with Interviews and stories on the artists.



We aired six Lexington Symphony Concerts, two Metropolitan Wind Symphony Concerts, the Vocal Revolution concert performed by the a cappella group Good Vibrations, performances of A Christmas Carol and A Celtic Christmas, and the Summer Music Series. In addition to the many regularly scheduled school production, we aired a benefit concert at LHS for Sandi Peaslee, a well-loved music teacher who passed away recently. The concert featured Ms. Peaslee’s past students including Amanda Palmer – the well-known singer/songwriter.



Other Arts and entertainment shows include Lextopia - a program about mid-century architecture in Lexington and a series of “Art Talk” shows featuring local artists

### **Community Interest Programming**

It has been a big year for the community Lexington. In the fall of 2015 we covered the grand opening of our new Community Center and the re-dedication ceremony for Cary Hall.

There have been several new series of “Talk Shows” which includes Veterans Update, Art Talk and Nathan Bourjolly Talk has been very well received. Our community interest programs also included a panel discussion on resisting hate. Our “In Conversation” shows included interviews Police Chief Mark Corr, Green Party Presidential Candidate Jill Stein and Osama Salmon an Iraqi immigrant who talked about how he and his family were welcomed to Lexington. Annual coverage of the Lexington Patriot’s Day events was also a highlight and included “In Their Own Words” a dramatic retelling of the events leading up to the midnight ride of Paul Revere.



Community education programming included “Astronomy: A visual Tour of the Universe” produced in partnership with Friends of Lexington Council On Aging. We celebrated the growing diversity of our community with programs like our coverage of Diwali, the annual Hindu festival of lights. We presented Noam Chomsky – the linguist, philosopher, historian, political activist and local resident – who discussed “The Iran Nuclear Deal: Some Critical Issues.” We also supported the production of a documentary on nomadic tribes of goat herders in Turkey.



## Education

LexMedia interviewed Mary Czajkowski, Lexington's new superintendent of schools and followed her as she rode the buses on opening day to meet students and their



parents. Our school coverage included behind the scenes coverage of the Diamond Middle School production of "The Jungle Book".

Our classes included a one-week immersion in film production and French Cooking for Kids. We broadcast the Lexington High School Follies talent show. We have established a tradition of presenting a live "Red Carpet" show at the Lexington High School senior prom – one of our most popular shows. This year, we were invited to also present the Minuteman High School senior prom, so we are airing prom coverage of all public school seniors.

Of course, we also covered the annual Downtown Trick or Treat event – always a favorite – and Truck Day – a special event for families.

## Government

Covering local government is a high priority for LexMedia. In the past year we have increased our coverage of government meetings by 20%. We present meetings of high interest in Lexington on subjects such as the Center Street Scape Project, Traffic Calming and City Design, Planning Board meeting on new zoning and housing developments, School Committee meeting on redistricting and school overcrowding, Historic District Commission and the Historical Commission to assure Lexington retains its historic character. We continue to host "Coffee with Candidates" where voters get to know those who are running for school committee and selectmen.





Looking ahead to the coming year, we project producing just about 1000 hours of original local programming; 50% government, 30% public, and 20% education. Our goals are to become more proactive in bringing community groups into LexMedia, to initiate discussion within the community, rather than reacting to those who approach us. We also plan to launch two more High Definition channels.

### **Staff Workshops, Classes and Conferences**

#### **Florence DelSanto**

Alliance of Community Media National Conference  
Mass Media Fall Expo  
Mass Production Coalition Quarterly Meetings  
Executive Director Group Bi-Monthly Meetings

#### **Terry Samaras**

Production and Lighting Classes, Rule Boston Camera  
Mass Access Workshop on PEG Access TV

#### **Mark McMinn**

Mass Access Spring Conference  
North of Boston Access Centers Conference  
Filmmaking and Production Classes Rule Boston Camera

#### **Rick Dorrington**

Lighting Workshop, Talamas|Boston  
Filmmaking Workshop, Rule Boston Camera

#### **Fred Rothmel**

Production to Post Class, Rule Camera Boston  
Microphone Techniques Workshop, Talamas|Boston

## Comments and Complaints

There were very few complaints in the past fiscal year. The vast majority of phone calls and emails were from residents and/or town committee chairmen and secretaries asking when a program would become available for viewing.

We recorded one complaint on July 22, 2015 about the audio of the 7/13 School Committee meeting being difficult to hear and the power point slide difficult to read. We reviewed the footage and made appropriate changes.

There were no other complaints.



## LexMedia Inventory June 2016

2872 Aja Ki Pro	Video - Recorder	Studio A
2875 Aja Ki Pro	Video - Recorder	Equipment Room
Archive Server	Data - Storage	Master Control
2920 Audio Mixer	Audio - Mixer	Equipment Room
4316 Audio Recorder	Audio - Recorder	Equipment Room
3876 C-Stand	Grip Gear	Studio A
4234 C-Stand	Grip Gear	Studio A
4236 C-Stand	Grip Gear	Studio A
4418 Clear-Com HME #1	Audio - Intercoms	Equipment Room
4417 Clear-Com HME #2	Audio - Intercoms	Equipment Room
4416 Clear-Com HME #3	Audio - Intercoms	Equipment Room
4415 Clear-Com HME #4	Audio - Intercoms	Equipment Room
4414 Clear-Com HME #5	Audio - Intercoms	Equipment Room
4413 Clear-Com HME #6	Audio - Intercoms	Equipment Room
3897 Clear-Com HME System	Audio - Intercoms	Equipment Room
1042 Computer Monitor	Video - Editing	Edit Room
1058 Computer Monitor	Video - Editing	Edit Room
4008 Computer Monitor	Video - Editing	Edit Room
4009 Computer Monitor	Video - Editing	Edit Room
1385 Computer Monitor	Video - Editing	Edit Room
1387 Computer Monitor	Video - Editing	Edit Room
1389 Computer Monitor	Video - Editing	Edit Room
1391 Computer Monitor	Video - Editing	Edit Room
1397 Computer Monitor	Video - Editing	Edit Room
1398 Computer Monitor	Video - Editing	Edit Room
1399 Computer Monitor	Video - Editing	Edit Room
1400 Computer Monitor	Video - Editing	Edit Room
1401 Computer Monitor	Video - Editing	Edit Room
1403 Computer Monitor	Video - Editing	Edit Room
3798 Computer Monitor	Video - Editing	Edit Room
2930 DigiTools	Video - Accessories	Equipment Room
4286 Equipment Cases	Audio - Accessories	Equipment Room
4287 Equipment Cases	Audio - Accessories	Equipment Room
4288 Equipment Cases	Audio - Accessories	Equipment Room
4233 Go Pro Camera	Video - Camera	Equipment Room
4426 Go Pro Camera	Video - Camera	Equipment Room
4419 Go Pro Camera	Video - Camera	Equipment Room
4091 Grip Gear	Grip Gear	Equipment Room
4092 Grip Gear	Grip Gear	Equipment Room
4093 Grip Gear	Grip Gear	Equipment Room

4094 Grip Gear	Grip Gear	Equipment Room
4096 Grip Gear	Grip Gear	Equipment Room
4097 Grip Gear	Grip Gear	Equipment Room
4098 Grip Gear	Grip Gear	Equipment Room
4400 Head phones	Audio - Accessories	Edit Room
4240 Head phones	Audio - Accessories	Equipment Room
4235 Head phones	Audio - Accessories	Equipment Room
4237 Head phones	Audio - Accessories	Equipment Room
2869 Head phones	Audio - Accessories	Equipment Room
4307 Headphones	Fostex	Equipment Room
4308 Headphones	Fostex	Equipment Room
4309 Headphones	Fostex	Equipment Room
4310 Headphones	Fostex	Equipment Room
4311 Headphones	Fostex	Equipment Room
4312 Headphones	Fostex	Edit Room
4313 Headphones	Fostex	Edit Room
4400 Headphones	Sennheiser	Edit Room
4235 Headphones	Sony	Edit Room
4237 Headphones	Sony	Edit Room
2869 Headphones	Sony	Edit Room
4427 LED Light Kit 1	Lighting	Equipment Room
4428 LED Light Kit 1	Lighting	Equipment Room
4432 LED Light Kit 2	Lighting	Equipment Room
4433 LED Light Kit 2	Lighting	Equipment Room
2880 Mac 1	Mac 1 Editing Machine	Edit Room
2881 Mac 2	Mac 2 Editing Machine	Edit Room
3860 Mac 3	Mac 3 Editing Machine	Edit Room
3861 Mac 4	Mac 3 Editing Machine	Edit Room
1223 Mic Mixer	Audio - Mixer	Equipment Room
4232 Microphone	Audio - Microphone	Equipment Room
1028 Microphone	Audio - Microphone	Equipment Room
4077 Microphone	Audio - Microphone	Equipment Room
4076 Microphone	Audio - Microphone	Equipment Room
4220 Microphone	Audio - Microphone	Equipment Room
4231 Microphone	Audio - Microphone	Equipment Room
4122 Microphone	Audio - Microphone	Equipment Room
4121 Microphone	Audio - Microphone	Equipment Room
4120 Microphone	Audio - Microphone	Equipment Room
1445 Microphone	Audio - Microphone	Fred s Office
1353 Microphone	Audio - Microphone	Fred s Office

4090 Microphone	Audio - Microphone	Equipment Room
4238 Microphone	Audio - Microphone	Equipment Room
4239 Microphone	Audio - Microphone	Equipment Room
4241 Microphone	Audio - Microphone	Equipment Room
4247 Microphone	Audio - Microphone	Equipment Room
4248 Microphone	Audio - Microphone	Equipment Room
4245 Microphone	Audio - Microphone	Equipment Room
4246 Microphone	Audio - Microphone	Equipment Room
4249 Microphone	Audio - Microphone	Equipment Room
4243 Microphone	Audio - Accessories	Equipment Room
4244 Microphone	Audio - Accessories	Equipment Room
4412 Microphone	Audio - Microphone	Equipment Room
4411 Microphone	Audio - Microphone	Equipment Room
4410 Microphone	Audio - Microphone	Equipment Room
4421 Microphone	Audio - Microphone	Equipment Room
2916 Microphone	Audio - Microphone	Equipment Room
2917 Microphone	Audio - Microphone	Equipment Room
2918 Microphone	Audio - Microphone	Equipment Room
2919 Microphone	Audio - Microphone	Equipment Room
4306 Nikon Still Cam	Video - Camera	Equipment Room
4518 Pan 150 Kit 2	Video - Accessories	Equipment Room
4528 Pan 150 Kit 2	Audio - Accessories	Equipment Room
4538 Pan 150 Kit 2	Video - Accessories	Equipment Room
4517 Pan 150 Kit 2	Video - Accessories	Equipment Room
4282 Pan 150 Kit 2	Video - Accessories	Equipment Room
4508 Pana Kit 150 1	Video - Accessories	Equipment Room
4507 Pana Kit 150 1	Audio - Accessories	Equipment Room
4529 Pana Kit 150 1	Video - Accessories	Equipment Room
4539 Pana Kit 150 1	Video - Accessories	Equipment Room
4280 Pana Kit 150 1	Video - Accessories	Equipment Room
4527 Pana Kit 150 3	Audio - Accessories	Equipment Room
4537 Pana Kit 150 3	Video - Accessories	Equipment Room
10008 Pana Kit 150 3	Video - Accessories	Equipment Room
4283 Pana Kit 150 3	Video - Accessories	Equipment Room
4267 Panasoic Kit HMC150 #1	Video - Camera	Equipment Room
4268 Panasoic Kit HMC150 #2	Video - Camera	Equipment Room
4269 Panasoic Kit HMC150 #3	Video - Camera	Equipment Room
3740 Panasonic Kit 1	Video - Accessories	Equipment Room
4064 Panasonic Kit 1	Video - Accessories	Equipment Room
4067 Panasonic Kit 1	Video - Accessories	Equipment Room

4516 Sony HD Kit4	Video - Accessories	Equipment Room
4515 Sony HD Kit4	Video - Accessories	Equipment Room
4514 Sony HD Kit4	Video - Accessories	Equipment Room
2945 Sony HD Kit4	Video - Camera	Equipment Room
3886 Sony HD Kit4	Video - Accessories	Equipment Room
3722 Sony Kit 1	Video - Accessories	Equipment Room
3719 Sony Kit 1	Video - Accessories	Equipment Room
3721 Sony Kit 1	Video - Accessories	Equipment Room
3727 Sony Kit 1	Video - Accessories	Equipment Room
3728 Sony Kit 1	Video - Accessories	Equipment Room
0 Studio A	Video - Accessories	Studio A - Main Studio
0 Studio K	Video - Accessories	Studio K - Kitchen Studio
2929 Telvue HD	Video - Broadcast	Master Control
2922 Telvue HD	Video - Broadcast	Master Control
2928 Telvue HD	Video - Broadcast	Master Control
2931 Telvue HD	Video - Broadcast	Master Control
2914 Telvue HD	Video - Broadcast	Master Control
2896 Tricaster	Video - Switcher	Studio A
2932 Tricaster	Video - Switcher	Studio A
2915 Tricaster	Video - Switcher	Studio A
2936 Tricaster	Video - Switcher	Studio A
2937 Tricaster	Video - Switcher	Studio A
3888 Tricaster	Video - Switcher	Studio A
3890 Tricaster	Video - Switcher	Studio A
3891 Tricaster	Video - Switcher	Studio A
3889 Tricaster	Video - Switcher	Studio A
1017 Tripod	Video - Tripod	Equipment Room
1018 Tripod	Video - Tripod	Equipment Room
1019 Tripod	Video - Tripod	Equipment Room
4222 Tripod	Video - Tripod	Equipment Room
3126 Tripod	Video - Accessories	Equipment Room
3993 Video Devices - Recorder	Video - Accessories	Equipment Room
1021 Wireless Rcvr	Audio - Receiver	Equipment Room
1255 Wireless Rcvr	Audio - Receiver	Equipment Room
4075 Wireless Rcvr	Audio - Microphone	Equipment Room
4074 Wireless Rcvr	Audio - Microphone	Equipment Room
1136 Wireless Rcvr	Audio - Receiver	Equipment Room
4265 Wireless Rcvr	Audio - Microphone	Equipment Room
4271 Wireless Rcvr	Audio - Microphone	Equipment Room
4274 Wireless Rcvr	Audio - Microphone	Equipment Room

3789 Panasonic Kit 1	Video - Accessories	Equipment Room
3795 Panasonic Kit 1	Video - Accessories	Equipment Room
3848 Panasonic Kit 1	Video - Accessories	Equipment Room
3746 Panasonic Kit 2	Video - Accessories	Equipment Room
4174 Panasonic Kit 2	Video - Accessories	Equipment Room
3744 Panasonic Kit 2	Video - Accessories	Equipment Room
4069 Panasonic Kit 2	Video - Accessories	Equipment Room
3788 Panasonic Kit 2	Video - Accessories	Equipment Room
3791 Panasonic Kit 2	Video - Accessories	Equipment Room
1005 Panasonic Tape Cam	Video - Camera	Equipment Room
1357 Panasonic Tape Cam	Video - Camera	Equipment Room
1444 Portable MiniDV	Video - Accessories	Equipment Room
1417 Portable MiniDV	Video - Accessories	Equipment Room
4279 Pro Tripod	Video - Tripod	Equipment Room
4278 Pro Tripod	Video - Tripod	Equipment Room
4277 Pro Tripod	Video - Tripod	Studio A
4276 Pro Tripod	Video - Tripod	Studio A
4405 Pro Tripod	Video - Tripod	Equipment Room
4406 Pro Tripod	Video - Tripod	Equipment Room
4407 Pro Tripod	Video - Tripod	Equipment Room
4409 Pro Tripod	Video - Tripod	Equipment Room
3998 RollMix IV	Audio - Mixer	Equipment Room
4519 Shoulder Mount	Video - Accessories	Equipment Room
2912 Shure PZM #2	Audio - Microphone	Equipment Room
2913 Shure PZM #3	Audio - Microphone	Equipment Room
2939 Sony HD Kit1	Video - Camera	Equipment Room
4505 Sony HD Kit1	Video - Accessories	Equipment Room
4504 Sony HD Kit1	Video - Accessories	Equipment Room
2908 Sony HD Kit1	Video - Camera	Equipment Room
4402 Sony HD Kit1	Video - Accessories	Equipment Room
4501 Sony HD Kit2	Video - Accessories	Equipment Room
4500 Sony HD Kit2	Video - Accessories	Equipment Room
2909 Sony HD Kit2	Video - Camera	Equipment Room
2910 Sony HD Kit2	Video - Accessories	Equipment Room
4403 Sony HD Kit2	Video - Accessories	Equipment Room
4503 Sony HD Kit3	Video - Accessories	Equipment Room
4502 Sony HD Kit3	Video - Accessories	Equipment Room
2944 Sony HD Kit3	Video - Camera	Equipment Room
2911 Sony HD Kit3	Video - Accessroeis	Equipment Room
4404 Sony HD Kit3	Video - Accessories	Equipment Room

1130 Wireless Rcvr	Audio - Microphone	Equipment Room
4073 Wireless Trans	Audio - Microphone	Equipment Room
4264 Wireless Trans	Audio - Microphone	Equipment Room
4266 Wireless Trans	Audio - Microphone	Equipment Room
4270 Wireless Trans	Audio - Microphone	Equipment Room
4273 Wireless Trans	Audio - Microphone	Equipment Room
4275 Wireless Trans	Audio - Accessories	Equipment Room
4272 Wireless Trans	Audio - Accessories	Equipment Room







