

KS Productions Studio
30300 Solon Industrial Pkwy. Suite H
Solon, OH 44139

Your Guide to a Successful Taping



KS Productions Studio
30300 Solon Industrial Pkwy. Ste. H
Solon, OH 44139

www.ksonline.tv

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KS Productions Offices (**not studio**)
7079 Navajo Trail
Solon, OH 44139

440-349-3977
800-348-3909
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Visuals

We cannot stress enough the importance of step-by-step samples for your projects. This means that you will need a "finished" set of samples for each step in the process AND at least two (2) samples of each step that you can work on. If a step requires something that cannot be done (i.e. cutting something, or is painted or glued), a third sample is good insurance.

Finished Samples

It is important that you bring one or more completed projects to be shown. Bring the finished project of the exact item you are making, and, if possible, bring one or more similar to it that uses the same products or technique. Anything that displays your products or techniques that can be used to enhance the set during your segment will also be welcome.

Plan on arriving the afternoon before your scheduled tape date (not Sunday). At that time, you can visit the studio and set up your segments for the following day. You should plan your departure for the day following taping in the event that extra time is needed. Should there be a travel emergency, please immediately contact, Kathie Stull or her assistant Katherine Lamancusa.

Practice & Timing

This is the Most IMPORTANT thing you can do before taping. The exact timing that is necessary for television work is difficult. It is important to actually DO every step of the process as you are practicing your timing.

For instance, if you are painting, do not practice without paint on your brush! It takes longer when you have paint on your brush. If you are gluing or stapling, actually do that step with the tool for accurate timing. By doing all of the steps ahead of time in practice, you can decide which are the most critical to show if time does not permit all of them to be shown.

*Remember that close-ups of all of the work you are doing are shown in a 12" x 12" area in the center of the table. Practice doing your work, leaving the sample in one place on the table if at all possible. Most of us teach with our hands and are used to holding samples up to show the audience. Up and down movements while demonstrating can require re-doing the segment.

Plan, practice and bring more than you think you will have time to do in your allotted segment(s). We can eliminate if you run too long, but it is very difficult to add more if you don't have the products or samples with you and are ready to show them.

Area Hotels

Reservations

Phone: Ask for KS Productions corporate rate listed.

Online: Use corporate rate code or link listed below.

Hampton Inn Solon-Hilton
6035 Enterprise Pkwy
Solon, OH 44139 440-542-0400

www.solonhamptoninn.com

Standard style rooms – king/double - \$119.00

Suite - \$129.00

<http://hamptoninn.hilton.com/en/hp/reservations/index.jhtml?hotel=CLES�HX&corporateCode=0002845467>

Complimentary hot breakfast buffet daily

Microwave, mini refrigerator and coffeemaker in all rooms

On site fitness center, business center and indoor pool

Complimentary wireless high speed internet, shuttle to local area businesses, and evening social hour Mon – Thurs

Spring Hill Suites - Marriott
30100 Aurora Road
Solon, OH 44139 440-248-9600

www.springhillsolon.com

King/queen suites - \$129.00

Corporate rate code – 6KP

Complimentary hot breakfast buffet daily

On site fitness center, business center and indoor pool

Complimentary wireless high speed internet, shuttle to local area businesses, and evening social hour Mon – Thurs

Homewood Suites by Hilton
6085 Enterprise Parkway
Solon, OH 44139 440-519-9500

www.clevelandsolon.homewoodsuites.com

One bedroom suite - \$129.00

Two bedroom suite - \$134.00

Corporate rate code - 0002845467

Fully equipped kitchen with refrigerator, microwave and coffeemaker

Complimentary hot breakfast buffet daily

On site fitness center, business center and indoor pool

Complimentary wireless high speed internet, shuttle to local area businesses, and evening dinner Mon – Thurs

Hampton Inn & Suites
3840 Orange Place
Beachwood, OH 44122 216-831-3735

\$114.00 single \$134.00 suite

Complimentary hot breakfast buffet daily

On site fitness center, business center & indoor pool

You will need to have a rental car to drive to the Solon studio.

Transportation

All major airlines serve Cleveland Hopkins International Airport with Continental Airlines being the major carrier.

Airport phone number: 216-265-6030

You will need to rent a car or hire a shuttle service for transportation to and from the airport.

All major car rental companies are located near the airport, serviced by shuttle.

Limo and cab service is also available.

Cab companies:

Americab at 216-881-1111.

Yellow Cab at 216-623-3190

Shuttle service: www.ohconnection.com

216-299-6966 or 216-324-8999

Driving Directions to KS Productions Studio

<http://goo.gl/maps/Bctws>

Supplies

Be sure to bring ALL of the supplies you will need to use. This includes products used as well as tools used. Television is a visual medium -- if you talk about it, be prepared to show it to the camera. If you prefer to ship your products and supplies to the studio in advance of your arrival, send them clearly marked as follows:

***Hold for arrival of (your name)**

***Your company name**

***KS Productions Studio**

**30300 Solon Industrial Pkwy., Suite H
Solon, OH 44139**

If applicable, be sure to bring your product in packaging.

Wardrobe

It is best to avoid the following three (3) solid colors in your choice of a one-color outfit: BLACK, WHITE and RED. WHITE IS NEVER OKAY, not even as a tank, it washes you out on camera. Bright colors and jewel tones look best. Different sets accommodate different colors. Black and red can be worn in conjunction with other colors: i.e. a black tank with an overblouse or jacket of another color or print. It is advisable to avoid large floral or geometric prints. Also, avoid tiny stripes, polka dots or checks as they have a tendency to "dance" on screen.

***Outfits must accommodate microphones, so a front opening of some kind is desirable. No turtlenecks. Long or 3/4 length sleeves look best. Short sleeves and sleeveless do not look flattering on camera. Also avoid heavy or warm clothing.**

*Please bring several outfits in the event that something planned is not suitable. You may bring a different outfit for each segment you will be taping, if you choose.

*Make sure your nails are well manicured and your cuticles are smooth. WEAR CLEAR NAIL POLISH OR A COLOR THAT IS CLOSE TO YOUR SKIN TONE - NO GLOSS, FROST, RED, OR PINK.

Makeup

Makeup is done between 8:00am and 10:00am. You will be assigned a makeup time before your arrival. Please arrive at your scheduled time or earlier if possible. You should have your hair in the general style you normally wear. Adjustments for camera will be made if necessary. You may come in with light makeup so that the makeup artist can see your normal look. The makeup will be enhanced or darkened for on camera purposes.

