

	Room booking instructions	Access card or key instructions
Sound Stage (PG-G09) Screening Room (PG-217)	Book by emailing sgcounter@bournemouth.ac.uk, see instructions on front page of SISO.	ACCESS CARD needs to be booked in SISO ('Find Rooms'), with collection and return times during Production Support Counter opening hours.
Green Screen Studio (PG-G19)	Book in SISO ('Find Rooms')	
W240 Screening Room	Book by emailing sgcounter@bournemouth.ac.uk	Door access combination will be provided by Production Support Counter once room booking and Risk Assessment have been approved. Please contact us by phone or email.
PG-G06 TV Studio 1 PG-G01 TV Studio 2 (Atrium)	Book by emailing sgcounter@bournemouth.ac.uk, copying	Member of staff supervising will be able to provide access.
Poole House Studio (PG25) PG-G08 Green Room (Dressing Room) PG-204/204a Foley Studio WG07 Podcast Studio 1 WG08 Podcast Studio 2 WG17 Radio Studio 1 WG18 Radio Studio 2 WG19 Radio Studio 3 WG20 Radio Studio 4 WG21 Radio Studio 5 WG22 Radio Studio 6 W123/4 Radio Studio 1 W126 Radio Studio 3 W225 Open Access Podcast 1* W226 Open Access Podcast 2*	Book in SISO ('Find Rooms')	ACCESS CARD / Room Key / Foley Studio Mic Rack does not need to be booked. <u>If both start time and end time of room booking are within Production Support Counter opening hours</u> , come to the counter to collect access card/key (which will be booked out to you in SISO at that time). <u>If start and/or end time of room booking are outside Production Support Counter opening hours</u> , go to Poole House Reception to collect access card/key (which will be signed out to you at the reception desk). Access cards / keys must be returned to the same location that they were collected from, and must not be passed directly to next room user.
Edit suite (Rooms PG-202 to PG215)		

* Users outside of SISO email sgcounter@bournemouth.ac.uk to arrange access.