

# Booking a studio or screening room

**PG-G01** TV Studio 2 (Atrium)

**PG-G06** TV Studio 1

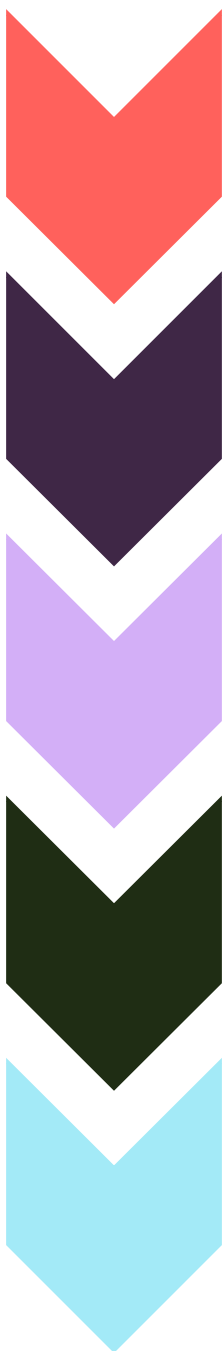
**PG-G09** Sound Stage

**PG-G19** Green Screen Studio

**PG25** Poole House Studio

**PG-217** Dubbing Theatre / Screening Room

**W240** Screening Theatre



## Check the relevant **Room Availability Screen**

- ➔ You can access these from links on the SISO login screen (be patient - they can take a while to load!).

Rooms available depend on your course and level.

Some rooms have a specific training requirement. 🎓

Email [sgcounter@bournemouth.ac.uk](mailto:sgcounter@bournemouth.ac.uk) with the following details:

- Date you would like the booking
- Start time of booking
- End time of booking
- How many people will be in the space
- Name of tutor to send request to for approval

We will check your request against the central BU rooms timetable.

If available, we will **reserve** the room for you (in SISO and the central room bookings system) and **we will email you with your next steps**.

This may take up to a week, so it is important to allow plenty of time.

**Remember:** all your SISO booking requests (rooms and equipment) need to be sent to your tutor for approval in the usual way. Any booking requests that have not been approved within 5 days will be removed from the system

All room bookings require a **Risk Assessment** to be completed and approved before you will be allowed access to the space.

- ➔ You can associate a risk assessment with a room booking by adding the room to 'Equipment being used' (selecting the room from 'My Bookings') in section 3 of RA.



Studio bookings require a **Studio Pack** to be completed and emailed to [studiopacks@bournemouth.ac.uk](mailto:studiopacks@bournemouth.ac.uk) (or [StudioPacksGSS@bournemouth.ac.uk](mailto:StudioPacksGSS@bournemouth.ac.uk) for Green Screen Studio) a minimum of 2 working days before you are due to commence shooting.

- ➔ The Studio Pack should include all the things you require to use the space, lighting request, flats, painting etc.
- ➔ A blank fillable Studio Pack can be found in SISO under **Studio Packs & Information** in the Notification Panel (click on the bell icon in top right of your screen when you're logged in to SISO).



## PG-G09 Sound Stage

Will you be using the Sound Stage for **Motion Capture**?

- ➔ Book PGB Motion Capture Equipment on SISO.

**Note:** this can only be collected/returned during Production Support Counter opening hours and will need to be stored safely when not in use.

## PG-217 Screening Room

Do you need the **ILOK**? (MASDFS students only)

- ➔ Book ILOK on SISO.

**Note:** Key to the secure box (within PG-217) containing ILOK can only be collected/returned during Production Support Counter opening hours so please book accordingly.

**Production Support Counter opening hours** are shown on the login page of SISO (before you sign in).

# How do I get in to the room I have booked?

**PG-G09** Sound Stage  
**PG-G19** Green Screen Studio  
**PG-217** Screening Room

You will need to collect an **Access Card** from the Production Support Counter  
**Access Cards** for these rooms **can only be collected/returned during Production Support Counter opening hours**.

**PG-G01** TV Studio 2 (Atrium)  
**PG-G06** TV Studio 1

You will need to arrange access via the tutor who will be overseeing your shoot.

**PG25** Poole House Studio

If both the start time and finish time or your booking are **during Production Support Counter opening hours** you will be able to collect a **room key** from the **Production Support Counter**.

If the start time and/or finish time or your booking fall outside **Production Support Counter opening hours** you will be able to collect a **room key** from the **Poole House Reception**.

The room key must be returned to the place you collected it from immediately after your booking finishes.

**W240** Screening Theatre

You will be provided with a door code to access this room once your booking and Risk Assessment have been approved. Please call us or email us to obtain this code.

**Note:** The door access code can only be provided during **Production Support Counter opening hours**, so please ensure your booking and Risk assessment are completed and approved well in advance of your booking.

**Production Support Counter opening hours** are shown on the login page of SISO (before you sign in).