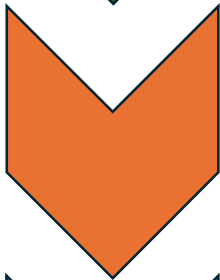


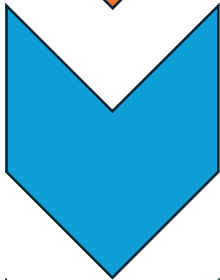
# Booking the Green Screen Studio PG-G19



Users who have completed Green Screen Studio training will be able to find and book this studio themselves in SISO under 'Find Rooms' (see 'Requesting a Room' help sheet).

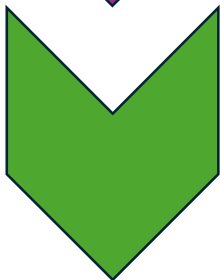
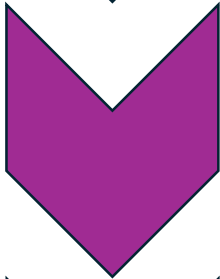


- Please only book the **studio** for the time you intend to be using it.
- However, **access cards** can only be collected/returned during Production Support Counter opening hours.
- So the **collection/return** times of your studio booking and access card booking **may need to be different**.



If your studio booking falls fully within Production Support Counter opening hours:  
  
You can book your access card at the same at the same time as your studio booking using 'Please select additional items you would like to Book'

If any part of your studio booking falls outside Production Support Counter opening hours:  
  
You will need to book the 'Access Card – Green Screen Studio (PG-G19)' separately in SISO under 'Find Rooms'



Complete **Risk Assessment** and **Studio Pack** for your booking.

- Send Risk Assessment (including Studio Pack in uploaded documents) to your tutor through SISO for approval.
- Submit a copy of Studio Pack and approved Risk Assessment, to the Production Support Counter (email to [sgcounter@bournemouth.ac.uk](mailto:sgcounter@bournemouth.ac.uk)) at least 2 working days before your studio booking.

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