

BOOKING THE SOUND STAGE (PG-G09)

As the Sound Stage is a shared resource between Faculties it cannot be booked via SISO

If you want to use this space you will need to:

EMAIL THE PRODUCTION SUPPORT TEAM

Email the Production Support Counter
(sgcounter@bournemouth.ac.uk) with the following details:

- *Your name and Student ID number*
- *Date you would like the booking*
- *Start time of booking*
- *End time of booking*
- *How many people will be in the space*

If available, the Sound Stage will be booked for you and you will receive an email confirmation

Once your booking has been confirmed we will need to book you an Access Card

We will contact you to arrange your collection and return times as Access Cards can only be collected/returned during Production Support Counter opening hours

Will you be using the Sound Stage for Motion Capture?

YES

Book Motion Capture

- On SISO (in Find Rooms)
- Book for the same dates/times as you have booked the space

Complete Risk Assessment and Studio Pack

- Send Risk Assessment to your Lecturer for approval
- Complete Studio Pack and send to Production Support Team at least 2 working days before your shoot

NO

Complete Risk Assessment and Studio Pack

- Send Risk Assessment to your Lecturer for approval
- Complete Studio Pack and send to Production Support Team at least 2 working days before your shoot