

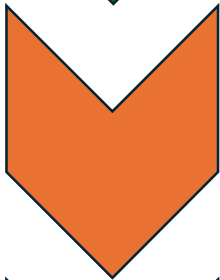
Booking the Sound Stage PG-G09

As the Sound Stage is a shared resource between faculties it must be booked as follows:



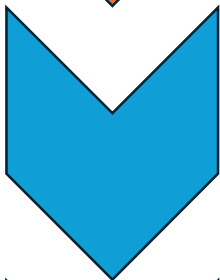
Check Sound Stage Availability

- You can access this from the SISO login screen.

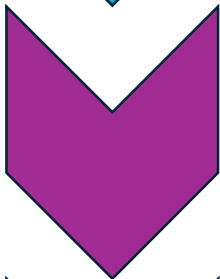


Email sgcounter@bournemouth.ac.uk with the following details:

- Date you would like the booking
- Start time of booking
- End time of booking
- How many people will be in the space



If available, the Sound Stage will be booked for you (in SISO and the central room bookings system) and you will receive email confirmation.



Once your booking has been confirmed you will need to book the PG-G09 Sound Stage Access Card in SISO, along with any equipment you require for your shoot. Note: access cards can only be collected/returned during Production Support Counter opening hours.

Do not book access card before your Sound Stage booking has been confirmed.



Will you be using the Sound Stage for Motion Capture?

- Book Motion Capture on SISO (in Find Rooms) for the same dates/times as you will be using the Sound Stage.

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.



Complete Risk Assessment and Studio Pack

- Send Risk Assessment to your tutor for approval.
- Complete Studio Pack and send to sgcounter@bournemouth.ac.uk at least 2 working days before your shoot.