

Booking a studio or screening room

PG-G01 TV Studio 2 (Atrium)

PG-G06 TV Studio 1

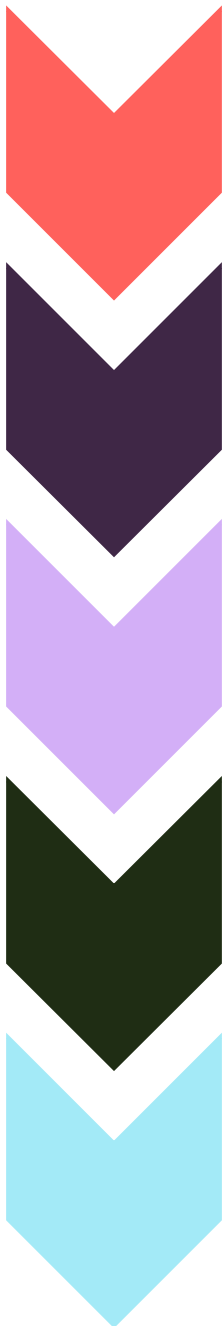
PG-G09 Sound Stage

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 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

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 (or 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).