**ACCESS TO: Equipment & Editing & Studio Facilities**

**1) TV Studio**

The TV studio is only available for use within set class times no other rehearsal times are available (assessment is based on experience gained during a set number of hours in the facility, which must be the same for every group). The only concession to this is the 30 minute rehearsal for each group on the last Friday of the semester.

**2) Edit Suites – Mac Lab HSB level 1, Room 160**

The Mac Lab is block booked for class time and from then on will be available on a booking basis at other times as well as after hours.

All bookings must be made through email with Martin Hansen (copy in both addresses on your email bookings). NO BOOKING will be accepted unless applied and confirmed through email with Martin.

If you are 15 minutes late for your booked editing time, your booking will become available for other class members.

**After Hours Access to HSB Mac Lab**

The producer of each production team will take responsibility for the swipe card which will be issued in the first week of term. That person will have the responsibility for collecting, administering and returning your group’s swipe card. University Security will have a list of the class should there be any problems. The Mac Lab is open until 11pm every week night and until 5pm weekends.

**3) Video Cameras and production gear**

These will need to be booked via email with Martin Hansen in the same way as the edit facilities.

Check the end of this handout for the gear booking sheet.

**4) Raw footage**

All raw footage is recorded onto the camera memory cards. At the end of each shoot you should transfer your footage onto the editing hard drives before you return the camera. Martin will go over this in class with you in your intro to the camera. If one of your group has an external hard drive you can also use this as additional protection of your footage but it must be available in the edit suite for all members in each group to access. It is highly recommended to back up all your footage to an external hard drive.