

BU Studio Guidelines and Procedures • Spring 2011

No food, drink, or tobacco (of any kind) is allowed in the studio or control room at any time. Ever.

No unauthorized people are allowed in the studio or control room at any time. Ever.

Student Engineers will be on time for their session blocks. Clients will arrive at least 30 minutes prior to the session. Late arrivals may result in loss of session privileges.

After each session, zero the Control 24 (A) or Mackie (B), and straighten the control room.

After each session, reset the studio by putting away cables, mics, and stands IN THEIR PROPER PLACE.

Remove your trash from the Control Room **and** Studio after each session.

Musicians are encouraged to bring his/her own musical equipment. Engineers are responsible for ensuring the quality of the instrument(s).

The Engineer is responsible for any equipment that is intentionally damaged during his/her studio time.

If applicable, clean all tape machine heads and tape paths before and after each use.

End your session ON TIME. ALLOW AT LEAST 30 MINUTES OF YOUR SESSION TIME FOR TEAR-DOWN AND NORMALIZING OF THE STUDIO.

Do not use the studio without booking it first. Walk-ins are NOT welcome in the studios!

If you arrive for a session and find the studio to be in an unsatisfactory condition, REPORT this to Professor Campbell IMMEDIATELY. Otherwise, you will be held responsible for the condition of the control room and studio.

If there is an equipment malfunction or issue, write it in the studio log and notify Professor Campbell. In the log, be as detailed as possible regarding the problem / issue.

ANY VIOLATION OF THE ABOVE GUIDELINES AND PROCEDURES MAY RESULT IN THE SUSPENSION OF STUDIO PRIVILEGES.