HOW TO RESERVE A RECORDING SESSION
WILLIAMS SCORING STAGE or SOUND PRODUCTION SUITE

The studios are available for booking by the following classes:

<table>
<thead>
<tr>
<th>SCA</th>
<th>310, 508, 480, 486, 541, 546, 547, 487, 581/587s, 592 &amp; 594</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTAN</td>
<td>401, 450, 470, 547, and 594</td>
</tr>
</tbody>
</table>

*310/508 and 541 projects are limited to a MAXIMUM OF SIX HOURS of studio time to record and mix.*

Follow this procedure to reserve time for your session:

1. Go to Knowledgebase website. Click on Sound Department tab-> Sound Department Schedule to check room availability. Scoring Stages follow post-production Lab Hours.

2. Contact a Scoring Engineer to run your session.

   Dan Blanck                 Db.blanckrecords@gmail.com
   Ken Huffman                kenhuffm@usc.edu
   Lauren Johnson             musictechie13@gmail.com
   Miles Jensen               miles.jensen16@gmail.com
   Ryan Stewart               ryan@rjsaudio.com

   It doesn’t matter if your composer has a friend who is a Grammy Award winning engineer you **MUST** use an engineer from the list. There are **NO EXCEPTIONS**. Discuss with your scoring engineer how long you need for your session, what the downbeat (time when first note it played) would be, etc.

   **Reservations from composers will not be accepted.** Only the director or producer (with a valid production number) may email a reservation form for the studios.

3. Email Scoring stage request PDF to Erick Ziegler eziegler@cinema.usc.edu cc'ing Director and Producer, and Scoring Engineer. **Email subject line: Scoring Stage Request.**

4. Scoring Engineer REPLYS ALL to confirm they are on the project.

5. Erick will reply confirmation if dates/times are available.

**Cancellation Policy:**
Students who do not inform Department Manager (Erick Ziegler) cancellation at least 24 hours prior to the session will have **$75.00** cancellation fee charged to their fee bill. No food or drinks (INCLUDING WATER) are allowed in the studios. Do not leave your food/drinks on the floor outside the studio doors. Breaking policy will result into an immediate end to session and **$75** fine for misusage of room.

**No Shooting Policy**
The Sound Department **DOES NOT** permit projects to shoot in the studios. No exceptions.