

The Podcast Studio

Guidelines

- Before your session:
 - Come to the Box Office to make your payment. Once this is done, you'll be given the keys.
 - The following **equipment** should be in the locked cupboard or elsewhere in the room. Please check there are:
2 headphones, 1 USB-C cable, 2 microphones with cables attached, 1 RODE mixer with power pack and 2 headphone jack adaptors in the back. Plus 2 microphone stands attached to the desk.
Something missing? Please let staff know immediately.
 - Please bring your **microSD card**. You will need it to save your recording.
 - Please note that no food is permitted in the studio and drinks must be in a sealable container.
 - Turn the Guidelines on the door to 'Recording in progress'.
 - Wifi network: MVCC-Public. No password is required.
- During your session:
 - Need some more time? Ask staff if your session can be extended.
- After your session:
 - Pack down the equipment in the cupboard and lock it.
 - Turn the 'Recording in progress' sign on the door back to the Guidelines.
 - Return the keys to Clocktower Box Office Staff.