

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 each with a jack adaptor screwed to the end of the cable, 1 USB-C cable, 2 microphones, 2 microphone cables, 1 RODE mixer with power pack and 2 microphone stands.
Something missing? Please let staff know immediately.
 - Please bring your **microSD card**. You will need it to save your recording or if you are recording to your laptop, please ensure your systems are updated before you arrive for your booking and your laptop has a USB port to connect to our Rode mixer.
 - 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.

Please note that where the above listed equipment is missing or faulty and we are unable to quickly rectify the issue, you are entitled to a full refund of your payment for the room. Where you are missing any of your own equipment or technology, or if it is faulty, not fit for purpose or not ready for use, we cannot provide any refund.

Please also note we offer no on-site technical support.