**AV service booking**

* Once you have made a booking with the TIU Media Team by [**following this link**](https://www.surveymonkey.com/r/S7MSCQJ), you’ll need to prepare for your recording session. Below you’ll find some things to consider before you proceed to the studio.

**Booking the studio**

* In general, your booking time will be finalised during your consultation with the media team. However, if you are experienced, you can book the voice-over booth or the green screen studio yourself using the outlook calendar. In the outlook calendar view, select the [HOME] tab and then the [OPEN CALENDAR] button – from room list select either **CWE-JS6-16b-Voice-over booth** or **CWE-JS6-16d-Green Screen Studio**. From there select the times you need, please try to keep your bookings to a 2 hour maximum. Bear in mind, security will not grant you access if your name is not in the room calendar.

**Security access to the JSB TIU media hub**

* You’ll need to visit security (FM assist) on the ground floor of JSB to get temporary access. When you are organising your access security will need to see your name in the room calendar and also your staff ID.

**On-screen attire**

* If you’re wearing green, that part of your body will disappear in front of the green-screen. Unless that is the effect you are going for then it’s best to wear dark, solid colours. Stripes may also give you an on-screen vibration so please select your clothing carefully. You may also want to consider bringing a change of clothing if you are doing more than one recording.

**Background images and PowerPoint**

* You’ll need to bring any supporting material for your recording with you. If you need a background image or are using a PowerPoint presentation you’ll need to bring it on a USB stick. From there you can follow in-room prompts to load it.

**Script teleprompter**

* The studio teleprompter recognises only \*.rtf or \*.txt files. You can convert any word document to this file type by using the ‘save as’ function. From there the file is easily loaded in to the studio’s teleprompter by following in-room prompts. Please bring it with you on a USB drive.

**Recording**

* If working autonomously in the studio please follow the signage and the system prompts to create your recording. If you require assistance from the media team you will have to organise that as part of your initial booking discussion.

Please contact [stuart.dinmore@unisa.edu.au](mailto:stuart.dinmore@unisa.edu.au) – 0433 739 791 if you have any questions.