

# Recording & Audio Visual Services



This policy is of relevance to students and staff

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Approved by	Operations Board
Written by	Recording & Audio Visual Services
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Changes made:

1. Removal of all charges to staff & students for services
2. Extended hours of operation
3. Staff changes
4. Updated facilities / provision
5. Updated loan stock information
6. Streamline of process

## Policy and Guidelines

### The Recording & AV team

1.1 The Recording & AV Department comprises:

- Julian Hepple (Head of Recording & Audio Visual)
- Mark Rainbow (Recording & AV Technician)
- Mat Sturmeay (Recording & AV Administrator)
- Two Surrey University Tonmeister placement students, currently Paul Anders and Eve Morris

1.2 Contact details for the department:

- Email - [av@gsmd.ac.uk](mailto:av@gsmd.ac.uk) (preferred)
- Phone - 020 7382 7189
- In person – Recording & AV office, which is room 223 near the Student Common Room

1.3 The department's role is to provide recording services (both audio and video, live and in the studio), live sound for performances, and Recording & AV support for teaching and learning. Our core business is audio recording, editing and mastering. We are responsible for live sound engineering in the Silk Street building. We have broad knowledge and deep collective experience and are here to help you.

## **Event Recording (including Final Recitals)**

2.1 We audio record all performances in the Music Hall, LRR, Silk Street Theatre, Milton Court Concert Hall, Milton Court Theatre & Milton Court Studio Theatre as published in the events diary, with the exception of masterclasses where permission must be obtained from the person giving the masterclass. Video recordings of these events can be arranged, resource permitting. We audio record all final recitals. If there is any doubt as to whether we have been made aware of a performance that should be recorded, please check with us; we will almost always be able to arrange this. Final Recitals in Milton Court Concert Hall & Silk Street Music Hall may also be video recorded; however students will need to specifically request this and make us aware of the date/time etc. Copies of events and recitals are available for study and analysis purposes, and for submission as audition recordings for funding and competitions.

2.2 To request a recording please complete the [Recording Request Form](#), (available on the Recording & AV Intranet) or come and speak to us in person with the details of the event. Please note that during the final recital season, the department is very busy, so there may be a wait around 3 weeks before we can send you your recording.

2.3 We offer a recording service for the purposes of personal development, applying for funding and competition entries. This is best done in the recording studio (equipped with a Steinway B piano, a large Pro Tools recording system, vintage Neve Console and a wide selection of industry-standard microphones) which can be booked up to three weeks ahead, subject to classwork commitments. Alternatively, we can set up to record the Performance Venues, which can be booked with the Music Office in the usual way, or we can lend out simple portable recorders for self-operated recording. Rooms 208/209/210/250/251/252/LRR/ Sundial Court TR2 house self-operated audio and video recording systems. There is a [Studio Booking Form](#) available from us or on the intranet for studio session requests, which must be endorsed by a teacher who knows the purpose of the session. Requests for Studio booking must be made at least a week in advance. A Steinway B Piano, Sonor Drum Kit, Mark Bass Amp & Fender Deville guitar amp are provided in the studio. Video (up to 4 cameras) can also be recorded in the studio, provided you have told us in advance.

2.4 Editing & post production work is available where the regulations of the application allow it; let us know when booking so that we can allow the necessary time for the follow-up work. If no editing is required we can produce finished files the day following the session; editing may add several days depending on the complexity, and this should be allowed for when booking a session to meet a deadline.

2.5 The recording studio is also used for workshops, radio drama and the recording of student compositions and arrangements. Staff can book time for these activities as far in advance as they wish.

## **Live sound - Silk Street**

3.1 If an event or recital is being organized that will involve amplification, this should be discussed with us at the outset of planning. We have a PA system in the Music Hall that should be able to provide for any requirements but it will need to be manned by us for rehearsals and performances; this means we need at least three weeks' notice in order to allocate an engineer to it. PA setups require a considerable amount of time, the actual time depending on the complexity of the event. Please bear this in mind when scheduling anything involving amplification and consult Recording & AV and the relevant room booking people to ensure adequate get-in and sound-check time is available, as well as time afterwards for derigging the equipment. For live sound in Milton Court, consult Performance Venues in the first instance.

## **Working hours**

4.1 The department is currently staffed to provide Recording & AV services from 9am to 6.30pm Monday to Friday. The department administrator is normally available in the office between the hours of 9am-5pm.

4.2 Outside the above times, services need to be specifically requested. A period of three weeks' notice is required to enable planning of work schedules outside these hours. We may be able to leave equipment with Facilities for collection, in which case the user is responsible for setting it up and returning it to safe keeping afterwards. This also applies to events and classes starting within working hours but ending later than 6.30pm. Please discuss requirements with us to see whether this will be practicable – it will depend on the nature of the equipment, the ease of setting up/packing away, the user's familiarity with it, and so on.

## **Recording & AV teaching and learning support: what we can provide**

5.1 AV holds stocks of the following equipment for class/lecture/seminar use:

Projector

Screens

Plasma displays

Audio playback systems

Simple PA Systems

Video cameras

Portable audio recorders

Microphones

Cables/ Adaptors

5.2 Bill Bannerman has amplifiers and cables suitable for rehearsals and small-scale performances, which can be booked direct with him in the percussion store.

5.3 Laptops should be requested via I.T. To request a laptop please contact them directly at [gsmidthelpdesk@gsm.ac.uk](mailto:gsmidthelpdesk@gsm.ac.uk) and they will get back to you. If internet access is required in connection with a class or event please consult I.T. regarding wireless or wired availability.

5.4 Technical support for non-teaching events in Milton Court is provided by Performance Venues.

5.5 We can help generate content for lessons. Please come and speak to us in person about this.

## **How to book**

6.1 See the booking checklist sheet to fill in specific details of technical requirements – if in doubt check with Recording & AV. In order to be certain of availability, please place requests at least five working days before the class. This gives us the opportunity to try to source equipment elsewhere if our own stock is already fully booked. Checklists/booking sheets are available on the intranet and from Recording & AV.

## **Setup times**

7.1 For setups involving laptops, projectors, plasmas etc. the room must be booked for half an hour before the start of the class/event (please contact us for events that happen in performance venues with good notice) so that equipment can be put in place and connected in time for the lecturer to install his or her presentation and check it before the event begins. If this set-up time is not possible, the lecturer/presenter should be advised to allow at least 15 minutes for the setup to be done at the start of the event.

7.2 If the event finishes within working hours, AV will collect the equipment afterwards. See 5.2 above regarding arrangements outside working hours.

## **Permanent installations**

8.1 Self record & Playback systems are currently installed in SDTR2, LRR, 208,209,210,250,251,252. These systems are identical. Information and guidance for operation can be found on our intranet page, and we are more than happy to provide training in these rooms.

8.3 More basic audio systems are currently installed in, B3, G26, G39, G41, 136, 140, 143, 147, 148, 233, 234, 235, 236, Milton Court RR1, MC RR2, MC RR3, MC TR1, MC TR2. If possible these rooms should be allocated for activities requiring these facilities, as the quality of presentation will be significantly improved and the setup and get out times reduced.

8.3 Any problems with these systems such as damage or missing cables should be reported to the Front Desk, who will pass the information on to AV so that we can rectify things as soon as possible.

## **Loans of Recording & AV Equipment**

9.1 Various portable recording devices including Zoom video and audio recorders are available for loan. They are supplied with all necessary accessories and software for uploading files to the user's own computer if desired. We have simple instruction sheets available, and can help with transferring the material to other media if required. These items should be booked out as above and a time agreed for their return (returning them to reception where the AV Department is unavailable). Bookings use the library issue system, so you will need to bring your library card and ensure your account is clear.

9.2 Items taken out under your student number are your responsibility. Please do NOT borrow items for anyone else

9.3 Fines will be imposed if the equipment is returned late as follows:

First hour overdue - £1

Remainder of first day overdue - additional £1

Each additional day or part day overdue - additional £1 per day

9.4 After one week overdue, the user will be sent an email reminder. After two weeks overdue the user will be sent a further reminder. After three weeks overdue the user will be sent a final reminder and invoice; the invoice will cover the cost of replacing the item that has not been returned.

9.5 If after four weeks the student has not returned the item and paid the fine, nor paid the invoice and the fine in full, the Recording & AV department will notify the Finance Office to enforce section B of the Tuition fee payment, enrolment & debt collection policy. In the first instance, this will result in the suspension of the user's access to IT, the Library and practice rooms. Fines will continue to accrue up a maximum of £500.

9.6 Non-payment of fines and/or invoices may result in exclusion for attending graduation.