

SRT 213 & 114 Booking Guidelines

Multitrack Production I MUSR.4400 & Graduate Students

Fall 2017 edition

Time Allocation - General

- 16 Hours per student per month
- 12 hours max per any 7-day period
- Book 4-hour or 6-hour blocks for overdubs
- Book 8-hour block for Live-To-Two
- Hours which go un-booked are deducted from the pool of studio time allocated to everyone (i.e. 16 hours/student/month MINUS un-booked time)

Booking

- Booking is open through November 26. Balance of semester will be opened for booking beginning in early November, nominally to book final mix sessions.
- Begin booking Live To Two I Monday, September 25.
- Begin booking Basics and first overdub I Monday, October 9. Basics / First Overdub sessions between October 23 and November 26 only. No multitrack work during Live-To-Two window.
- Despite class size, booking priority is for each student to get one basics session and at least one overdub / rough mix session between October 23 and November 13. If needed, this will be adjusted as the semester progresses.
- Provide short detail describing each booking e.g. ==> "tracking piano"
- Booking 213 and 114 are independent of one another (booking one does not automatically give access to the other)
- Special events and faculty booked events may take precedence (e.g. classes, presentations, special events)

Overnight sessions

- Do not begin before 8 PM
- Any session running beyond 11 PM is an overnight
- 8 Hour minimum
- You must fill out and submit an "Overnight Access" form in the Music office in accordance with overnight access guidelines

Cancellation Policies

- 7 days minimum notice
- Otherwise, SWAP time via booking procedure to ensure time is used
- Your cancelled session time will be deducted from your time allocation if these guidelines are not followed
- Beginning Wednesday, September 28, unassigned/unbooked time within a 2-day window from the present may be booked on a first come, first served basis and does not count toward time allocation limits (see above).

General Scheduling Comments

Coordinating session bookings is one of the key challenges of Multitrack Production. It is a hallmark of SRT that all students remain in dialog regarding bookings and swap time and/or modify bookings to help each other get their sessions done. While booked start times and end times are positively honored (meaning documentation and careful session tear down begins 30 minutes before session end time), negotiations ahead of sessions to help each other with ornery oboists and difficult divas is encouraged. Report booking violations, frustrations, or even bad etiquette to Alex, and/or Bill.