

Walkthrough: Making a Soundstage Reservation in EMS

What is the soundstage?



The soundstage is an empty room in the basement of Alumni Auditorium (room 005) that Champlain College CCM students may reserve online through the college's EMS tool to perform course work. A limited set of film equipment is assigned to the space and available to users. **The soundstage should be left as you found it when you are finished** – all

equipment neatly stored in its designated zone, all garbage removed, and the room empty with the lights off. Patron assumes full responsibility for the space and its equipment – damage/loss/theft/misuse may result in a loss of access privileges and/or a repair/replacement fine.

What equipment is in the soundstage?

- 7 lights (Fresnel 650W, Arri 650W, Altman, Source 4, and qty 3 Parnel 750W)
- Large and small lighting control kits (qty 1 each)
- C+ stands 40" (qty 7)
- Sand bags (qty 9)
- Extension cord 25' (qty 6)
- Apple boxes (eighth, quarter, half, full – qty 2 each)
- Sound blanket (qty 3)



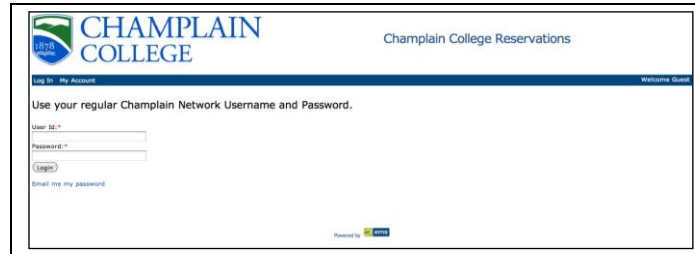
Who may access the soundstage?

Students may request ID card swipe access to the soundstage doors through this online form: <http://www.surveymonkey.com/cardswipe> [managed by Amy St. Louis (GBTC 105, astlouis@champlain.edu)]. **The ability to place a reservation for the soundstage in EMS is not a confirmation that you are also cleared and have ID card access to the space** (users who have not completed the online form and/or whose applications have not yet been processed will discover their ID cards do not open the door).

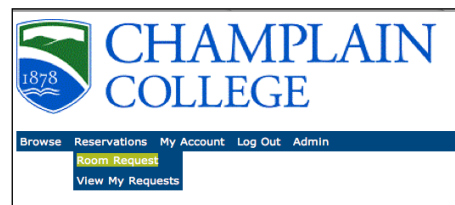
See next page for tutorial on placing a reservation for the soundstage

The Process for Making a Reservation in EMS for the Soundstage:

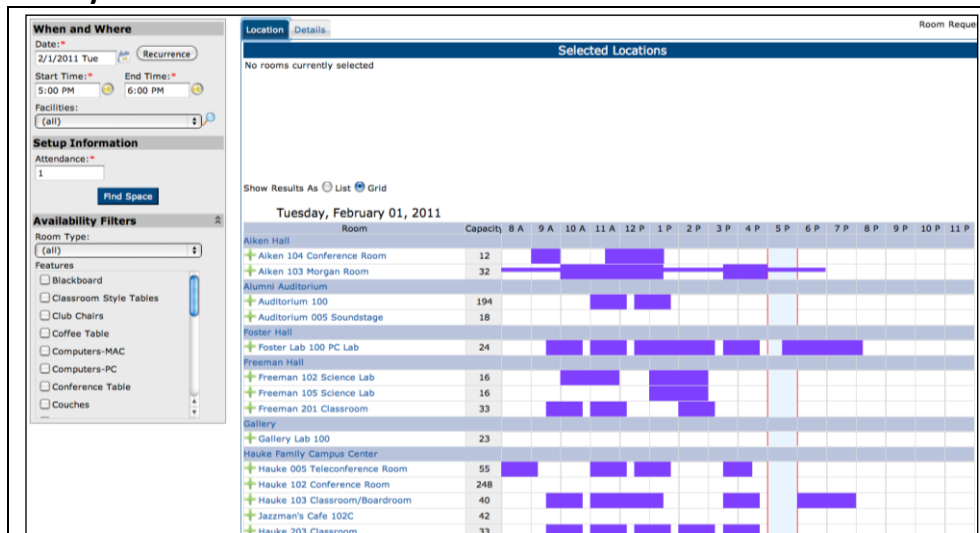
1. Click [here](#) (or go to <https://events.champlain.edu/>) to create a soundstage reservation.



2. Log in using your Champlain College user name and password. In the upper right hand corner there is a drop down menu labeled **Reservations** – drop the menu down and click **Room Request**.



3. Fill in the start and ending time you wish to reserve the space for. **NOTE: make sure you have at least 1 attendant listed in the “attendance” field.**



4. Next click the **Find Space** button and locate the Alumni Auditorium building and click the green plus sign to the left of **Sound Stage**. Once added, click the **Details** tab above.
5. Fill out the details form.
 - a. If it is the first time you’ve used EMS to reserve the soundstage you’ll need to click the magnifying glass next to the **Customer** drop box and type **Champlain CCM Students** and then click the green plus sign and exit

- this window.
- Under the **Customer** drop box, select **Champlain CCM students**. Under the **1st Contact** drop box, select “temporary contact” and fill in your information.
 - Choose **Meeting** from the **Event Type** drop box (*if you fail to do so your soundstage rental will be broadcast on the campus calendar and Stall Street Journal*).
 - In the **Event Description** field please write briefly:
 - What class and instructor this is for
 - What the project is and why you chose the soundstage
 - The names of any other students/crew that will be assisting you (if possible).
 - Submit your Reservation using the **Submit Reservation** button and verify that it is confirmed.

The screenshot shows a web-based reservation form. On the left, there are sections for 'When and Where' (Date: 3/9/2011 Wed, Start Time: 6:00 PM, End Time: 7:00 PM), 'Setup Information' (Attendance: 1), and 'Availability Filters' (Room Type: (all), Features: Blackboard, Classroom Style Tables, Club Chairs, Coffee Table, Computers-MAC, Computers-PC, Conference Table). The main form area has tabs for 'Location' and 'Details'. Under 'Event Details', there are fields for 'Event Name' and 'Event Type'. Under 'Customer Details', there is a 'Customer' dropdown set to 'Champlain CCM Students', and two contact sections. The '1st Contact' is set to '(temporary contact)' with fields for Name, Phone, Fax, and Email. The '2nd Contact' is set to '(none)' with fields for Name, Phone, Fax, and Email. Under 'Other Information', there is a large text area for 'Event Description' and a note: 'If you require time before your event to setup please let us know what time you would like to be able to get into the space :'. A 'Submit Reservation' button is at the bottom.

Congratulations!

You’ve just made a reservation for the soundstage (Alumni Auditorium 005). You may return to EMS and edit/update/cancel your reservation via the **View My Requests** link in the **Reservations** drop down menu when you first log in.

What’s next?:

- Have you completed the online form to activate your ID card for swipe access to the soundstage? <http://www.surveymonkey.com/cardswipe>
- Have you confirmed with Amy St. Louis that you have ID card access (GBTC 105, astlouis@champlain.edu)?
- Have you secured a rental camera, tripod and/or other items that are not included in the soundstage’s default gear set from Media Services via the online equipment reservation tool? <http://mediaservices.champlain.edu>