

# Calhoun College Recording Studio

## Guidelines and Agreement

**Welcome to the Calhoun Recording Studio**, a professionally equipped space for recording, editing, and mixing music, available for all students in Calhoun. This studio is designed to be easy to use and flexible for all kinds of music projects– from solo productions and podcasts, to tracking and mixing with a full band. Best of all, it's free of charge– all Calhoun College students have the opportunity to request access and use it as much as they like.

In order to be able to use and take full advantage of the studio, all students are required to agree to the set of rules and guidelines below. The goal of these guidelines is to maintain a standard of quality in the studio, so that it is a reliable place to record and work on musical projects. There are few rules for using the studio, but all of them are important to keep it running and in great shape.

## Engineers and Training

To use the Calhoun Recording Studio, you must train to be an **Engineer**. To do this, contact the studio's General Manager, Faculty Advisor, or any of the student Managers. They will assign a Manager who will schedule a time for you to learn about the studio's equipment.

This first training session is the first step to becoming an Engineer. It will last about an hour and a half. In it, you'll learn how to use the Calhoun Recording Studio's equipment, record a basic session, go over the rules of this document, and sign the agreement below. Next, you'll schedule a **2-hour** time slot to shadow an existing Manager while they work on a project in the studio. One of the best ways to learn about recording and producing music is by watching others work. After completing this requirement, report your hours to the General Manager, who will add you to the list of active Engineers. That's it!

## Managers

Every year, the Calhoun Recording Studio has one **General Manager** and a set of additional student **Managers**. Above all else, their responsibility is to maintain a helpful, clean, and friendly environment for students to work in the studio. The General Manager's additional responsibility is to coordinate training and workshops with all other Managers, maintaining the studio, and working closely with the Calhoun Master's Office. Additionally, there is one **Resident Fellow** who oversees all of the Managers, reviews studio policy, and communicates between students and the Calhoun Master's Office. Managers are

appointed as needed, but manager training will happen in the first few weeks of every semester.

If you are interested in becoming a manager, you should contact the Calhoun Master's Office, the Resident Fellow, the General Manager, or any of the Managers for the semester. The contact info for the current General Manager and Resident Fellow is available below. In order to apply to be a Manager, you must train to be an Engineer, with all the requirements listed above. In addition, all Managers must attend meetings scheduled with the General Manager, the Faculty Advisor, and the Calhoun Master's Office.

Unlike general Engineers, each Manager is given a key to access the Calhoun Recording Studio. In exchange, they are responsible for meeting and training other students who are interested in becoming Engineers. Additionally, they will be assigned times throughout the semester to meet Engineers and let them into the studio.

## Reserving the Studio

As a trained Engineer, you have the ability to reserve the Calhoun Recording Studio for free, and as much as you like. To reserve the studio, go to the Calhoun College website (<http://calhoun.yalecollege.yale.edu>) and block out a time to use the studio. Once the reservation has been confirmed, a Manager will be assigned to you. They will meet you at the studio at the specified time with a key to let you in. After leaving the studio, be sure that the studio door is locked from the outside.

## Storing Files

Every year, the computers' hard drive will be wiped at the very end of the school year (after finals week). The Master's Office and the General Manager will send out warnings in the weeks leading up to the format date. Be sure to back up your work often!

## Requesting Software or Equipment

As the Calhoun Recording Studio grows, it will expand and respond to the hardware and software needs of its users. Engineers are not allowed to install software on the studio's computer, but the studio is very interested in hearing their feedback and recommendations for new software. Every year, a list of possible software and hardware purchases will be made to the Calhoun Master's Office. If you would like to request a piece of software or hardware be added to the list, contact the studio's General Manager or Faculty Advisor.

# Rules for General Use

By using the Calhoun Recording Studio, all Engineers and Managers agree to uphold these basic rules:

1. All Engineers will return the studio to its default state after every session. This includes: returning microphones to their proper cabinet, wrapping and storing cables, and resetting the location of the equipment in the room. A floor plan of the studio's default state– as well as a list of steps to reset the space– is posted on the main wall of the studio.
2. The Calhoun Recording Studio may only be used when a trained Engineer is present. Engineers are more than welcome to bring friends and other artists into the studio, but use of the studio without the presence of a trained Engineer is strictly forbidden.
3. All Engineers are responsible for ensuring that the studio is clean at all times.
4. Studio time will not be abused. The Calhoun Studio is used for a variety of projects of all sizes. You are welcome to sign up for as much time as you like, but you are expected to be reasonable and respect the project needs of other Engineers. If you are working on a large project that requires many hours in the studio, and you are worried about over-booking, contact the General Manager.
5. No Engineers will store personal equipment, instruments, or bags in the studio. All equipment brought in for your session, must leave with you.
6. No food is allowed in the Calhoun Recording Studio. Drinks (water, etc.) are allowed, but they must be in containers that can be covered and capped. Much of the equipment in the Calhoun Studio is very expensive and easy to damage with liquid. Don't discover this the hard way!

# How to make the most of the Calhoun Recording Studio

1. **Always back up your work.** Back up early, and back up often. If you would like help or advice on backup strategies, talk to the General Manager– there are many good tools available today to make backup painless.
2. **Keep the studio clean.** Leave the studio in the same state that you would like others to leave it for you.
3. **Reserve early.** During busy weeks, the studio will have a lot of projects happening at once. Schedule your time in the studio early, and keep in contact with the manager who will be giving you access.
4. **Ask for help!** The studio's General Manager, student Managers, and Faculty advisor are here to help you make the most of the Calhoun Studio. Many have years of experience recording and producing music. Many of them have probably run into the same problems that you might have– some of them many times. Send a quick text or email, and keep in touch.
5. **Collaborate.** Many of Calhoun's Engineers are active musicians and producers at Yale. Reach out to other engineers and make music together! You never know what great musical ideas can come from collaboration.
6. **Go to the Calhoun Recording Studio's training sessions and workshops.** Every semester, the Calhoun Recording Studio will schedule sessions with its Managers and artists. These are designed to teach Engineers new techniques about recording and production. Go to them! Even if you're experienced with the studio, you may learn something new.

# CALHOUN RECORDING STUDIO

## Agreement

By signing this agreement, I acknowledge that I have read this document and reviewed it with a current Manager of the Calhoun Recording Studio, and that I agree to abide by its rules and guidelines.

**SIGNED:** \_\_\_\_\_

*(Print your name)* \_\_\_\_\_

**DATE:** \_\_\_\_\_ *Net ID:* \_\_\_\_\_

### **PROVED BY CALHOUN MASTER'S OFFICE:**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Contact Info

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