

UCLA RADIO

Booking Requests

The productions office and music office are now available for booking; DJ's and members of the UCLA Radio team can utilize the spaces for live mixing during radio broadcasts, audio editing, recording, vinyl selection, and Rivendell automation work. *The rooms must be booked prior to their use, including but not limited to In-Station Performances and Marketing events.*

The productions office is equipped with...

- Computer, Windows/Linux; Audacity, Adobe Audition, etc.
- 16 channel analog mixer
- Shure SM7B professional dynamic microphones
- Shure SM57(s)
- Shure SM58(s)
- Direct Injection boxes
- Two (2) Rokit monitors

- Mic Stands
- Printer
- Assortment of audio cables

The music office is equipped with...

- Vinyl collection
- Computer
- Marketing materials

How to schedule and book rooms:

- Go to this link: (<http://bit.ly/2gIgTB1>)
 - ****note:** this service will only work with google accounts; if your primary email is not a google account, please log in to google using your UCLA ID email.
- You will see boxes with the label "Room Booking & Requests" in 60 minute blocks from the hours of 8am-12am everyday. These boxes conveniently overlay with an existing personal Google Calendar for easy scheduling.
- Left-Click a desired time slot for productions office booking; you will see a dialog box appear labeled "Book an appointment." Enter the information for your booking as outlined below:
 - **What** — Production Office Booking (your NAME and EMAIL here)
 - **When** — (no changes necessary)
 - **Who** — (your NAME/EMAIL here)
 - **Where** — (specific office requested; i.e. productions office or music office)
 - **Description** — follow instructions as listed in description box; provide details of office use
 - LEFT CLICK "Save"
- An invitation/confirmation email will be sent to your google email address
 - If you wish to cancel your appointment, then please return to your invitation email and left-click "No"
- Please have the A-Level front desk open any rooms that you have scheduled.

Please contact

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for further assistance.