

## Mississauga Arts Council (MAC) Studio Guidelines

### Description

MAC Studio is a green-screen studio space located in MAC's office ([300 City Centre Drive, Suite 1055, Mississauga](#)) that is open to MAC members, staff, and board. It is a space for the creation of a variety of multimedia content. Members are welcome to use this space to create content such as films, social media videos, artist introduction videos, artist interviews, music videos, photography, high-quality images of artwork, professional headshots, and more.

### Studio Details:

- **The studio is open during the following business hours: Tuesday, Wednesdays and Thursdays, 10:00 AM - 4:00 PM.** All booking requests **MUST** be confirmed by MAC staff. A confirmation email will be sent to you prior to your requested time slot. Please allow up to two (2) business days for MAC staff to review and approve your request.
- **Studio time must be booked at least 24 hours in advance** in order for staff to review and approve your request.
- **Studio booking time is limited to no more than 4 hours** per booking to allow opportunities for all to book a slot.
- The studio is not available to be booked after hours unless a specific request is made. Inquiries can be directed to Sherri Murray, MAC's Communications Producer at [studio@mississaugaartscouncil.com](mailto:studio@mississaugaartscouncil.com). MAC does not guarantee that after-hour requests will be accommodated.

### Booking Policies:

- **The person booking the time slot must be a MAC member.** To renew or join MAC as a member, please visit [mississaugaartscouncil.com/mac-membership/](http://mississaugaartscouncil.com/mac-membership/). To check the status of your membership, please contact Susan Durnin, Administration Lead at [admin@mississaugaartscouncil.com](mailto:admin@mississaugaartscouncil.com).
- Please note, **your booking is not complete until you receive a confirmation email from MAC staff.**
- Only the person listed in the booking request may sign in at the time of booking. An additional person may be added to the booking if you provide their name and email address at the time of the booking request.
- The cameras come with one SD card. The responsibility is on the borrower to provide additional storage if needed.
- You are welcome to bring your own equipment to use in the studio.

- During your booking, MAC staff will be onsite to help you with **minor technical support** (such as showing you how to set up the camera or lighting equipment). **You are responsible for filming/photographing and editing your content during and after the booking session.**

### **Code of Conduct:**

- The Mississauga Arts Council is committed to providing and maintaining a safe environment of mutual respect and support. Inappropriate behavior, harassment, discrimination, or bullying will not be tolerated.
- The Mississauga Arts Council is committed to creating and maintaining a safe and healthy work environment for its staff and members. This includes the safe use of studio equipment.
- MAC's Studio is open to all MAC Members.
- Please keep the studio space clean. Pick up after yourself and leave the space as you found it.
- This studio is shared with two office spaces, please be mindful of your noise levels, excessive noise will be tolerated.
- Use the equipment respectfully. Please report any broken equipment immediately to a MAC staff member.

### **How to Book the Studio:**

- To submit a booking request, please provide your contact details and request a booking time slot through a Calendly request form here: [calendly.com/macstudio/macstudiobooking](https://calendly.com/macstudio/macstudiobooking). **Please note, if you would like to book more than one hour, please submit more than one request through Calendly.**
- MAC will review your request and send you a **Booking Confirmation Email** within two (2) business days.
- Need to cancel your Studio booking time? Running late for your booking slot? Email [studio@mississaugaartscouncil.com](mailto:studio@mississaugaartscouncil.com) or call (905) 615-4278.

### **Signing Into the Studio:**

- Please arrive 10-15 minutes prior to your booking in order to give ample time to sign in with a MAC staff member onsite.
- Once you are signed in, a MAC staff member will give you access to MAC's Studio and show you where the equipment is located.

### **Signing Out of The Studio:**

- Please start cleaning up the equipment and materials no later than 15 minutes before the end of your booking slot.
- **All equipment must be returned to a MAC staff member. Be prompt in returning equipment when your booking slot is over.**
- Remember to grab your files and remove them from the camera's SD card before returning the equipment and put it on your USB. You are welcome to use the computer in the MAC Studio to do so. **MAC is not responsible for any files lost during your session. SD cards are wiped after each use.**

### **Studio Equipment Available:**

#### Camera (with SD cards):

- SONY Alpha A7 III W/28-60 Lens
- SONY Alpha A7 III Body

#### Audio:

- Sennheiser MKE400 Video Shotgun Mic

#### Tripod:

- Manfrotto MT290LTA3 Tripod W/MVH400AH

#### Lighting

- Westcott Basics LED Light Softbox Kit
- Westcott Basics LED Light Umbrella Kit

#### Backdrops

- Cameron 10x20 Muslin High Key White
- Cameron 10x20 Muslin Solid Black
- Cameron 10x20 Muslin Chroma Key Green

### **For more information, please visit:**

<https://www.mississaugaartscouncil.com/mac-studio>

### **If you have any questions, please contact:**

Sherri Murray, Communications Producer

Mississauga Arts Council

[studio@mississaugaartscouncil.com](mailto:studio@mississaugaartscouncil.com)

Please allow up to two (2) business days for a response.

