

Dear Annenberg Media Center Community,

1. Available Open Studio Time:

For those who are trained and authorized, we provide open studio time for your projects. Here's how to make the most of it:

Booking Process: You can schedule open studio time through our "Bookings" system. Simply visit the following links based on the studio you need:

- Studio A: annenbergprograms.com/studioa
- Studio B: annenbergprograms.com/studiob
- Studio C: annenbergprograms.com/studioc

Training: If you haven't been trained yet, don't worry! Email us at asctech@usc.edu to schedule a training session.

Important Note: Please remember that only authorized and trained individuals are allowed to book studios. If you're not on our authorized list, your booking will be canceled. To avoid this, make sure to reach out to us for training at asctech@usc.edu.

2. One-Off Studio Production Requests:

For projects that require resource support and fall outside of open studio time, we're here to help:

Submission Process: Send your requests to asctech@usc.edu. These requests are actively monitored by Tom Norris daily.

Evaluation and Coordination: Tom Norris will evaluate and coordinate these requests based on the following priorities:

1. Availability of resources and impact on the current schedule and programming.
2. Usage associated with approved MC (Media Center) curricular programming.
3. Usage associated with MC approved extra-curricular programming.
4. Usage related to approved Annenberg Deans and Marcom initiatives, including Admissions and Development activities.
5. Usage linked to Annenberg student and faculty projects.
6. Usage tied to non-ASCJ university programs or projects.
7. Usage involving non-USC entities - with an ASCJ sponsor.

Submission Deadline: To ensure proper coordination, please submit your studio requests via email with a general run-of-show timeline at least a week prior to your desired time.

We're committed to providing you with the best resources and support for your media production needs. If you have any questions or require further assistance, please reach out to us at asctech@usc.edu.

Thank you for being a part of our dynamic media production community. We look forward to collaborating with you on your creative projects!

Best regards,
Tom Norris
ASCJ TechOps Team

