

## REQUEST: Non-major MAGIC Sound Stage Use

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Requesting to use the MAGIC Sound Stage as a Non-SOFA Major

It is important to us that all RIT community members feel welcome in our facilities at MAGIC. However, it is equally important that our facilities are being requested and used for their specific production-related purposes, and that the user is trained in our spaces. This is for your own safety and for the safety of our equipment and resources.

To gain access to the MAGIC sound stage, SOFA students must take the Production Processes (SOFA-602) course and pass faculty approval for:

- General Studio Safety
- Light Batten Operation
- Rigging Safety
- Studio Flats Safety
- Lighting and Grip Equipment Operation and Safety

MAGIC keeps an access list in our checkout database to monitor those who have been trained on our sound stage and can reserve the space.

Adequate training for the sound stage takes time and is not tenable for MAGIC to offer on a one-off or as-requested basis. Similarly, it is not appropriate for MAGIC to require SOFA students to take a full semester course before accessing the space, but allow non-majors access without the same rigorous training. **Because of this, MAGIC requires all non-majors who have not taken and passed the Production Process course to work with trained SOFA crew members on their set in the sound stage.**

### Warning

Non-major sound stage requests must be submitted **at least 2 weeks in advance**. Please follow the steps below before submitting your studio reservation request in EMS. Any request submitted by a non-major or someone who has not been trained in the space will be declined without prior approval.

## Request Process & Required Information

1. Navigate to <https://helpdesk.magic.rit.edu/new-ticket> to begin a new request.
2. Be sure your Department is set to **MAGIC Spell Studios**, and under "Support Type," select **Production Support**.
3. In the subject line, include "**Non-Major Studio Request**" with the **dates of your anticipated production**.
  1. Ex. **Non-Major Studio Request - 9/13/24**
4. For "Location", please specify Full Sound Stage, East Sound Stage, or West Sound Stage.
5. Include the following information in the "Message" field:
  1. Your name, major, and the class your project is for.
  2. A brief description of why you would like to use the sound stage for your project.
  3. Include specific sound stage features you would like access to, if applicable (battens, flats, etc).
  4. Date and times you would like to use the stage (visit [reserve.rit.edu](https://reserve.rit.edu) to check availability).
  5. Name and email address of trained student who has agreed to work with you on your set.

## Once your Request is Submitted

- MAGIC will respond to your ticket and CC the trained student to confirm they have agreed to work with you on the stage.
- MAGIC may also request additional information, if needed.
- Once MAGIC receives confirmation from the CCed trained student, we will let you to let you know your request has been approved or declined.
- You must then submit you request in EMS at [reserve.rit.edu](https://reserve.rit.edu) for the agreed upon times and dates.
- You may follow up on your request using the same helpticket. Please do not submit multiple tickets for one request.