**Production schedules in the stop motion facility.**

**Terms and conditions for level 3 productions in semester 2.**

Access is from 9.00 to 8.30 Monday to Friday during term time and there is no access on the weekends or over public holidays.

**General rules and shared spaces.**

* No open liquids or hot drinks in any part of the studio, and no use of the polymorph kettle here.
* No messy food, or plates of food to be consumed in the studio.
* Headphones must be used when working with audio/listening to music.
* Glue guns must be used with trays provided, and please unplug them off after use.
* The communal areas and puppet making benches are a shared resource .Keep walkways and exits clear and please pack your work/tools and materials away at the end of the work day, and leave the benches clear for other users.
* Please respect the need for light control, and work with desk lamps when individuals are shooting.
* Please take responsibility for managing your materials/sets/ongoing puppet work. There is a very limited amount of space available for storage, so please consider this when bringing materials/sets etc. into the studio.
* As the room is semi lit, and space is tight please store bags/coats/materials sensibly to avoid creating access problems and trip hazards.
* This space will become very busy and crowded at times during this semester. Please remember that it is a shared resource, and behave in a professional and supportive manner to all users at all times.
* The stop motion paradigm is highly complex and it requires a great deal of control and concentration. Please do not encourage other UWE students to visit the room, or socialise in this space, and clear all external visitors with your tutor and technical staff in advance of any visits.
* Please do not use power tools, rotary blades or processes which generate fumes or dust in this space.

**Individual work stations.**

1. Please do not attempt to occupy a space if you are still in an early testing/prototyping phase. Some individuals require less preparation/fabrication time, and a shorter shooting period, and it is best that these individuals shoot their sequences first.
2. Please bear in mind that from time to time students on other modules may require short term access to the stop motion studio for testing or short project work. While an ongoing and occupied space would not be considered for their use, an underused space can be re-allocated if the scheduled student has not been in contact or attending consistently for a number of days or weeks.
3. There is a very clear health and safety proceedure to be followed when working with lights, rigging and set install and you have all been very comprehensively trained on the use of the space. The technical instructor will ask you to stop production if any aspect of your practice/working environment/station modification is deemed to be dangerous. You will then be required to make your area safe, and to ensure that no individual is at risk in the studio. You will be expected to cease production and follow this instruction fully, even if it means breaking continuity or losing light control.
4. In the event that you are not in a position to begin shooting at the allocated time on the resource schedule, you will need to discuss this with your tutor before attempting to negotiate a later time slot.
5. In the event that a number of projects have overshot their scheduled period, or a number of students have begun production at a very late stage available stations will be allocated to the student deemed “most ready” to begin production.
6. When occupying a space for production, keep your workbench clean and professional, and use this as a works space where possible to free up the communal benches for other users.