SHOOT ROOM INFORMATION

FIRST TIMERS:

Contact: eda.arts.ucla.edu to request SHOOT ROOM TRAINING

Request 5 days in advance

$20 materials fee

MAKE A RESERVATION:

https://support.design.ucla.edu/shootroom

Student Name / Reservation Day & Time / Special Item Keys

Please make a reservation 5 days in advance as requests are only processed Monday-Friday 12-2

Go to 4th floor desk at time of reservation to be let into shoot room

**You cannot use the shoot room without a reservation

You can see who has a reservation by going to website

TIDY UP

Upon completion of your shoot, return the room and all equipment to its original condition and locations

All chairs and stools should be stacked

Rolls should be rolled up

Lights should be unplugged and organized in the corner

There should be no trash lying around

If the shoot room is a mess or if something is broken when you get there, go to 4th floor and let them know so you will not be held accountable
How shootroom should look:
RESTRICTIONS & GUIDELINES

No food, liquid, gases, vapors, fog, or smoke allowed in shoot room

Contact eda.arts.ucla.edu if your shoot requires one of the above and your request will be reviewed and considered

Sandbag all the lights

The student's name under the reservation is responsible for:

All other people in the shoot room

Assuming FULL financial responsibility for all borrowed and permanently installed equipment

Lost, stolen, or broken equipment

 Unsatisfactory and misuse of the shoot room will result in students losing access privileges to the space and all equipment it contains

Do not remove any of the shoot room equipment from walls or space

Do not let other people use shoot room without reservation

Shoot room door will lock behind you if you leave

Door cannot remain propped open. Only prop open door if you will be gone shortly
LIGHTS

Do not remove lights from shoot room

Be careful when moving the lights, as the bulbs are very expensive

**Always sandbag the lights

How to use Kino Flo DMX 20:

How to use Kino Flo DMX 20 x 120:
How to use Selecon Acclaim Fresnel:

Safety Chain:

A safety chain MUST always be used when rigging luminaires on bars, ladders etc.

The Acclaim Fresnel and PC have an integral safety chain that can be retracted into the luminaire when not in use.

To use the safety chain, unscrew the safety chain locking clamp located on the top of the lamphouse, pull the clip out from the rear of the lamphouse, and loop the safety chain around the bar fastening the clip onto the safety chain.

Be careful to allow sufficient slack to enable the luminaire to be focused freely.

To replace the safety chain, remove the rear lamphouse moulding, slide out the safety chain-locking clamp, and pull out the safety chain, taking care to retain the safety chain loop bar.

*Always wear gloves when using this light because it gets very hot.*

Focusing:

The variable beam of the Acclaim Fresnel or PC is altered by adjusting the position of the lamp / reflector assembly relative to the lens.

When focusing, first spot the beam down, position the luminaire and then flood the beam to cover the area required.
How to use SilverDome NXT:

- Designed to work with continuous light sources such as the Photoflex Starlite and other hot lights including HMI
- Can also be used with strobe lights
- Softens the light source, reduces contrast
- Internal baffle eliminates extreme highlights and hot spots for even, natural lighting
- Removable face allows you to vary the amount of diffusion and contrast

ROLLS

- White, black, grey, red, blue, and green rolls provided
- Take your shoes off when stepping on the paper rolls
- Make sure to pull the chain straight down when using rolls
  - Pulling the chains at an angle will jam the roll
- Make sure the paper is rolled up before you leave
STROBES

If you would like to use strobes, go to 4th floor at beginning of reservation to be given the key.

You will need to trade your Bruin card in exchange for the key.

Upon returning the key after your shoot, your Bruin card will be given back to you.

How to use strobes:

Strobes are lights - lights that act as a flash on your DSLR camera

Attach strobe to camera head

Make sure that the frequency is the same on both ends (ex.1-9)