

# Studio Orientation Guidebook

**SOPHA**  
STUDIO OF PHOTOGRAPHIC ARTS

Studio Rentals • Classes • Community

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**Disclaimer**

This is a summary document and does not represent all SOPHA policies and procedures. Always refer to the manufacturer’s instructions with all gear to assure that it is used properly and safely.

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# Welcome to SOPHA!

## About SOPHA

The Studio of Photographic Arts (SOPHA), an 6,000 square foot rental studio and photographic community in Manchester, New Hampshire. SOPHA was founded in 2006 to support photographers of all levels by renting equipment, providing instruction, and offering the coolest space possible for its members to practice and display their art. **You bring the ideas, we can help with the rest!**

### About Studio A

Studio A is in the front of the building and features large North facing windows. It also features a number of set walls, a full complement of studio lighting and grip equipment, a make-up area, and our 12 foot wide cyclorama. This studio is 25' wide and 75' long. Our ceilings are approximately 9.5' tall.

### About Studio B

Studio B is the studio located close to the studio office. It features a number of set walls, a full complement of studio lighting and grip equipment, a make-up and dressing area, and our 4K presentation monitor. While Studio B is used for photography, it is also used as the studio's classroom and is frequently rented for client meetings. This studio has an irregular foot print and measures 40 feet at its longest dimension and 25 feet at its widest.

### About Reception

Reception at SOPHA is our waiting area with two chairs and light reading material. Our two restrooms are found off of reception. Reception also houses our Lending Library of books and videos which is available to SOPHA Members. Reception should be used for the temporary staging of guests (ten minutes max) and is not used for client consultation or image review.

### About the Storage Room ("Out Back")

Out Back is the large store room found at the rear of the studio, behind the rear doors to both Studio A and B. This space contains a wall with lighting modifiers (softboxes, reflectors, umbrellas, gels, grids, etc.), fabrics, textiles, backgrounds, spare c-stands, light stands and grip arms, chairs, stools, tables, panels, and so much more. The loading dock opens from this space. This store room is about 50 feet long and 15 feet wide.

## Important Terms

**Guest:** A person that a photographer invites into the studio as part of their studio booking.

**Non-Member:** A Photographer who is not a member of SOPHA

**Orientation:** Session conducted with a new renter to assure familiarity with studio procedures.

**Out Back:** A term used to describe the storage room and loading dock area behind Studios A and B.

**Photographer:** The person renting the studio, either Studio Member or Non-Member

**Short Notice Booking:** A studio booking made less than 48 hours before the start of the booking.

**Studio Booking:** A period of time requested by a photographer for the use of one studio for a particular start and end time on a specified date.

**Studio Member:** A photographer who has joined the studio and paid their monthly fee.

## **Studio Hours**

Photographers may find it confusing that two sets of operating hours are published for the studio. The studio may be booked between the hours of 8am and 9pm (and earlier or later by special arrangement). The studio maintains routine office hours between 11am and 6pm daily. These office hours vary seasonally and are altered to meet the needs of the staff when bookings and other appointments allow. Visitors to the studio should always call first or schedule an appointment for the best possible customer experience.

## **Liability**

Using the studio space has known and unknown risks. As a renter of the space, the photographer agrees to hold The SOPHA, LLC and its assigns harmless of all claims and agree to indemnify them in any case. Photographers inviting guests into the studio do so at their sole risk. Photographers are responsible for the actions and damages they and their guests may cause. Using the studio improperly will incur studio fines. The SOPHA, LLC recommends that all renters have and maintain a robust general liability insurance policy from a reputable and reliable vendor. The SOPHA, LLC does not provide insurance coverage to its renters.

## **Assistance and Instruction**

While staff is available to photographers, it is important to understand they are not acting as photographic assistants. Assisting and instructional services are available for a fee and are not included in studio rental.

Examples of appropriate staff assistance include helping to move bulky furniture, examining malfunctioning gear, reviewing routine studio expectations and practices, using the studio stereo, and finding wayward props, etc.

Examples of situations that would be billed as photographic assisting or instruction include instructions in lighting, metering and setting up lights, managing guests (or children), camera settings, blending strobe and continuous lighting, etc.

Photographers are encouraged to ask for staff assistance as needed and staff will help determine the boundaries of routine requests.

## **Emergencies**

Should you encounter an emergency during your time at the studio, please summon 911 as any reasonable person would. Know that the studio has an Automatic External Defibrillator (AED) located in our kitchen area. Additionally, the studio has a fully stocked first aid kit. For lesser emergencies, please communicate with the staff for further assistance.

## **Booking Studio Time**

### **Studio Availability**

Studio Members can view studio availability on our shared private google calendar, either through a desktop or mobile browser or with a dedicated mobile application. During orientation studio staff will make certain that you are able to see the studio calendar. It is important to note that mobile users should allow adequate time for their application to fully refresh the calendar (up to one full minute) before assessing available studio time. Non-members enquiring about available studio time must contact the studio by phone or email.

### **Determining Booking Duration**

SOPHA follows a strict schedule. This is necessary to maintain order and professionalism when coordinating the schedules of many users. It is imperative that photographers understand that the studio runs a “hard schedule,” i.e., 1PM is 1PM exactly.

When considering the amount of time required in studio for their project, a photographer must consider many factors, all of which must fall entirely within the booked time. This includes set up and break down, loading in personal gear, the late arrival of guests, inevitable delays, etc.

Photographers are reminded that starting early or running late, even by one minute, will result in extra studio time charges. Further, if the photographer runs late which causes another photographer to start late, the minimum fine will be \$45.

### **Studio Booking**

Studio Members can book studio time by using the form found on SOPHA’s website. Once submitted, the Member should receive an automated response from the website which is a simple copy of your request. Our staff will enter your request into the studio calendar promptly and forward the Studio Member a confirmation by email. It is important to note that studio bookings are only confirmed once a reply is received from a staff member and not when simply submitted. Should a Studio Member suspect a delay in response has occurred, they should contact the studio directly. While advance payment is not required for Studio Members, Members are financially responsible for all bookings they place. All Studio Member rentals are a minimum of one hour duration.

Members must be certain to confirm their studio booking by checking the private studio calendar. This check assures that clerical errors have not occurred in the booking process. Members should report such errors within four to eight hours of the studio’s confirmation to receive a correction without penalty. Such errors are rare occurrences.

Non-members can book studio time by calling or emailing the office. All non-member bookings are pre-paid at the prevailing non-member rate and are non-refundable. Non-members are subject to a two hour minimum booking.

### **“You Book It, You Own It” Policy**

All studio bookings are rigid once placed. Studio bookings cannot be canceled or rescheduled. Once the time is booked, it has been reserved solely for the photographers use. Studio time cannot be resold or transferred. The studio has a firm “you book it, you own it” policy.

**Short Notice Bookings**

Studio bookings with less than 48 hours' notice are considered Short Notice Bookings. These bookings should be made following the usual process but followed up with an immediate call to the studio office to assure the best possible service. Short notice bookings are not encouraged in our routine business.

**Studio Hours**

The studio may be booked between the hours of 8am and 9pm. More typical start times are 9am and more typical end times are 8pm. The studio will entertain bookings outside of these time frames; photographers interested in doing so should contact studio staff for the best possible service.

**Arriving at SOPHA and Checking In****Parking**

The studio does not own a parking lot and relies on street parking. In practice parking on the street is straightforward as the studio is not in a congested area. Parking is available along Merrill Street and on adjacent Willow and Elm Streets. Photographers should inform each of their guests of the need for street parking. It is important to not park in our neighbors parking lots. While the studio does maintain good relationships with our neighbors, towing is a real possibility.

**Check In First**

For security reasons we ask that all arriving photographers check in with the office before entering a studio. While it is appropriate to temporarily set down gear in reception, it is important that you do not enter the studio itself without check in at the office window first.

**Guest Arrival**

Photographers should arrive before their guests. Should guests arrive first they will be directed to wait in reception. Guests are not permitted in studio spaces without their photographer present.

**Late Arrival**

If a photographer is running late arriving at the studio, they should contact the studio in the usual manner. If staff has not heard from a photographer within thirty minutes of their scheduled start time, staff will assume that the booking is abandoned. This might result in the studio closing early. As always, contact the studio for the best possible customer service experience.

**Loading Dock Use**

The studio's loading dock is accessed down our alleyway. It can be used to bring in large items to avoid our front stairs. The loading dock can only be opened by studio staff, except in an emergency. Once open, a member of the staff must be present at the opening the entire time and the studio expects that load in and load out times are kept to an efficient minimum. The use of the loading dock should be coordinated with staff at the time of the studio booking where possible. Note that the loading dock is not protected from the elements and as such the dock has limited access during inclement weather. As always, photographers are encouraged to coordinate with studio staff for the best user experience.

**Firearms**

The use of firearms as props in photoshoots is permitted, but they must be brought into the building unloaded and in a case. Do not openly display a firearm in a public space at the studio.

**Public Dress Code**

The studio maintains a space that is subject neutral to assist photographers serving a wide range of clients and guests. To that end, any person in a public space must be appropriately and modestly attired. Any deviation from this standard will result in the end of the scheduled studio time without warning or refund.

**Security Cameras**

The studio maintains a system of security cameras. These cameras cover common spaces including receptions, hallways, the stairwell, offices, and external views. No security cameras are present in either Studio A or Studio B. No audio is recorded in any area.

**Wifi**

Wifi is available for guest use. Please ask the staff for the current password.

**Radio Triggers**

When checking in, the photographer is given a set of wireless radio triggers for use in the studio in addition to a corresponding light meter. These devices should only be used on the assigned frequency.

## Using the Studio Space

**One Photographer Policy**

SOPHA rents studio time as one hour in one studio for one photographer. When a Member or Non-Member photographer books SOPHA's studio space, their booking covers their sole use only. Only the booking photographer may use a camera in the studio. This is called our "One Photographer Policy." The photographer is welcome to bring other such assistants as they require, such as grip or lighting assistants, make-up artists, stylists, and the like. If the photographer desires, and with advance notice, a second photographer who has completed studio orientation can shoot in the same studio at the same time after they have paid their separate full rate.

**Limited Guest Access**

A photographer's guests are limited to accessing reception, the rest room, and the rented studio. Guests are not permitted in the studio office, the non-rented studio, nor in our storage room (Out Back).

**No Leaning**

The set walls in our studios are prepared using a flat latex paint that provide a non-glare surface appropriate for photography. This flat surface is not resistant to handling in the way typical painted surfaces are. As a result, the studio practices a strict policy of "no leaning." Specifically no person or object should lean or come into contact with the set walls. Note that any damage to set walls is a post-production hindrance to all the studio's photographers. Do not allow people or set pieces to lean on the set walls. Violation of this policy is billed at \$45 per incident, or the cost of repair, whichever is greater.

**No Sliding**

The hardwood floors of the studio are susceptible to damage by abrasion. The studio practices a policy of "no sliding." Do not slide any objects along the studio floor, including boxes, totes, bags, chairs, couches, and other set pieces. All objects must be picked up and carried into place. Note that objects with wheels may be wheeled into place as needed without lifting. Violation of this policy is billed at \$45 per incident, or the cost of repair, whichever is greater.

**No Glitter**

The studio has a strict “no glitter” policy. The presence of glitter, in any form or use, is prohibited. Glitter is an insidious product that is difficult to remove from surfaces. As most shots in the studio involve the floor, and glitter is reflective, the presence of glitter will spoil most photographs taken under studio lighting. Glitter comes not only in loose form, but adorning children’s dresses, Halloween decorations, Christmas ornaments, costumes and more.

A photographer found with glitter in the studio will be fined a minimum of \$250 plus the cost of clean-up (see Studio Cleaning Costs below). The studios ban on glitter should be communicated emphatically to all studio guests to avoid significant financial hardship.

**No Flame**

The studio has a strict prohibition on the use of flames indoors. This prohibition includes sparklers, matches, candles, liquid or gas fueled devices of any type, vape devices, cigarettes, cigars, and pyrotechnics among others. If the photographer is in any way uncertain, the studio staff should be consulted. Violation of this policy will result in the end of the scheduled studio time without warning or refund.

**Pets**

The studio is open to well behaved pets. The photographer is responsible for cleaning up after all of their guests, including pets. Any animal waste created in the studio or during outdoor walks should be appropriately bagged and discarded in the city provided waste containers in our adjacent alley. Animal waste should not be discarded in SOPHA’s interior trash barrels.

**Food and Beverages**

In general, outside of classes, the studio does not provide food or beverages. A Keurig coffee machine is located in our small kitchenette for Member use with a small fee.

Food or beverages brought in are welcome. The studio requests that before discarding partially filled beverage containers that the containers be emptied in the sink. Note that bulky or smelly refuse should be removed by the photographer at the end of their booking. City trash containers are located only a few steps down our alley for convenience.

**Make Up and Changing Areas**

Both studios are equipped with a lighted make up booth. This area is fitted with large curtains affixed to an overhead track to allow for guest privacy while changing in the room. Each booth is also equipped with a large fixed mirror, a small portable mirror, iron and ironing board, paper towel dispenser, trash receptacle, scissors, and spray bottles of cleaning solution and water. When done, the photographer must wipe down the booth with the provided disinfectant spray after any use by a guest.

**Light Modifiers**

All lighting modifiers are kept Out Back, arranged in well-labeled spaces. The range of available items includes softboxes, reflectors, beauty dishes, grids, gels, barn doors, umbrellas, and PLMs among many. All of these modifiers are set up for use with our Paul Buff system lighting and can be used at will. Photographers are reminded that this plentiful cache of modifiers is shared with both Studios A and B, and once done with a modifier, it should be returned to its space promptly.

Some softboxes are provided with fabric grids. These grids should never be removed for any reason as they are easily damaged.

Care should be taken when handling metal honey comb grids to avoid denting their structure. Further, when mounting these grids in their reflectors, the small plastic tags indicating their size should always face outwards to avoid damage.

### **Light Stands**

The studio provides a range of light stands. Each studio is equipped with century stands. Many more stands (including additional c-stands, backlight stands, 11' light stands) are located Out Back. Sandbags are available in each studio and should be used on all light stands at all times.

### **AC Power Considerations**

The studio has a robust electrical system, and most provided outlets are on their own circuit. Power loss through tripped circuit breakers is rare. Because studio strobes draw most of their power in the first second after firing, photographers should avoid putting more than two studio lights into anyone outlet. Videographers using their own hot lights greater than 1K should speak with the staff.

### **Dangling cords**

When in use, power cords should not be allowed to travel horizontally through a space. Power cords should always lay flat on the floor and travel upwards along the base of a light stand or tight to the edge of a wall. Cords not following this practice are called "dangling" and represent a serious tripping hazard that could result in personal injury and damage to electronic equipment.

### **Using the Octadome**

Each studio is equipped with a Photoflex Octadome. Studio A's is a 7 foot model, while Studio B has a 5 foot model equipped with a fabric grid. For ease of use, each has been pre-rigged onto a rolling stand and outfitted with the necessary cords. The base is heavily counterweighted with sandbags. Photographers should use the Octadome as needed and return it to its proper place when finished. Photographers should not attempt to disassemble this light as it is left assembled at all times. Never remove the sandbags from the base of the Octadome, even transiently.

### **Camera Stands**

The studio provides hefty camera stands. The stand in Studio A is 8' tall, while the stand in Studio B is 5' tall. These large devices are used instead of a tripod. We provide a three-axis geared tripod head with each stand. The adapter plate is available from staff.

### **Using Booms**

Booms, such as the Super Boom, should only be used when a light stand would interfere with the desired shot. Booms should not be used for other uses. Our Super Booms are pre-rigged with a studio light which should not be removed. Do NOT attempt to remove counterweights or remove the sandbags located at the base of the boom's stand.

Mini-booms, such as the Avenger D600, should only be used with an appropriate sand bag counter weight and with a minimum of four sandbags on the c-stand base. Mini-booms should never be used with regular (non-century stand) light stands.

Photographers must never use grip arms (c-stand arms) as boom arms on SOPHA property. These arms are not boom arms and cannot be counterweighted properly.

### **Fabric Backgrounds and Other Textiles**

The studio has a large selection of fabric backgrounds kept folded in bins on shelving Out Back. Photographers are welcome to use these items. Note that no SOPHA background may be used as a floor. Specifically, no one may step on any SOPHA owned textile for any reason at any time. Photographers who deviate from this will be billed full replacement cost of the item.

### **Moving Gear and Props Between Studios**

Studio equipment and props should not be moved between studios without the express knowledge of staff. Props, in particular furniture, can be moved into a different studio provided the other studio is not in use for the entire duration of the photographer's shoot. The props must be returned at the conclusion of the shoot. If a photographer desires gear not found in their space while the other studio is in use, please seek staff assistance and advice. Under no circumstances should a photographer in one studio interrupt the other studio's work in progress.

### **Studio Rear Doors**

The double doors at the rear of each studio should be kept closed at all times. The storage space (Out Back) is neither heated nor cooled and leaving these doors open, however briefly, adversely affects the balance of heating and cooling. Additionally, photographers should never enter the rear doors of the other studio for any reason at any time, even if they know that studio to be vacant.

### **Off Limit Areas**

Any area marked with "Staff Only" is considered off limits to renters, as is any locked door or area marked with similar signage.

### **Off Limits Items**

While most furniture and props found in the studio are available for a photographer's use, rarely some pieces are off limits. These items should not be used and are well marked with signage.

## **Issues Specific to Studio A**

### **Cyclorama**

The cyclorama is the curved white wall found in Studio A. Cycloramas find a wide range of use from families to fashion. To maintain the cyc, preventing damage and keeping it white, requires a concerted effort on the part of our studio community. To that end, the studio has developed a set of four rules regarding the use of the cyclorama to help guide a photographer's actions.

- 1. Don't use the cyclorama if you don't need full length.** While it seems obvious, if the floor portion of the set is not needed, the photographer should use the white wall located in the studio instead.
- 2. Don't walk on the cyclorama.** Walking on the cyclorama in street shoes will leave marks, spoiling the white surface. Persons cannot walk from the floor of the studio on to the cyc floor. Persons with a functional need to be on the cyc, but not in the shot should remove their shoes at the edge of the cyc. They should then stay on the cyc and avoid the studio floor. Persons in the shot should clean the bottoms of their shoes before stepping on the cyc. All persons should avoid moving on

and off the cyc as this will result in increased fouling of the cyc surface. This process is arduous and necessary.

**3. Don't walk on the curve.** The curve that is created between the floor and the back wall is constructed of simple 1/4" plywood. It serves its purpose, which is to provide a subtle visual transition from wall to floor. This curve was not constructed to support weight. Never allow persons to walk on the curve of the cyclorama.

**4. Protect the cyclorama from the unknowing.** Photographers need to protect the cyclorama from those who aren't familiar with it. The studio's cyclorama is protected from random walkers by white chains on stanchions. In use the side chains are left in place and only the front chain is removed. Photographers should understand that removing the side chains at SOPHA is considered a significant infraction.

The cyclorama is a valuable tool for photographers and must be treated carefully. Photographers causing damage or marking of the white surface will be charged correspondingly.

### **Window Curtains**

The room-darkening curtains in Studio A are an important part of maintaining the temperature of that space. To that end, it is important that the curtains remain closed unless the photographer is making use of the natural light while shooting. In that instance, the photographer should only leave the curtains open for the minimum amount of time needed to capture the needed imagery. More extreme temperatures, either hot or cold, can cause even faster shifts in the room's temperature. Our HVAC system, while efficient, cannot keep up with the thermal changes this large bank of window's provides.

### **Sheer Window Curtain**

A large set of sheer window curtains is available on the track in Studio A. These sheer curtains are long, able to drape on the floor. To keep these curtains in good shape, they are kept draped over a hanger and hooked above the floor. The curtains should not be walked upon when used and should be returned to their draped position when finished.

### **Posing Platform**

Studio A is equipped with a large white plywood platform. This posing platform is on wheels for convenience. The platform can be used for posing families, pets, boudoir subjects, etc.

The posing platform can emulate the look of a bed with the addition of headboards which are kept out back. For reference, the posing platform is the exact size of a "full" sized mattress. While the studio has many white textiles, no studio owned fabrics may be used as sheets. The photographer should bring their own textiles for this purpose.

### **Ring Flash and Ring Light**

Studio A has both a pre-rigged ring flash (Alien Bee ABR800) with a large diffuser attached. This ring flash is attached to a column stand for easy height adjustments. Please ask for staff assistance in removing the diffuser and allocate extra studio time to replace it.

The studio's large ring light is in Studio A. This device is comprised of a large number of compact florescent lamps in a ring shape. Care must be taken when working with or around this device as the lamps are not protected by a cover and damage is possible and expensive. This apparatus may also be used for extra area illumination as needed.

**The Crank Up Stand**

While both studios are equipped with articulating boom arms, the Super Boom in Studio A is affixed to a crank up stand. This stand allows the upright to extend in height. Significant caution should be exercised when using this feature as it can significantly alter the center of gravity of the stand which could cause it to tip. If the photographer is not intimately familiar with the crank feature and its risks, the crank feature of the stand should be avoided. The Super Boom is fully useful without the use of this feature.

**Stereo**

The stereo in Studio A is provided so that a photographer or guest can attach a computer or phone to play music. Connection can be made by the provided Bluetooth adapter or by the provided 3.5mm cord. The stereo is attached to four ceiling-mounted speakers. These speakers are in two groups: the front two are in Group A, while the rear two are in Group B. The sound from the stereo can be restricted fairly well to front or back using the SPEAKERS button on the stereo. If the stereo is not working, check that a previous user has not inadvertently turned both groups off.

Adjacent to the stereo are three hard wired charging cords for phones: 30 pin iPhone, iPhone Lighting connector, and micro USB (Android). Photographers and guests should use these as needed.

**Carpeted Posing Blocks**

Studio A is home to large assortment of carpeted posing blocks. These blocks are useful for posing a range of subjects. When finished, these blocks must be returned to their cart in precisely the configuration they were found.

**Antique Trunks**

There are a large number of antique steamer trunks on carts in Studio A. These trunks are often used for posing, and as a background wall. Particular care must be used when placing these trunk on the hardwood floor that they not be dragged along the floor – the trunks have harsh surfaces which will cause significant floor damage.

**Black Curtains**

In the rear of Studio A is a large set of black curtains which will extend full across the studio. These curtains are often used for partitioning the space, but also make an excellent black background used along the long axis of the room. These curtains should be returned fully to the left when their use is complete.

**Issues Specific to Studio B****Noise Isolation**

Studio B is close to the studio's offices and is separated by a sliding barn-style door. This door, while providing an excellent photographic background, makes a poor insulator of noise. As such conversations and music in Studio B can be heard in the studio office and vice versa. Photographers should make a note of this feature.

**Stereo**

The stereo in Studio B is provided so that a photographer or guest can attach a computer or phone to play music. Connection can be made by the provided Bluetooth adapter or by the provided 3.5mm cord.

As sound carries from Studio B into the studio office, the staff asks for some level of moderation in music volume and content.

**4K Presentation Monitor**

Studio B is equipped with a 65" TV monitor capable of full 4K resolution. This monitor is used for classes and for the studio's monthly image review session, SOPHA Salon. This monitor is on a wheeled cart. The photographer should ask for staff assistance when moving this cart. The staff will be glad to move the monitor as needed to avoid the risk of damage or to clear access to the needed set wall.

The 4K monitor may also be used by photographers using the studio for sales meetings and client presentations. The studio can provide a full sized HDMI cord for connection to this monitor upon request. Note that the studio can provide technical assistance in connecting your device(s), however this is billed at our Instructional Rate.

**Fireplace Mantle**

It should be noted that the fireplace mantle in Studio B, while appearing fixed, is actually on a clever rolling cart and can be moved readily to any set in the studio with ease.

**Mirrors**

Studio B is home to a number of large unframed mirrors. These mirrors are cumbersome to move and potentially dangerous if they break. Significant care should be taken to avoid injury. Please ask for staff assistance when moving any unframed mirror. Damaged mirrors are billed to the photographer at full replacement cost plus clean up fees.

**Wrapping Up and Checking Out****Extending a Studio Booking**

Studio time can be added to an existing booking. To add time before the shoot, simply book more studio time following the usual procedure. If the photographer needs to extend a booking in progress, they should speak to staff about extending their time. While every effort will be made to accommodate the request, prior bookings, studio maintenance, and staff availability may be factors.

**Resetting the Studio**

The photographer is responsible for resetting the studio back to its original correct configuration within their booked time. This includes returning lights, modifiers, props, and textiles into their proper place, cleaning the make-up counter, sweeping, etc. New users to the studio often find it helpful to start their booking by taking images of the studio and using them as a template for resetting the space.

**Hot Studio Lights**

When returning the studio space to its original state at the conclusion of their booking, a photographer might encounter a studio light that is too physically hot to safely replace the provided shipping covers. In this case the studio light should be left facing up on the top of the red equipment cart, with the shipping cover next to the light. This is common practice and not a sign of an untidy studio space. Should a photographer encounter the light in this position at the beginning of their shoot, they are welcomed to use the light, or if it is cool, return it to its proper place in the cart.

**Studio Cleaning Costs**

It is the studio's expectation that the photographer cleans up after themselves appropriately and within their booked time. The studio imposes a cleaning fee of \$45 per 15 minutes of cleaning time required to bring the studio back to standard renting condition. This fee is also imposed on photographers who fail to return all materials and equipment back to their proper place.

**Damage to Studio Equipment**

If a photographer or their guest damages studio property please notify the staff immediately. The staff can best remediate the problem. The photographer will be billed the actual cost of repair. Damage that is concealed or not reported is billed at a significantly higher rate.

If a photographer discovers damage or non-functioning equipment, it should be reported to staff without delay. This serves to increase transparency, avoid confusion, and facilitates speedy repairs and faster return to a fully function studio space.

**Checking Out**

Once the photographer's guests have left and they are ready to check out, the photographer should inform staff that the studio is ready for inspection. Staff will inspect the studio to see that it is reset properly. If the studio is not reset correctly and time on the booking remains, the photographer can take remedial actions. If sufficient time for remediation is not available within the studio booking time, a fee will be incurred. As always, with proper care and planning, additional fees can be avoided.

**Paying Balances Due**

All studio fees are due at the conclusion of the booking if not prepaid or included in studio membership. SOPHA accepts cash and major credit cards. SOPHA only accepts checks from established customers.

## List of Included Equipment

### Lighting Gear

- Einstein E640 studio lights
- Alien Bee AB800 studio light on our boom arm
- DigiBee DB800 studio light on the Studio B boom arm
- Sekonic L358 Flash Meters
- Pocket Wizard Plus III and Plus X transceivers

### Lighting Modifiers

- Photoflex Large, Medium, and Small softboxes with speedrings
- Photoflex Large (7') and Medium (5') Octodomes
- Paul Buff, Inc. Strip Dome softboxes (with grids)
- Paul Buff, Inc. Parabolic Light Modifiers (PLMs) in silver and white
- Paul Buff, Inc. 7", 8½", and 11 reflectors and grids
- Paul Buff, Inc. Snoots, Barn Doors, Spill Kill, and Shovel Reflectors
- Paul Buff Beauty Dishes (white and silver)
- Paul Buff Omni Reflector (with sock)
- ROSCO gels

### Grip Gear

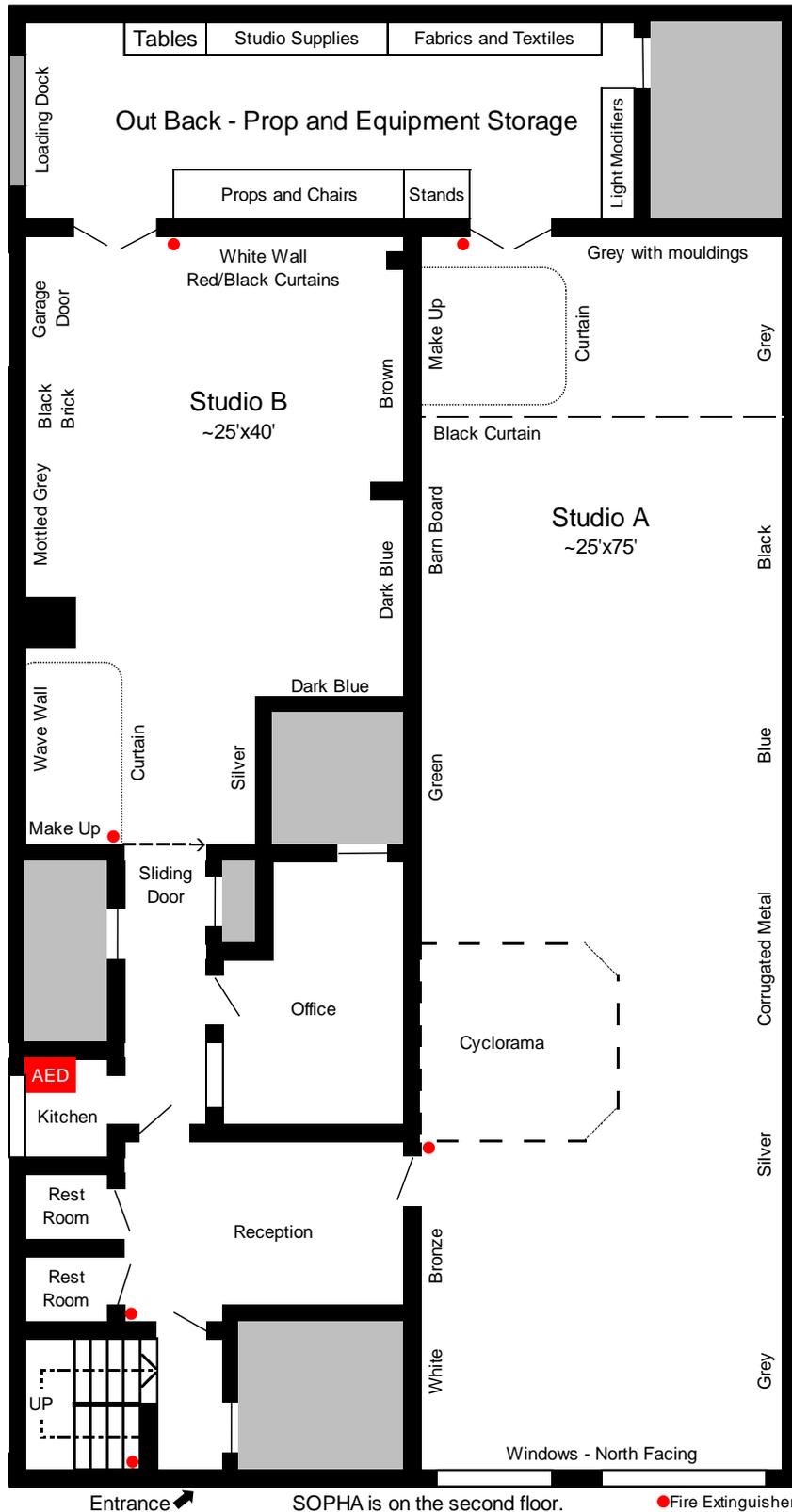
- Avenger and Matthews c-stands and grip arms
- Avenger 025BS Super boom on a B6026CS wind up stand
- Avenger D600 mini boom arm (for c-stands only)
- Avenger A630B 11' light stands
- Manfrotto 2983 adjustable crossbars
- Matthews apple boxes
- Sand Bags
- Avenger AutoPoles with Manfrotto 042 Extension Arms and super clamps
- Medium and Large collapsible Reflectors
- Matthews 4'x4' silk scrims
- Lastolite EZ Balance grey cards
- X-Rite Munsell Color Checker Cards

### Studio Gear / Comforts

- 6' and 8' Werner Type 1AA step ladders
- 6' folding tables
- Stacking chairs
- Ceiling-mounted 13 Amp retractable 50' extension cord reels
- Extension Cords, 25' (stingers)
- Heavy-duty rolling shop seats

**This is not a complete list. Please contact staff for specific needs.**

Studio Floorplan



Studio Parking Map



**Studio Orientation Checklist**

**Member:**

| <b>SOPHA Overview</b>               |                            |
|-------------------------------------|----------------------------|
|                                     | Studio Hours               |
|                                     | Liability                  |
|                                     | Assistance vs. Instruction |
|                                     | Emergencies                |
|                                     | AED                        |
| <b>Booking Studio Time</b>          |                            |
|                                     | Studio Availability        |
|                                     | Booking Duration           |
|                                     | Booking Procedure          |
|                                     | You Book It You Own It     |
|                                     | Short Notice Bookings      |
| <b>Arriving and Checking In</b>     |                            |
|                                     | Parking                    |
|                                     | Check In First             |
|                                     | Loading Dock               |
|                                     | Firearms                   |
|                                     | Public Dress Code          |
|                                     | Security Cameras           |
|                                     | Wifi                       |
|                                     | Radio Triggers             |
| <b>Wrapping Up and Checking Out</b> |                            |
|                                     | Extending a Booking        |
|                                     | Resetting the Studio       |
|                                     | Hot Studio Lights          |
|                                     | Studio Cleaning Costs      |
|                                     | Damage to Equipment        |
|                                     | Checking Out               |
|                                     | Paying Balances Due        |

| <b>Using the Studio</b>  |                          |
|--------------------------|--------------------------|
|                          | One Photographer         |
|                          | Limited Guest Access     |
|                          | No Leaning               |
|                          | No Sliding               |
|                          | No Glitter               |
|                          | No Flame                 |
|                          | Pets                     |
|                          | Food and Beverages       |
|                          | Make Up and Changing     |
|                          | Light Modifiers          |
|                          | Light Stands             |
|                          | AC Power Considerations  |
|                          | Dangling Cords           |
|                          | Using the Octadome       |
|                          | Camera Stands            |
|                          | Using Booms              |
|                          | Backgrounds and Textiles |
|                          | Gear Between Studios     |
|                          | Studio Rear Doors        |
|                          | Off Limit Areas          |
| <b>New Member Set Up</b> |                          |
|                          | Orientation/KSSL         |
|                          | Date:                    |
|                          | Google Calendar          |
|                          | PayPal Subscription      |
|                          | Facebook Groups          |
|                          | Email List               |
|                          | Master Listing           |

| <b>Issues Specific to Studio A</b> |                           |
|------------------------------------|---------------------------|
|                                    | Cyclorama                 |
|                                    | Full Length Only          |
|                                    | Don't Walk On the Cyc     |
|                                    | Don't Walk on the Curve   |
|                                    | Protect the Cyc           |
|                                    | Window Curtains           |
|                                    | Sheer Curtains            |
|                                    | Posing Platform           |
|                                    | Ring Flash and Ring Light |
|                                    | Crank Up Stand            |
|                                    | Stereo                    |
|                                    | Carpeted Posing Blocks    |
|                                    | Antique Trunks            |
|                                    | Black Curtains            |
| <b>Issues Specific to Studio B</b> |                           |
|                                    | Noise Isolation           |
|                                    | Stereo                    |
|                                    | 4K Monitor                |
|                                    | Fireplace Mantle          |
|                                    | Mirrors                   |



| <b>Studio Membership Orientation Acknowledgement</b> |       |
|--|-------|
| Member:  | Date: |