



# Welcome.

## The Studio Handbook

Complete registration for new clients. Payment must be made before your sessions begin so we can issue an online invoice. Briefly explain what your session is for so that we are able better facilitate your needs.

Present your student ID to enjoy the student rate otherwise you will be charged our regular rate. Please note that any session booked with our student rate can only be used for school projects and not for any commercial purposes.

If you wish to loan any item that is unlisted or wish to extend your session, please check with our staff for availability and a new invoice will be issued. Please give at least one hour notice for session extension.

## Do's & Don'ts

**Do not** adjust or remove any of our backdrops. If required, please ask the staff for assistance.

Turn **off** the power and model switches on the Godox softbox lights during intervals to prevent overheating the bulbs.

Fill in water **before** and pour out water **after** using the garment steamer.

To use the speaker, switch on and press the "M" button once. Connect via bluetooth "charge3" and make sure to disconnect and "forget this device" after use.

Please **return** all garment hangers, the strobe lights trigger and the tripod holder attached to your camera at the end of your session.

Check that you have **taken** all your belongings and **clear all** rubbish into the bin **before** exiting the studio.

Food and drinks are allowed to be consumed in the studio but make sure to **clean up** after yourself (wipe tables from spillage and dispose waste in the bin behind the guard post).

Smoking is **not allowed** in the studio or in the corridor. You may smoke on the grass pavements beyond the building gates.

#### Amenities:

- Bar stools / chairs / table
- Bluetooth speaker (play your own music)
- Central air-conditioner
- Changing area
- Full length mirror
- Garment rack with hangers
- Garment steamer
- Makeup area
- Washroom
- WiFi and charging points

#### Equipments:

- Adjustable backdrop stand – 3m wide x 2.88m height (hang your own cloths, paper, boards, streamers, etc)
- Boom stand (for product photography)
- Lightbox (for product photography)
- Paper backdrop – 2.72m wide (white/black/green)
- 1 x 80cm or 120cm octagon Godox softbox
- 2 x (50x70cm) rectangular Godox softbox
- Trigger for strobe lights
- Samurai tripod stand

## Hourly rates

### Camera

*Sony Alpha a6300 Mirrorless*

**\$20/hr**

### Mannequin

*Female/Male*

**\$10/hr**

### Polaroid

*Camera + 10pcs film*

**\$20/hr**