MEDIA STUDIOS

Cabot Media Studios comprises of two bookable, self-service, and soundproof spaces available for recording podcasts. Each space is equipped with microphones and allow for a customizable room layout to best fit your podcasting needs.

### MEDIA STUDIO A

<table>
<thead>
<tr>
<th>Designed to record</th>
<th>Furniture:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1-2 People</strong></td>
<td><img src="Image" alt="Chair" /></td>
</tr>
</tbody>
</table>

**Equipment:**
- 1 Canon XC-10 at the back of the room (“Rear Camera”)
- 1 Canon XC-10 hung from ceiling grid focused straight down (“Document Camera”)
- 1 Confidence monitor with remote
- 1 iMac; AV rack (locked)
- 1 lav mic; 1 movable shotgun mic
- 1 ladder (to reach camera controls and gridwork)

### MEDIA STUDIO B

<table>
<thead>
<tr>
<th>Designed to record</th>
<th>Furniture:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3-6 People</strong></td>
<td><img src="Image" alt="Desks" /></td>
</tr>
</tbody>
</table>

**Equipment:**
- 1 Vaddio Roboshot 12 QVDI mounted camera (controlled through crestron panel)
- 1 Confidence monitor with remote
- 1 iMac; AV rack (locked)
- 1 lav mic; 1 movable shotgun mic
- 2 reversible cloth backdrops (total of 4 background choices)

### HOW TO BOOK A STUDIO

1. Email cabcirc@fas.harvard.edu to schedule an orientation.

2. Once oriented, users can book a studio for up to **2 hours** by emailing the same email address with a request for a preferred studio choice, date & time, and project description.

*Requests will be processed within 2 business days

### HOURS

- **Cabot Science Library hours**: 24 hours Monday - Thursday, 12am-6pm Fridays, 12am-10pm Saturday and 10am-12am Sunday.
- **Media student workers** will be available to assist Sundays through Thursday 1-10pm and 1-5pm Friday & Saturday.
  - Note: if your reservation is outside media student hours, please go to access services for studio keys.
PODCASTING RESOURCES

• How to Start Your Own Podcast
  https://lifehacker.com/how-to-start-your-own-podcast-1709798447

• How to Make a Podcast
  https://www.buzzsprout.com/how-to-make-a-podcast

• How to Start a Podcast
  https://www.thepodcasthost.com/planning/how-to-start-a-podcast/

EQUIPMENT TO BORROW

If you are using your own laptop, we recommend borrowing a snowball microphone which can be checked out from both Cabot Science Library Access Services Desk and Lamont Library Media Lab.