

Vocal Booth Best Practices

Four podcast/voice recording booths belong to CMCI. Three of these booths are in the CASE building. The last booth is in the Armory building, RM 216.

A quick overview about each booth and reserving them

- The booths are visible on the [CMCI Spaces Patron Portal reservation](#) site.
- All booths must be reserved 24 business hours before expected use. This is because the Vault must schedule the BuffOne card access for the booth access. This process has a human element, so your patience is greatly appreciated.
- When a person makes a reservation in the Patron Portal, they will see additional details about the booths, such as size, max occupancy, and the max recording times for each space per session and per week.
- CASE booths two and three, plus the single booth in the Armory booth, are single-person booths. These are intended for voice-over recording work and are limited to one person per reservation.
- CASE audio booth one is created as a four-person booth
- When booking audio booth one, you must provide the name of the person accompanying you during this reservation.
- You can add this information to your reservation when reserving audio booth one. You will add a note in the Note for Checkout Center field.

BuffOne card access

- Your BuffOne card is required to enter the booth during your reserved time. Make sure you have the BuffOne card of the person who made the reservation.
- Once your reservation time is complete, the BuffOne Card access is no longer active for the booth's door.
- Please be mindful of this, so you do not leave anything in the space and get locked out. Please email the Armory Vault or Emilie Johnson for assistance if that happens during business hours, 9:00-4:00 Monday-Friday.
- Any situations or technical issues that occur outside of hours will not be addressed until the start of the next business day.

Booth hours of operation

- Patrons can schedule a reservation any day of the week between the hours of 7:00 a.m. to 7:00 p.m. However, access and technical issues are only addressed during regular business hours, Monday-Friday, 9:00 a.m. to 4:00 p.m.
- CMCI has done its best to ensure Patrons within the college have access to the creative space in CASE outside of business hours. However, if there is an issue getting into the CASE building outside of business hours, that is not an area we have direct control over. The issue will have to be resolved on the next business day. Please plan accordingly.
- The Armory building allows for more direct access. Emilie knows your access has been granted if you have made a booth reservation for Armory Audio booth 216 outside business hours.

Before making a reservation in the system, you must read over the Vocal Booth Best Practices, this document, and complete the [Equipment Room Policy](#) sheet online. We also invite you to watch our audio booth video series to familiarize yourself with the various booths' workflow.

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Once these steps are completed, the system will let you make an online reservation. It takes a few seconds to complete the form, which is processed only during business hours. Once the Equipment Room Policy sheet is manually processed, the system requires 10 to 15 minutes for the system to refresh and register your "signature" on file.

It is your responsibility to read over and understand this information. Don't hesitate to contact the Armory Vault at armoryvault@colorado.edu or Emilie Johnson at Emilie.Johnson@colorado.edu if you have additional questions.