

TÖNMEISTER ASSOCIATION
2006-2007
SURVIVAL GUIDE

Learn to be a professional. NOW!

I. General Meeting

All sophomore, junior, and senior Sound Recording Technology majors are required to attend a general meeting each Monday at 6:00pm in room 1053 of Mason Hall. At meetings we will devote time to general business, studio signups, presentations, and recital signups. Attendance will be taken at the beginning of the meeting, so please be on time. Please do not leave before the meeting is adjourned; it will be noticed. Studio signups will be done at the close of each meeting. Present at the meeting will be all SRT students, faculty, and Tonmeister Association officers.

II. Studio Accounting System

1. Credits:

- a. Each team is credited with enough money to reserve enough sessions to complete all assignments. In other words, you are given enough money to reserve one five hour session per week, assuming no fines are deducted from your account.
- b. Seniors: (\$200 * non-find your own DM weeks) plus \$400 (lockout)
Juniors: (\$200 * non-find your own DM weeks)
Sophomores: (\$150 * non-find your own DM weeks)
- c. At the end of the first semester, any leftover money in your account will rollover as follows: seniors will retain the entire balance of their account. Juniors and sophomores team budgets will be divided based on the number of recital recordings done by each individual member.

2. Studio Rates:

- a. Seniors and juniors are allowed to use any studio. Sophomores are allowed to use Studio B and Coltrane for the first semester and Studio B, Coltrane, and Miles during the second semester, unless otherwise given permission by faculty or officers.
- b. Studio A: \$200 per 5 hour session
Studio B: \$150 per 5 hour session
Miles: \$150 per 5 hour session
Coltrane: \$150 per 5 hour session
Lockout: \$600 for 6 sessions
- d. Studio Jaco: \$100 for 5 hour session. This fee does not apply to recital recording. This studio will only be available if approved by faculty members, specifically Bernd Gottinger and John Caruso.

3. Vacation Rates:

- a. Rates for using the studios during vacation periods are open to change. Check with an officer for more information. Sessions during Dead Week are taking with the stipulation that you find your own DM. The studios will not be available during Finals Week, so plan your studio time accordingly.

4. Fines to Accounts: **! These fines apply to the first offense. The second major offense (as determined by the officers) will be a double fine and 2 weeks of no studio time. Further offenses will result in additional heinous doubling of fines and studio time denial.**

- a. Failure to arrive at a session without proper notice: \$200 plus the cost of session.
 - b. Failure to use at least one half of your allotted studio time: \$200 plus the cost of the session. If you split a session with another team the studio cost may also be split.
 - c. Failure to accurately complete all DM paperwork (with the exception of inventory): \$150
 - d. Failure to complete DM inventory, or lying on inventory: \$250
 - e. Arriving up to 30 minutes late for DM session: \$200
 - f. Arriving more than 30 minutes late for DM session: \$500
 - g. Not showing at all to DM session: \$750 plus all sessions remaining in the current week are cancelled, and no sessions are permitted for the following week.
 - h. Non-compliance with smoking/food/clean-up rules: team fined \$500
 - i. Non-compliance with current microphone policy: team and DM each fined \$100
 - j. Running a session without a DM: \$500 plus the scorn and disdain of all SRT majors that see your \$500 fine advertised on the weekly accounts.
 - k. Failure to show up for a recital recording: \$750 and loss of studio privileges for the week following the recital. This will also apply if you are late to the recital and a portion of the recital is not recorded.
 - l. Failure to return the keys to University Police within a half hour of the end of your DM session: Fine at the discretion of the officers.
 - m. Running over allotted time: \$100
 - n. Canceling a session late: \$100
 - o. Any transgressions requiring fines not listed here will be decided at the discretion of the officers.
5. Credits to Accounts:
- a. Diers Recital: \$150
 - b. Rosch Recital: \$150
 - c. King Recital: \$200
 - d. Off campus recording: \$200
 - e. Occasionally, the officers will allow other credits for certain acts of selfless behavior or extenuating circumstances.
 - f. If a concert is of exceptional length, extra credit *may* be determined at the discretion of the officers.
 - g. Recital recordings are NOT to be given to the recitalists immediately after their performance. Student recitals are to be edited and put in the box in the ton office by the following Monday (an extra week later for recitals done on Friday, Saturday, Sunday.)
 - h. Late edits will be fined \$150 and no money will be credited into your account for the recital recording.
 - i. Every Ton must record at least one recital per semester.
6. Cash for Studio Time

- a. If your team happens to run out of money to take sessions, it is your responsibility to sign up for and record recitals. This is the easiest way to put your account in good financial standing.
 - b. Once a team's balance reaches zero, any remaining sessions in the week are cancelled.
 - c. If you choose to not record recitals, and your account is empty, you may buy a maximum of one session (per team, per week) for \$10 each session.
 - d. You may not spend real money on sessions while you still have money in your budgeted SRT account.
 - e. If your balance is negative, you must pay cash to reach a zero balance before paying for a session.
7. Ton Bucks!
- a. Ton Officers will distribute "Ton Bucks" as recognition for doing something properly or for helping the program in some way. These Ton Bucks may be turned into the Treasurer to be added to your account.

III. Sign ups

1. Sign up Procedure:
 - a. Sign ups will take place at the close of the general meeting in order of seniority.
 - b. Studio Jaco is primarily intended for recital recordings, and recitals have priority over all sign ups for Jaco.
 - c. At sign ups a student cannot reserve more than five hours of studio time unless he/she has made the appropriate arrangements for securing a double session or lockout.
 - d. Sign ups will not begin until all recitals for the following week have been signed up for.
2. Double Advance
 - a. The term "double advance" refers to requesting, in advance, a ten hour session, or two five hour sessions in one week.
 - b. If a senior or a sophomore team wants to reserve a double session, you must inform the Tonmeister officers of the date(s) no later than 2:00pm Monday prior to sign ups.
 - c. Juniors will be able to double advance for sessions after the seniors have signed up for sessions.
 - d. Double advances will be limited to one double session per studio per week. No exceptions will be made to this rule. Students who reserve double advance sessions will be placed at the bottom of the rotation for the following week.
 - e. You may not double advance (see "Advance Booking") two consecutive weeks.
 - f. The surcharge for double advance sessions is \$50.
3. Advance Booking ("Single Advance")

- a. A particular time for your weekly five hour session may be reserved in advance if the officers are informed of the date and time no later than 2:00pm Monday.
 - b. Either 2 single advances or 1 double advance will be honored each week (in total, not per team, on a first come, first serve basis). This is to prevent the studios from being completely booked through advancing.
 - c. Students who reserve time in advance will be placed at the bottom of the sign up rotation for the following week.
 - d. Seniors are allowed to reserve 2 lockout sessions: one per semester. During this week, no single or double advancing could occur in the studio that the lockout is held. The lockout encompasses six consecutive sessions between Friday and Sunday, not including the "Find Your Own DM" sessions. Lockouts must be reserved at least 2 weeks in advance and will be reserved on a first come, first serve basis. Lockouts are assessed a 3 session charge. The engineer will be charged the full amount if the lockout is cancelled less than one week in advance, so plan carefully.
4. Pre-Production Forms:
- a. All forms must be submitted by 2:00pm on Friday following session sign ups.
 - b. If a pre-pro is rejected, the team is responsible for resubmitting the form by the following Tonmeister Association meeting.
 - c. The priority for pre-productions is on a first come, first served basis. If two pre-production forms are received on the same day and the gear conflict cannot be resolved between the two teams and an officer best two out of three rock, paper, scissors will resolve the conflict.
5. Being Closed Out:
- a. If a student is not able to secure a session at sign ups because no available time exists, they are considered to be "closed out". This will be noted by the officers.
 - b. Students that are closed out are encouraged to try to obtain a session as they become available or to try and find a DM for one of the Find Your Own DM sessions.
 - c. If you are closed out at signups, you are allowed one single advance for the following week without falling to the bottom of the rotation list. To take advantage of this, you must inform an officer prior to the next general meeting.
6. Canceling Sessions:
- a. If a team decides to cancel a session, they must note the cancellation on the weekly schedule, and notify the listserv 48 hours in advance.
 - b. Failure to cancel a session on time will result in a fine of \$100.
 - c. Failure to cancel at all, and not showing up to a session, will result in a fine of \$200 plus the cost of that session.

- d. Studio time is very limited and consistent cancellations without proper notice will not be tolerated. We are here to record, so use the time you have been given.
- 7. Filling An Opening (FAO):
 - a. If a session has not been reserved during sign ups or a cancellation has taken place, a team has the option of FAOing for that time slot as long as all the other requirements have been met. In order to FAO you must have enough money in your account.
 - b. FAOs are also allowed for any session that does not have an assigned DM, only on a Find Your Own DM basis. Keep in mind that absolutely no sessions may be run without a DM.

IV. The Desk Manager System

- 1. Rationale:
 - a. The purpose of the Desk Manager system is to keep an informed and responsible person on duty during the hours when the Mason Hall studios are in use for recording. As the scheduled Desk Manager you are to leave identification at the University Police station and pick up the studio keys before the session begins. Your duty as DM is to log all equipment in and out of the equipment room and studios. The DM will also note any problems that might occur during sessions as well as monitoring all people in and out of the studio area. There is room on the log sheets to note all of this. Furthermore, the DM is to call University Police and notify them of any cars that will be parked on campus past 3:00am.
 - b. DM assignments will be made by the Secretary two weeks in advance. For this reason, there is no excuse (barring major emergencies) for missing your DM session. If you cannot sit at the time indicated, please try to find someone to switch with you before asking the officers for help. There is no valid excuse for missing a DM session without notifying the officers; officer phone numbers are listed on the board outside of Studio A, so use them.
 - c. Note that University Police may periodically stop in to verify that things are going as they should be. Please do not prop any doors open or do anything stupid, such as drinking beer anywhere in the building. Remember: they do carry guns.
 - d. Sophomores MUST shadow a DM during the first week of sessions to learn the routine. If you do not shadow a DM the first week you will be fined a missed DM (\$750).
- 2. Rules and Responsibilities of the Desk Manager:
 - a. SHOW UP! For this system to work it is absolutely essential for you to give it your best effort. This cannot happen unless you are there.
 - b. Show up 10 minutes before your shift starts. This is not a suggestion; this is the rule.
 - c. If you are going to be delayed, get word to whoever you are relieving and whoever you are sitting for.

- d. If you have a conflict with you assigned shift, it is your responsibility to exchange with someone else well in advance. LOOK AHEAD!
 - e. Not showing up for a DM session without a replacement will result in a fine of \$750, plus a loss of studio privileges for the remainder of the week and the week following. If you do not show up, and someone fills in for you without being asked by you, they may put your name in any of their assigned DM sessions.
 - f. Deal with University Police in a courteous and professional manner.
 - g. Log the beginning and ending times of the session accurately in the session packet. Fill out all forms completely and accurately.
 - h. If you hope to leave on time, keep the engineers informed (15 minute warning) of how much longer they have.
 - i. During your shift you are expected to remain in the studio area unless helping engineers with specific problems. DO NOT use the electronic music studio or computer labs during your shift. By no means may you use a vacant studio or be talent for a current session.
 - j. With the exception previously noted in the FAO section, you are required to sit DM even if there is no session. You may leave only if no one has arrived to FAO after 30 minutes, as long as no recitals are scheduled. You are still required to fill out all paperwork, with the exception of inventory ONLY if the closet has not been opened.
 - k. If you are the DM for an early morning session on a weekend, the building may still be locked. Plan on being a bit early so University Police can open the building after you sign out the keys.
3. Keys:
- a. There are two sets of keys at University Police on the second floor of Gregory Hall. To obtain the keys for sitting desk, you must leave your ID.
 - b. The keys can be signed out half an hour before your session and must be returned within a half an hour of the session's end.
 - c. If the building is locked and the previous DM is not there to let you in at the back door, University Police must be notified to let you in the building.
 - d. Guard the keys with your life!
 - e. Do not leave the keys lying on the desk for anyone to use (this should be obvious if you read the previously stated rule).
 - f. All equipment room entries should be monitored and equipment use noted.
 - g. Do not loan the keys to anyone (reread rule D if you need more clarification on this point).
 - h. Keep all doors locked except when actually using rooms.
 - i. You are to personally open doors for people and lock up behind them.
 - j. Lock all doors at the end of the session.
4. Studio Access:
- a. Students having approved pre-pros are to have access to the studios, as well as any other personnel indicated on their pre-pro form. Any

additional personnel may be admitted at your discretion and should be noted.

- b. Persons FAOing on the spot are allowed access only after they fill out a FAO form. The equipment allowed to them is described under use of microphones, and the DM must approve everything before granting them access to the studios.
5. Signing Out Equipment:
 - a. As Desk Manager, you are responsible for distributing the equipment described on the pre-pro, and for monitoring the proper use of equipment. If you believe that there is improper use of equipment, inform those responsible of your intention to notify the officers and faculty. Following the session, you are to see that the equipment is returned to its proper place. Inform officers and faculty, as well as noting in the session packet, any misuse that may have taken place.
 6. Session Packets:
 - a. You will be responsible for filling out a session packet while you are on duty. All personnel entering and leaving the studios should be noted in the packet. This includes the time in and out of session engineers and assistants.
 - b. Note any other equipment signed out during your DM shift. If someone needs equipment for a recital recording that is being used by a current session, the recital recording gets priority (this includes microphones, stands and CD burners). Note all equipment used for recitals in the session packet.
 - c. If a session is schedule to occur but doesn't, and none of the proper cancellation procedures have been followed, you are to indicate a no-show in the session packet.
 7. Inventory:
 - a. Inventory is to be taken at the close of every session.
 - b. Inventory is a very important job. Take time to check each and every microphone and piece of equipment. Make sure the right microphone is in the right case and that nothing is damaged. Note on the log and on a malfunction report if anything is damaged.
 - c. The officers will check your inventory sheets and will notice if anything is left out or has been lied about. Officers will also check for missing items.
 8. At the End of the Session:
 - a. Make sure all the studio and control room lights are turned off. Keep gear on!
 - b. Lock all studio and control room doors.
 - c. Check outside doors to room 1053. Pull them COMPLETELY shut.
 - d. Make sure the console has been normalized and all cables have been neatly wrapped and put away.
 - e. Make sure all trash is cleaned up, chairs are put away, and all rooms are presentable. If the engineers did not take care of these things, leave

a note in the session packet. DM's will be responsible for signing a sheet in each studio to indicate that it has been cleaned and locked.

f. Inventory sheets must be placed in the designated lockbox outside of the Ton Office.

9. Closing the Studio:

a. In the event of a circumstance that makes the studio unsafe, inoperable, or both (e.g. A blackout, tornado) it is the responsibility of the DM to close the studio and contact an officer. If no officer can be reached, then a member of the faculty should be contacted.

V. General Rules

1. Reporting Problems:

a. Any problems must be reported as soon as possible to either faculty or officers. If we are not kept informed of anything going wrong, then it will not be possible for us to make it right. Problems to be reported are items that require corrective action, violation of rules or any bizarre behavior (cables walking away, consoles vanishing, beer on the console).

2. Refreshments:

a. Food and drink are never permitted in a control room. This should be monitored by both the engineer and the DM. Refreshments must not be set on any piano or near any electronic equipment. Smoking is only allowed outside the building. Please not any transgressions and also any failures to clean up trash and leaving the studio in disrepair. Violators will be penalized. Any alcohol in the studios will be cause for hefty fines and public humiliation in the weekly meeting.

3. Use of Isolation Chambers and Stairwells for Reverb:

a. At their discretion, students may use unused rooms for isolation and ambience. Things to consider: Are the microphones safe? Are people going to be disturbed? Are cables safe and secure?

4. Studio Use:

a. In the event of conflicts overlooked in pre-pro review (e.g. Noise interaction or equipment conflicts between engineers), both parties are expected to resolve the matter amicably. If they cannot, the DM has final say in the decision.

b. Attempted alignment of an analog tape recorder by anyone who has not been properly trained will be considered contributing beyond normal wear to the damage of equipment, and will result in a fine equal to one full session.

c. If the DM does not show up, a replacement must be found outside of the teams participating in sessions (in other words, your team cannot run a session with your partner as the DM).

d. Malfunction reports need to be filled out in the event of any problem that arises. Diagnose the problem as completely as possible and place the completed form in the folder on Greg Snow's door next to the Ton office. Failure to fill out these forms will lead to fines and embarrassment at the next general meeting.

5. Use of Microphones:
 - a. Seniors are allowed to use all microphones.
 - b. Juniors are allowed to use all microphones except for the Neumann U67, M990.
 - c. Sophomores are allowed to use all microphones except for the following:
 - i. Earthworks SR77
 - ii. Earthworks QTC1
 - iii. Oktava MCO12
 - iv. MBHO
 - v. AKG C452
 - vi. AKG C460
 - vii. Neumann KM184
 - viii. Neumann U87
 - ix. Neumann U67
 - x. Microtech Geffel M296
 - xi. Studio Projects T3
 - d. Use extreme care whenever using any ribbon or condenser.
 - e. The Classical Microphones (listed below) are only to be used in low SPL settings.
 - a. MBHO
 - b. one set of KM 184 (marked recital only)
 - c. M296
6. Officer Responsibilities
 - a. If an officer is not fulfilling his/her responsibilities, he/she may be impeached if a motion is made by a member or officer, that motion is approved by the faculty and officers, and a majority vote agrees to impeach that officer.

***Any issues or concerns that are not attended to in this document will be decided at the discretion of the faculty and Ton officers. ***