

## STUDIO INTERN INFORMATION

Internet login:

There is nothing on this list that any of us wouldn't do.

**Time:** 5 working hours per day unless we have a session you would like to sit in on that is later in the day.

**Days Per Week:** 4 scheduled in advance

Never discuss money with me. Anything pertaining to business should be taken up with Deana. This includes schedules

No silly sounds on your phone. You are not a 12 y/o girl. Turn the ringer off.

If you are using the studio for band practice I would expect you to clean up after yourself. If you don't you will need to find a new place to practice.

Dress accordingly.

"Thanks" and "Thank You" are not the same thing. Use the correct one. FYI. There is only 1 correct one.

Introduce yourself first when you meet someone for the first time. If you bring someone to meet me make sure that you introduce them to me. Example: Bob this is STEVE CREW. STEVE this is Bob Sandifer

Introduce yourself as soon as you enter the room.

When the band is practicing make sure they clean up their own mess. You are not their slave.

Do whatever Deana ask you to do. Your stay here will be much more enjoyable.

Always ask before sitting down at someone else's place. You should consider the studio your place.

Pick/clean up as you see the need.

Always offer your seat if a client or visitor does not have a place to sit. Before you offer it stand up and offer it. If necessary come up with an excuse why you no longer need it.

Don't offer your opinion unless you are asked. Make sure that your opinion is exactly what they wish to hear. Leave the honesty to me.

Never hand out a personal business card if you are working for someone else in the room or building. Hand out your employers card and say you can get to me through so and so. Make sure you keep those cards in your pocket.

Do not conduct business on my time.

Turn your phone off and keep it off during a session. If it is an emergency just excuse yourself. Don't give a reason why you need to leave. Nobody cares.

Chores:

- Vacuum
- Sweep
- Dust and sweep behind the console.
- Clean glass on computer screens, TV's and Iso booth.
- Make sure the shelves are straightened in the restroom. You will see what should be on each shelf. I do have small white boxes if you need to organize any items.
- Check to see if we are stocked for the break area and feel free to make suggestions.
- Clean microwave and other areas in the kitchen. Clean everything after its used and not before its used again. The tea will stain my porcelain.
- Keep the workbench clean. This pisses me off when it is dirty. Clean and organize it as soon as you are finished with it.
- Wash dishes as they accumulate.
- Clean the refrigerator and check it for restocking.

The chihuahuas live here and you don't. It will take about 4 days for them to get used to you and after that things will improve with time. The reason you need to know this info is so you can scold them when they act up.

- There is a small white one that is named ANNA. Don't touch her unless she comes to you. If for some reason you do have to pick her up just point your finger like a gun and yell bang! Like you have shot her. Once she flips over and is still in a state of confusion pick her up. She likes to be called DADDY DADDY. We have no clue why but it seems to take some of the fight out of her.

- There is a little redhead named PARIS. she is the mother of the 3 boys. She is timid but will probably develop a crush on you. She likes to be called PUPPY PUPPY.

- SIMON is the large white one. He is half pitbull and the father of the puppies. He is very laid back and usually chills with us in the studio. He will also answer to BUD

- The boys are Simon and Paris' puppies and they are very protective of Paris.

- Lennon is the oldest and is spotted white and tan. Very good natured and likes to be called ninny.

- Jack is light brown and doesn't like to be touched. He likes to be called "daddy puppy" He doesn't bite.
- Edward is the chubby one and he is very good natured. He owns 1/10 of an acre in Scotland so he is legally a Scottish lord. But he prefers to be called prince Edward. He has to be carried up and down the stairs due to a medical condition.

Deana will let you know when it is time to take the chihuahuas out. Usually every 3 or 4 hours. It would be nice if you keep track of this schedule yourself

Deana will tell you how and when to feed the deer in the summer.

If you have a question ask.

If you do not understand something I have asked you to do just ask again. Don't try to fake it. I have no problem explaining something in detail. I am very patient.

Pick a blue cup and put your name on it.

The plain potato chips in the yellow bags are for clients only. If you are curious why just ask.

Try to go outside on the back porch for at least 20mins per day. A good time for this is when you take the chihuahuas out. Being in the dungeon will suck your creative juices right out of you.

Watch for snakes. We get copperheads in the back yard. Leave the gigantic black snakes alone. They eat the copperheads we think.

Be on the lookout for wolf spiders. They can't kill you but the bite hurts like hell. They seem to turn up in the control room. This is a good reason to keep it clean. Do not kill them. They eat other spiders.

Answering the phone:

Industry recording company this is ..... How can I help you? Use common sense. Listen to what they need and if you can't answer the question then offer to send them to the right person. Deana deals with all bookings. Schedules. Finances. I deal with anything services related. You will start taking calls in just a few days so I suggest you find out all of our pricing and services.

When you are talking to a client or potential client don't say uuuhhhhhh. Some people feel you are searching for the truth.

Bring a notepad. A knife. Computer. Breath defunker (no chewing gum). Your headphones. Place your personal items in the Iso booth drawer. If you don't have headphones just claim a set in the restroom. I would prefer that you use apple earbuds.

If you sleep downstairs straighten up as soon as you wake up.

If you have finished with your work and we are working in the studio don't assume you can come in.

Try to be social.

Please don't say you are sorry to me. I prefer "I apologize". I feel people make honest mistakes and I am very sure these will be the mistakes you will make.

Knock and ask if you can come into the studio. If we will not let you in, don't take it personal.

DO NOT listen to any loud music. Regardless if you are wearing headphones or in the studio.

Never get yourself something to eat or drink unless you offer everyone else something. Water is always nice to have.

If you are alone feel free to eat when you like. We prefer to eat dinner upstairs together if possible.

Garbage bags go in the large green bin out front.

Always change out garbage bags in the studio when a client is coming in.

Outside of the studio should be clean at all times.

Once you understand how to use the equipment you can record your own band for a discounted rate. You are responsible for your people.

You will get a percentage of every job you bring in.

No friends unless they are approved by Deana. You are responsible for them.

Learn to make a proper cup of tea. This very important to us for several reasons. The main reason is it breaks the monotony of the day. Robert or myself will show you how to do it.

Learn to use proper terminology while in the studio.

Don't use slang unless it is needed for communication.

Do not take pics or video unless you ask first.

Never take pics or video of clients.

Whenever you start recording for the first time of the day say "tapes rolling". We do this for 2 reasons. Out of respect for the engineers in the past and we are superstitious.

Learn the history of the equipment we use. Ask questions.

Do not touch my computer or laptop. I have an iMac that is setup as a workstation. You can set yourself up an account on that computer.

Times have changed and even though I live in a great area we prepare for the worse and hope for the best. You will usually see us carrying our hand guns concealed. If you are a hippy crying tree hugger I suggest you stay home. The govt wants you to run, hide and attack. If you think that dumb shit will save you, have at it. If you have a handgun feel free to carry it.

Nothing is off limits for you to use.

Take a look at my cables. That's how they should always look. I will show you how to wrap the cables and do not deviate from this. Some of the yellow cables cost over 150\$

Think on your feet. Idiots should not be doing this. If I actually tell you to "think on your feet" that means you are fucking up.

We do not encourage nor reward stupidly.

Consider Robert and Deana a direct extension of me.

The room with all of the equipment in it is called the control room. The enclosed room is the isolation booth (iOS booth). The long room is the studio proper and of course we have a lounge and break room.

Once I feel comfortable with you using the equipment I will allow you to book clients. You may charge up to 25\$ per hour or 50\$ per project. Anything over the 50\$ will go to the studio. You are responsible for your clients.

Pick up the studio at the end of the day. This includes microphone, cables and incidentals.