



STUDIO HIRE - CHECKLIST

This service involves the hire of a studio space, usually for the purposes of voiceover work.

Please note that if the Studio is booked and the assignment is subsequently cancelled, for whatever reason, we charge a cancellation fee. This is because we need to ensure we cover costs incurred from the non-refundable deposit paid to the Studio to keep it free for this project, and associated administration costs.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include the following information when communicating with us about your requirements:

- On what date/s do you require Studio Hire?
- How long do you require the Studio to be booked? *(please provide timings)*
- How many people will be attending the session?
- Will any language services be required for this project? *(e.g. Voiceover recordings in multiple languages).*
- Please provide us with details of the project.
- Do you have any special instructions for us?