

NOTRE DAME STUDIOS

How to Request ND Studios Video Production Services.

- Log into the EMS scheduling system <https://scheduling.nd.edu>.
- From the Home page under templates, select “book now” to the right of the ND Studios Video Services request template. **AV Requests and Support for EventSys go through Special Events AV Request

Template Name	book now	about
NDS Records and Routes	book now	about
NDS Resident User Requests	book now	about
Reserve Rooms Through August 22	book now	about
Athletics - Reserve Joyce conference room	book now	about
ND Studios Video Services Request	book now	about

- Enter the date, start time, and end time. If you have a recurring event with multiple dates, please use the recurrence button. However, EMS will only allow one start and end time. If you have multiple times, please add them in your event details.
- The building, ND Studios Services, represents our services and is pre-selected.
- Enter the location of the event (Building and room#).
- Click **Next Step**

NOTRE DAME STUDIOS

× ND Studios Video and AVT Request ⓘ

Create Reservation

1 Service Availability ▶ 2 Services ▶ 3 Reservation Details

Services For Your Reservation

Next Step

- Under the **Services** tab select all services you would like for your event.
- When selecting each service category you will be prompted to enter information dependent on that service. For example if your videographer request is for a class, a course # is required and should be entered after you select the category.
- If you have more details to enter there is space available to do that after the categories are selected under “NDS Details - Event Info”. Please make sure you hit the blue save button to submit these notes with your reservation. If you do not hit save the notes will not be entered.

NDS Details - Event Info

Add event details here.

Save Changes

Cancel

- Click **Next Step**, which will take you to the “Reservation Details” tab.
- On this page you will be prompted to enter an “Event type”. Please make the selection that best fits your event and add any details. ***Please make sure to click OK when the pop up window opens or your selection will not be saved.***
 - NDS Audio - audio recording only
 - NDS Campus Video Recording - video recording services that is not for a class
 - NDS Class Video Recording - video recording services for classes with a course number
 - NDS Production at ND Studios - services that require use of the Martin Media Center
- Verify the services are scheduled on the right side of the screen under Services summary.

NOTRE DAME STUDIOS

Services For Your Reservation Next Step

NDS Video Services	
NDS Video Services	
NDS Videographer Services	NDS Live Stream Services
NDS Audio Recording Service	NDS Editing Services
NDS Overflow Video Services	NDS Tour

AVT Audiovisual Rental Support

Services Summary

NDS Video Services

- 1 NDS Videographer Services
- 1 NDS Audio Recording Service

- If a field has an asterisk it is a required field.
- A FOAPAL is appreciated at the time of your reservation request but it is not required. Please enter your FOAPAL without characters and with spaces between the Fund, Org, Activity, and Program number series (Activity and Location - optional)

Example: 123456 10000 45678 10000 22222 34567

- To finalize your request please select the green button “Create Reservation”
- If your request was successfully submitted you will receive an automated response informing you that the request has been received.
- After the staff has reviewed your request you will receive a confirmation for your request.
- If you have any questions regarding your event please contact us.

Contacts

- For information on video production services, please contact our production management team at Studios@nd.edu or 574-631-2200.

To learn more about Notre Dame Studios visit our website at <https://studios.nd.edu/>