

FILM & PHOTO STUDIO

MANUAL

Organization, Workplace Safety, and Equipment



Interreg
Italia-Slovenija



Co-funded by
the European Union

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Sklad za male projekte GO! 2025

GEOT GO
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GO! STUDIO

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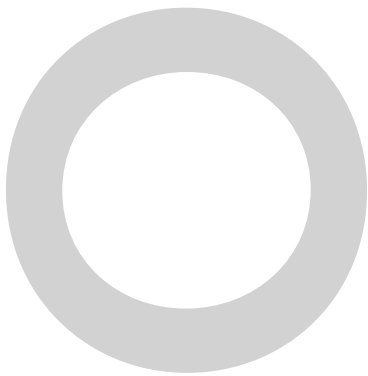
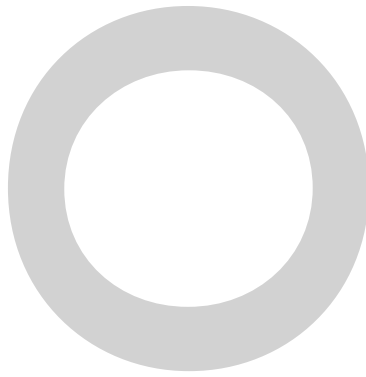


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INTRODUCTION

The School of Arts of the University of Nova Gorica (UNG AU) is a young and dynamic higher education institution. It focuses on developing authorial voices across artistic fields and media, including film, animation, photography, new media, and contemporary art practices.

In audiovisual production, the academy also functions as a production house. Each year, it produces numerous bachelor's and master's films in animation, fiction, and documentary form. It also supports photographic projects, installations, and web-based works, along with student exercises and final-year projects.

The study programme places strong emphasis on practical work. Students create both individual and group projects. Collaboration and production within a creative community are central to the learning process.

FILM & PHOTO STUDIO

The academy marked its 30th anniversary by acquiring new production spaces, including a modern film and photography studio. These facilities support advanced creative work in photography, film, animation, and new media.

The production spaces are intended for young creators, students across all core study modules, mentors, and external users. In collaboration with UNG AU, they are used for both creative and technically oriented workshops and projects.

OUR MISSION

To enable young creators and specific groups to work and produce audiovisual projects under optimal conditions. To support collaboration and the development of skilled, creative work. The knowledge and experience gained should serve as a foundation for work in any professional studio, whether independently or as part of a team.

LOCATION

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[//ung.si/en/schools/school-of-arts/](https://ung.si/en/schools/school-of-arts/)



SPACE AND TECHNICAL SPECIFICATIONS

ACCESS AND FLOOR PLAN

The studio is located on the ground floor of the University of Nova Gorica building, within the premises of the School of Arts in Rožna Dolina. Access to the studio is possible via an internal corridor or from the external rear side of the building. The external entrance is intended only for delivery and the transport of equipment required for project work. The main entrance, used regularly, is located inside the University premises.

The studio is also equipped with an emergency exit. This door must always remain unlocked to ensure safe evacuation and is not intended for regular passage of people or equipment.

For orientation, see floor plan A.

SPACE SPECIFICATIONS

Entrance door dimensions: 1.25 × 2.5 m

Studio dimensions:

Width: 6.94 m

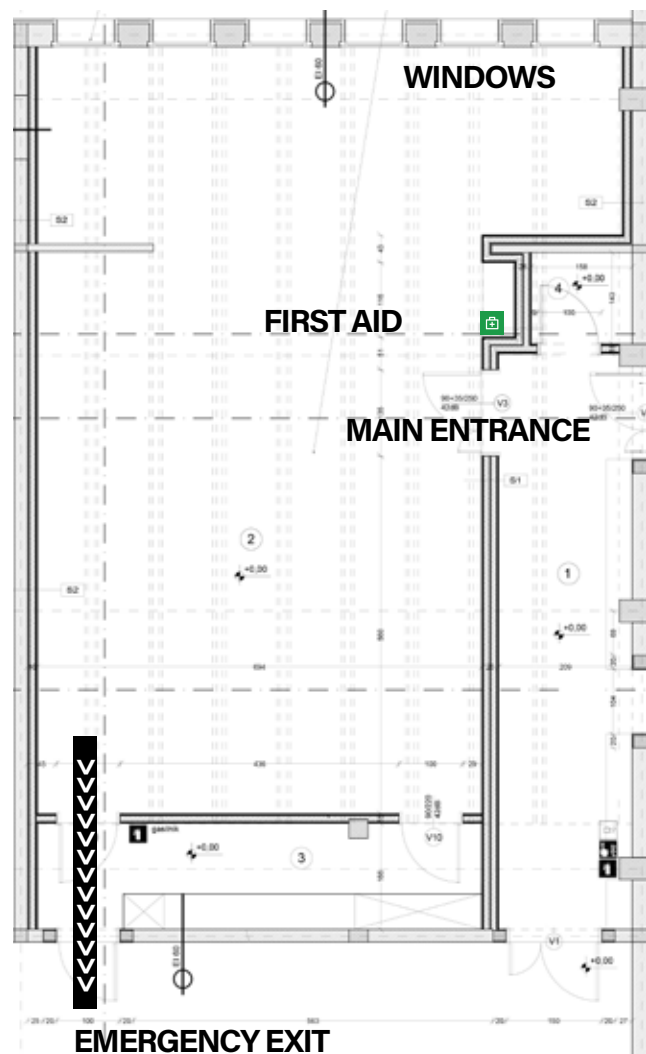
Length: 11.95 m

Height: 4 m

- *The ceiling is lowered by approximately 20 cm in the middle due to the overhead support structure for lighting equipment.*
- *The installed pantographs can further reduce the studio height by approximately 80 cm.*



FLOOR PLAN A



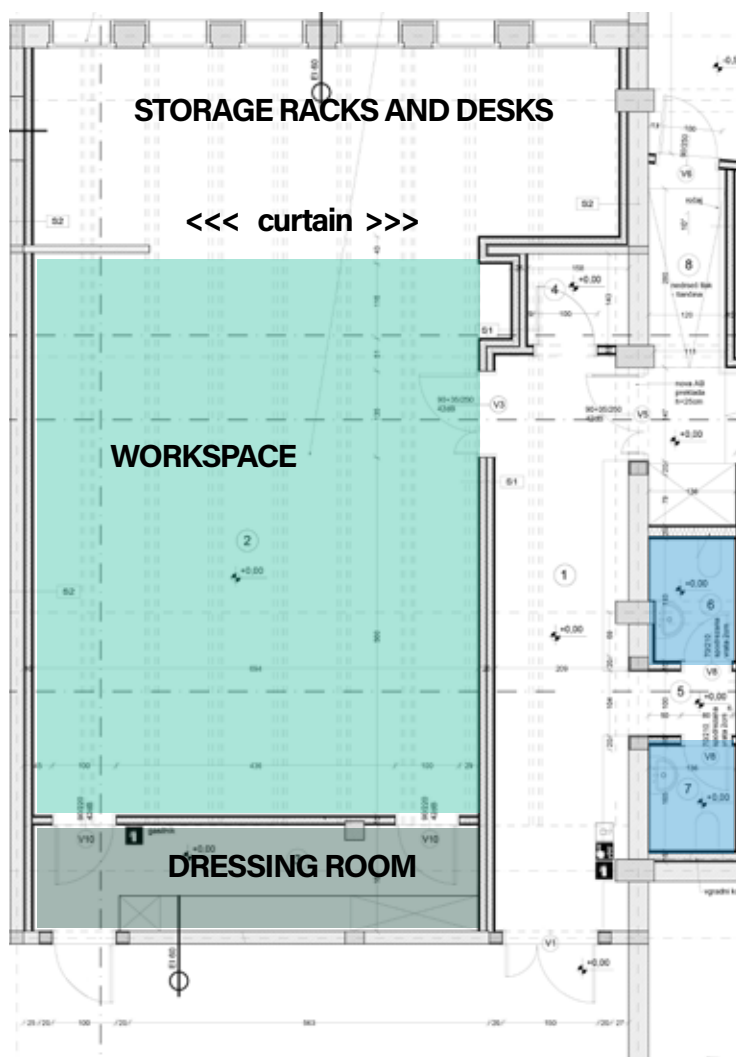
PURPOSE OF THE SPACES

■ Workspace

■ Storage racks and desks

■ Dressing room

The studio is divided into three areas according to its intended use. The main workspace is an open area that can be used freely depending on project requirements, along with two additional rooms. At the front and rear, there are storage areas for studio equipment, as well as a smaller room used as a cloakroom for personal belongings.



At the front of the studio, there are racks and shelves used for storing equipment:

- softboxes and reflectors
- flash units
- additional backgrounds
- storage shelves

The front storage area and the main workspace can be separated by a black curtain, which provides complete light blocking.



■ Restrooms

The restrooms are located in the corridor leading to the main entrance.

The dressing room is intended for storing personal belongings as well as for makeup and model's preparation. The emergency exit also passes through the dressing room.

GENERAL PRINCIPLES FOR THE USE OF SPACES AND EQUIPMENT

The studio user must behave responsibly with regard to the use of the space and equipment, taking good care of cleanliness and workplace safety. The user is responsible for their own safety and the safety of others in the space, as well as for both personal and borrowed equipment.

The user must check the availability of the studio with the responsible person in a timely manner, make a reservation for the space and equipment, and respect the agreed reservation schedule.

Workplace safety

Before using the space for the first time, it is necessary to read the Film & Photo Studio Manual.

Personal equipment

Approval from the responsible person must always be obtained, before bringing in personal equipment.

Studio usage timeframe

The reservation schedule must be respected, and any cancellation of a reservation must be communicated in a timely manner.



First aid is available for the treatment of minor injuries. It is located above the sink.



Use the switch to the left of the main entrance door to activate the red exterior light. This signals to outside visitors that filming or shooting is in progress and entry is not allowed.

EMERGENCY EXIT

The user who has been granted access to the studio receives the studio entrance keys. During the period of use, they may restrict access through the main entrance door when necessary.

Emergency exit doors must remain unlocked at all times.

To ensure uninterrupted work, turn on the red signal light above the entrance.

HANDLING ELECTRICAL DEVICES

In cases where devices with higher power consumption (heater, fan, etc.) are used in the studio, it is necessary to check the maximum load capacity of the system. As a guideline, devices connected to a single-phase circuit must not exceed a total power of 3,500 W.

High-power consumers include water heaters, irons, and air heaters, which, when connected to the same electrical circuit, may exceed the maximum allowed load. In such cases, it is not recommended to use all devices simultaneously, or they should be connected to two separate power circuits.

If the electrical load is exceeded, the safety fuses may trigger a power outage. In this case, the system must be reconnected to the electrical supply. Access to the electrical panel is restricted to the responsible person.

In the event of a power outage, a safety light switches on in the studio to prevent complete darkness.

An unpleasant smell or a crackling sound may be a sign of malfunction in an electrical device.



Check the power consumption of devices connected to the electrical network

When introducing additional electrical consumers, check their power rating and obtain approval for their use from the responsible person.



Electrical load distribution

Ensure that not all consumers are connected to the same electrical circuit.



Power outage

A power outage may also occur due to improper use of equipment or malfunction. Always check that devices and power cables are in proper working condition and operate equipment within the manufacturer's specified guidelines.

In the event of a power outage, immediately inform the responsible person.

IN CASE OF MALFUNCTION

Studio equipment is regularly inspected and serviced; however, it is advisable to check its proper functioning before use and connection.

If any irregularities, damage, or deviations are detected that may affect the operation of the studio equipment, the responsible person must be informed immediately. They will arrange for repair or replacement so that the planned studio work can continue without interruption.

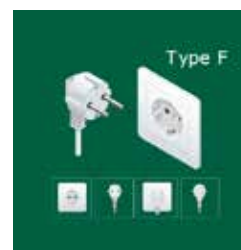
SIGNS OF MALFUNCTION

- *Flickering lights/bulbs*
- *Rackling sounds inside the device after switching it on*
- *Smell of overheated plastic*
- *Smoke*
- *Sparks in sockets or inside the device*

ELECTRICAL INSTALLATIONS AND LOAD CAPACITY

The studio is equipped with numerous power outlets evenly distributed along both side walls. These include single-phase outlets with a maximum load of 16 A and three-phase outlets rated at 3×16 A.

The main 40 A switch and the remaining circuit breakers are located outside the studio and are accessible to authorized personnel only.



If any irregularities, damage, or deviations are detected that may affect the operation of the studio equipment, the responsible person must be informed immediately.

HANDLING LIQUIDS

Special care must be taken when handling liquids in the studio, as spills or improper handling may cause a short circuit and consequently a power outage.

The use of water in the studio is intended for personal use, hygiene, and cleaning. Since there is no floor drain in the studio, any spilled liquid must be cleaned up using cloths or paper towels.

The introduction of liquids or substances required for a project must be announced in advance, and their suitability must be approved by the responsible person. If approved, the user is responsible for ensuring their safe transport, use, and the protection of the studio and its equipment.

FOOD AND DRINKS

Food and non-alcoholic beverages are permitted in the studio. Care must be taken not to stain the equipment or studio space and to avoid spills.

Waste separation bins are located in the University lobby.



Flammable, highly volatile, or hazardous substances must not be brought into the studio.

FIRE ALARM

The use of flammable substances or open flames is not permitted inside the studio. The studio is equipped with a fire alarm system that is triggered by elevated temperatures within the space.

Smoke machines suitable for indoor use and scenographic purposes are permitted.

STUDIO TECHNICAL EQUIPMENT

FIXED EQUIPMENT

- Paper backdrops
- Ceiling-mounted lighting suspension system
- Sink with running water
- Equipment racks

OTHER STUDIO EQUIPMENT

- Desks and chairs
- Mobile TV
- Utility cart
- Light stands

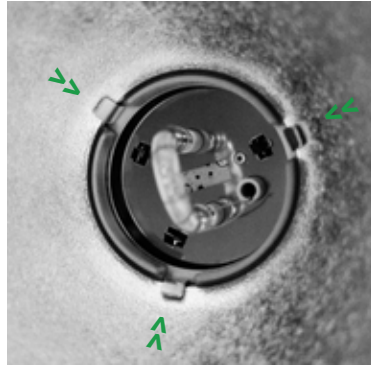


The studio is equipped with fixed equipment. Paper photography backdrops in three basic shades (white, grey, and black) are available on the rear wall. The wall-mounted Manfrotto system allows the 2.75 m wide backdrops to be lowered from a height of 3.2 m.

A ceiling-mounted lighting suspension system is installed above the workspace, allowing overhead lighting while keeping the studio floor clear of stands and obstructive power cables. This provides an optimal lighting setup, offering greater flexibility for work, scenography, and model movement.

The system uses rail tracks with pantographs and telescopic light mounts, allowing the use of up to six ceiling-mounted lights. The lights are powered by electrical cables supplied from above. The pantographs can be adjusted to the weight of the lights, ensuring easy and efficient setup of lighting conditions in the studio.





Always use the safety steel cable when mounting lights onto the pantograph system to prevent them from falling.
When attaching light modifiers to Hensel lights, always check that the locking pins are visible and functioning properly.



Equipment can be adapted to the needs of each project and is intended to support both practical work and teaching activities. The TV can be connected to a computer via an HDMI cable and used for presentations or for direct display of recorded footage using dedicated software.
Before connecting equipment to your computer, consult the responsible person.
A small screening room located next to the studio is also available for viewing audiovisual content on a large screen.
The wheeled utility cart is intended for storing and transporting technical equipment used during work.
Place sandbags on stands to improve their stability and ensure safe use.

The studio is also equipped with office furniture and a sink with running water. Tables and chairs can be used for teaching purposes or repositioned, adjusted, or removed as needed. The sink with running water is intended for hygiene and cleaning purposes. Waste separation bins are available in the University lobby.



PORTABLE STUDIO EQUIPMENT

In addition to the existing equipment, school-owned and additional portable studio equipment may be brought into the space and made available to the user following prior reservation with the responsible person.

Portable equipment may be used both in the studio and for projects carried out on external locations. The exception is the Hensel studio lighting system and its accessories, which may only be used within the studio.

IN THE STUDIO AND ON LOCATION

- Additional light stands
- Camera stands
- Sandbags
- Light modifiers
- Additional studio flash units
(can also be used on location)
- LED lights
- Camera and lenses
- Reflector / diffuser
- Flash units
- Batteries and chargers
- Memory cards and memory card reader
- Remote shutter release cable
- Wireless remote trigger
- Miscellaneous accessories
(colour filters, reflectors, etc.)



STUDIO-ONLY USE

- **Hensel studio flash units**
- **Hensel light modifiers (reflectors, softboxes, etc.)**
- **Hensel wireless remote control for adjusting flash power**

The studio is equipped with a system of Hensel studio flash units, which may be used exclusively inside the studio. This applies to the lights, their accessories, and all light modifiers.

The complete list of equipment and their technical specifications can be accessed via the link below.



■ *Link to the equipment list.*

The equipment list is continuously updated and expanded.

Studio space availability does not guarantee that portable equipment is also available.



When booking, please verify in advance that both the studio and the required equipment are available at the same time.

HANDLING THE EQUIPMENT

The use of the equipment, borrowed portable equipment (cameras, battery chargers, lights, etc.), and personal equipment is permitted in the studio. Considering the nature of the work, this manual divides responsibilities and equipment handling into three phases:

A

Before

Check the equipment and ensure it is functioning properly before starting to work.

B

During

Pay attention to the proper operation and use of the equipment throughout the entire work process.

C

After

Carefully return the space and the equipment in its original condition.

A

Before

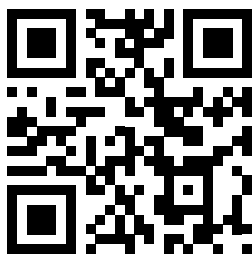
The proper functioning of all electrical devices and fixed equipment must be checked before starting to work. If any irregularities are detected (malfunction, unusual or suspicious operation, or other deviations), the responsible person must be informed immediately so that the issue can be resolved or the equipment replaced.

All borrowed equipment that requires batteries must be supplied with a charged battery and the appropriate charger. Power cables for connecting lights to the electrical system must also be included with the borrowed equipment.

Permanent equipment (stands, paper backdrops, etc.) must also be checked to ensure it is in suitable condition for safe and appropriate use.

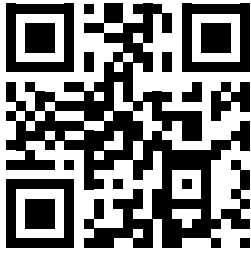
Any irregularities noticed before starting work that are the result of use by a previous user must be documented and reported to the responsible person.

In case of uncertainty, consult the responsible person or refer to the video materials explaining the basics of studio work and equipment use via the QR code link.



■ *Link to the video guide for using the studio and equipment.*

B



■ [Link to the equipment list.](#)



During

After the initial equipment inspection, the next step is the setup of the scenography and the preparation of equipment for work.

Each piece of equipment has its own intended use and operational limitations. **Check the load capacity of stands and use all equipment in accordance with the manufacturer's specifications. Access to the equipment list and technical specifications is available via the link or QR code below.**

It is also important to ensure safe working conditions and proper equipment operation by following the recommendations below:

- Do not cover lights, as this may cause overheating or fire risk.
- Arrange power cables so they are as unobtrusive and low as possible to prevent tripping hazards.
- If necessary, secure cables to the floor using appropriate adhesive tape.
- Weigh down stands with sandbags placed on the lower cross supports to lower their centre of gravity. This helps prevent tipping in case of accidental movement or impact.
- Handle paper backdrops with care (do not step on them with dirty footwear).
- Avoid stepping on the curved lower section of the backdrop.
- Working at heights is prohibited, as is standing on chairs or tables.
- When all users leave the studio (even briefly), all electrical devices must be switched off.

C

After

After finishing work in the studio, the space and equipment must be returned to their original condition, and the studio must be cleaned and ventilated.

If another user is scheduled after your session, work must be completed on time to allow sufficient time for tidying the studio and equipment.

HANDLING THE PERSONAL EQUIPMENT

Personal equipment is considered to be any equipment not included in the School of Arts' official equipment list, and is permitted only with prior approval from the responsible person.

Personal equipment must be in a condition that allows safe use. All electrical equipment must ensure safe operation.

When bringing in larger equipment, the maximum dimensions of the entrance doors must be checked.

If the user forgets part of their personal equipment after finishing work, they should inform the responsible person; in any case lost and found items will be reported via email.

If the amount of waste generated during work exceeds the capacity of the waste bin in the space and/or the University lobby, the user is responsible for disposing of it themselves.

DO NOT FORGET

- **Equipment borrowing, use, and return are carried out by prior arrangement with the responsible person.**
- **After the use of the studio, ensure that the space is left in its original condition. Close the windows, turn off the lights in the studio and the corridor signal light, and lock the space.**
- **Return the key to the responsible person or place it in the agreed location.**

! **Lost and found**

- The responsible person regularly informs users about lost and found items.

! **Dressing room for personal items**

- Personal items, bags, and clothing must be placed in the designated dressing room during studio use. Each individual is responsible for their own personal belongings left in it.

STUDIO AND EQUIPMENT RESERVATIONS

Studio and/or equipment reservations are made via email by sending a request to: au.studio@ung.si

The studio is intended for young creators, students, mentors of UNG AU, and external partners. Use of the studio and equipment is permitted only on the basis of a previously approved reservation. Without a confirmed reservation, use is not possible. Reservations must be arranged in advance.

When scheduling time slots, priority is given to users who require the studio or equipment for the implementation of study programmes and academic obligations.

Users are expected to be skilled in handling the equipment and capable of working independently in the studio. Otherwise, they must ensure the presence of a mentor or collaborator who will supervise and ensure safe work. The user receives the studio access keys, which must be returned to the responsible person after use.

ALWAYS CHECK



That the studio and equipment are available at the desired time



That the main entrance keys are collected and properly returned



That the reservation is confirmed and entered in the schedule



That the agreed times for equipment pick-up and return are respected



Reservations longer than one week must be arranged in advance with the responsible person and are subject to studio and equipment availability.



STUDIO USAGE TIMEFRAME

Access to the studio is permitted on weekdays with a prior reservation.



ON AN ANNUAL BASIS:



- From 1 October to 24 December
 - From 4 January to 30 June
 - From 1 July to 30 September – by arrangement
-

ON A WEEKLY BASIS:



- Every weekday, Monday to Friday
-



ON A DAILY BASIS:



- From 9:00 to 16:00
- From 16:00 to 19:30 (extended use *)
- From 19:30 onwards (extended use **)

* Studio use may be extended by prior arrangement with the responsible person. Outside the stated working hours, users work independently, while the responsible person is available by phone only for urgent matters. The University entrance doors are locked at 19:30.

** Studio work may also take place in the evening and at night. The main entrance to the University is locked and can only be opened from the inside. Once the building is left, re-entry is not possible until 9:00 the following workday.

GOOD PRACTICE EXAMPLE AND TIPS

- The user needs the studio space and some equipment to carry out a project.
- He expects to use the studio with lights and a backdrop for two days.
- He also requires a camera and a lens for the project.
- Using the equipment list, he selects an appropriate camera and lens.
- He contacts the responsible person with the proposed dates and the equipment list.
- If the studio and equipment is available, the reservation is confirmed; otherwise, a new date is arranged.
- A studio and equipment usage agreement is signed.
- He collects the equipment, checks that it is complete, and receives the studio keys.
- He inspects the condition of the studio equipment.
- The first day of work runs smoothly. After finishing, he switches off all devices and locks the studio.
- The next day, he continues working but notices a fault in the equipment.
- He informs the responsible person immediately.
- After completing the project, he cleans and restores the studio, leaving it in the same condition as he received it.
- The studio key is returned to the responsible person.
- The remaining equipment is returned the following day.

ADVICE

Equipment

Consult your mentor or the responsible person to determine which equipment is most suitable for the realization of the project. Do not forget important small items such as battery chargers or light remote triggers.

Memory cards

Remember to transfer all the files from borrowed memory cards to your computer or storage device before returning them.

Plan ahead

Reserving early gives you more flexibility to adjust your project schedule.

Students are advised to support more experienced colleagues as assistants.

CONTACTS AND USEFUL LINKS

CONTACT



au.studio@ung.si
info.au@ung.si



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ADDRESS



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au.ung.si
ung.si/au

SOCIAL MEDIA LINKS

FACEBOOK

www.facebook.com/akademija.umetnosti.UNG/



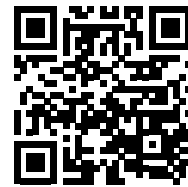
INSTAGRAM

www.instagram.com/akademijaumetnostiung/

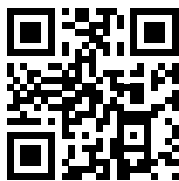


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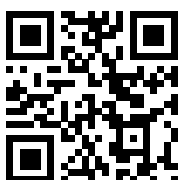
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LIST OF EQUIPMENT



INSTRUCTIONAL VIDEO



GO! STUDIO

**Interreg
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Co-funded by
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AKADEMIJA UMETNOSTI
SCHOOL OF ARTS



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THANK YOU !

Wishing you successful work and completion
of your projects.

