

MEMBER HANDBOOK



WHAT TO KNOW



- NO SMOKING



- CLEAN & RESET THE ROOM BEFORE YOU LEAVE,

HOW TO BOOK YOUR SESSIONS >

Regular Hours

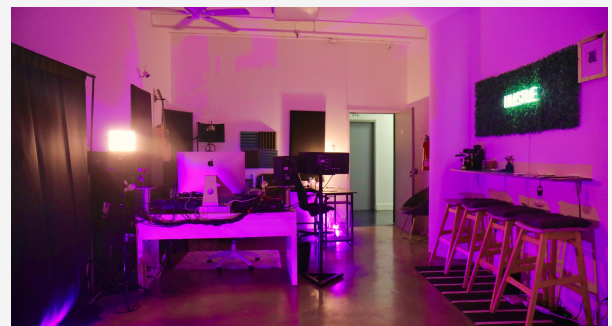
Sessions can be booked online using our [calandly booking system](#).

Our Hours : Monday-Saturday
: 07:00am – 11:00pm
: Sunday
: 10:00am – 5:00pm

Co-Work Thursday's

Save yourself a booking, be productive and collaborate with your fellow Secret Spot DTLA members each week.

Date : Every Thursday
: 6:00pm-11:00pm



BASIC INFO

Wi-Fi & The Basics

Get set up with our Wi-Fi Networks and utilize all the resources available to you as a member. Standard Wi-Fi and Fiber connections available for your streaming, gaming or conferencing needs.

- Wi-Fi Network Name : SSLA Wi-Fi
- Wi-Fi Password : Ssla2021

- High-Speed Network Name : ATT4PRV2Ht
- Wi-Fi Password : 4+g+5mfq8rzm

- Must be connected to "SSLA Wi-Fi" to Print
- Never un-plug the wi-fi or security cameras

- iMac Password: alal



AUGUST LOCK SYSTEM

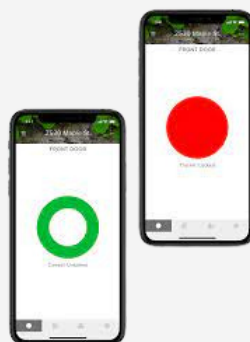
Your smartphone is your key.

Getting Started:

1. Download the August Smart Lock App from the Apple or Google app stores.
2. Receive a text invite to join SSLA
3. Open the app and set up an account.

Daily Operation & Tips:

1. Make sure your Bluetooth is enabled when approaching the door
2. Stand directly in front of the door and open the August App.
3. Tap the red circle to unlock the door.
4. Pull the door closed using the small wooden door handle and tap the green circle to lock whenever leaving.



Further Info: www.secretspotdtdla.com

Read More

BOOKING ONLINE

*Calandly & Making the Most of
your monthly sessions.*

Book your sessions at least 24 hours in advance online at www.calendly.com/sslabooking

- Booking a regular private session
- Book Session with an Engineer.
- Booking a tour or intake.
- Never un-plug the wi-fi or security cameras.



BOOKING AN ENGINEER?

So you need an Audio Engineer, Photographer or Staff Member to assist you during your session and you are not a "Studio Level Member."

Visit our Calendly Booking System and select "Non-Member Booking (5hr Session w/engineer)" and check out.

An engineer will reach to confirm with you.



MEMBERSHIP LEVELS

Learning the ropes.

Your membership level determines how many private bookings you have available each month on Calendly.

Custom Plan \$150/Month

-3 Sessions Each Month Up to 5 Hours Each

Founders Membership \$250/Month

-5 Sessions Per Month Up to 5 Hours Each

Studio Membership \$550/Month

-3 Sessions Each Month up to 5 Hours Each

-Engineer or Assistant included

Read More

Further Info: www.secretspotdtla.com

COMMUNITY & EVENTS

Get Involved with your community

While the majority of your session and work-time will be privately booked via the calandly booking system; we do offer a few opportunities where we encourage you to co-work and connect with your community.

- Co-Work Thursday's 7-11pm
- Gallery & Monthly Events



EVENTS, CLASSES & SOCIAL MEDIA

How to find out whats going on?

When new events, classes and workshops are announced they will be posted first to our Facebook page where you can RSVP for free events or purchase tickets via Eventbrite.

If you have a suggestion for an event or workshop you'd like to see you can suggest or teach/offer; please send your suggestions to us via email:

Info@secretspotdtla.com

Further Info: www.secretspotdtla.com

GEAR LIST

Hardware

Here are a phone of the hardware items you have access to at Secret Spot DTLA

Microphones:

- Neumann TLM 103
- Shure SM7B,
- Shure MV7x (x2)
- Shure SM57,
- AKG 214
- Avatone CV-12,
- Blue Bluebird,
- and others.

Pre Amps & Outboard Gear

- -Golden Age Pre 73 Mark III "Vintage Pre"
- -ART MPA II Tube Pre Amp
- -TK 1176 Compressor
- -M-Audio M-Track 8 Audio Interface

Drones, DSLRs & Lenses

Camera Bodies & Drones

- -Canon 5D Mark IV
- -Canon T5i
- -DJI Mavic Pro
- Zhiyun Crane V2 Stabilizer

Lenses

- -18-55mm f.4/5
- -24-70mm f.4
- -70-200mm f.4
- -50mm 1.8

Lighting and Other Hardware

- -GVM 480 LED Panels x2
- -Quazar style led light tubes x4
- -Altrua Flash Strobe
- -Green, White & Black Screen



Further Info: www.secretspotdta.com

SOFTWARE LIST



Software & Subscriptions

Here is a list of the software and subscription services you'll have access to as a member at Secret Spot DTLA.

- Final Cut Pro
- Logic Pro X
- Pro Tools
- Lightroom
- Photoshop,
- Canva Pro
- Creative Cloud,
- Splice
- Output Arcade
- Serum
- Waves
- Sound Toys
- Pixel Film Studios,
- The Professional Photographers Association
- Izotope RX
- Izotope Ozone Advanced
- Antares Auto-Tune
- Melodyne Editor
- Motion Graphics
- and More...



melodyne

Other Software & Resources

If there is a software or hardware product that would enhance your creative workflow please send your requests and suggestions to: info@secretspotdtla.com



HOW TO USE THE STUDIO

Trouble Shooting.

Monitors:

Yamaha HS 5's > M-Track 8 > (Monitor Main Knob)
PreSonus ERIS MTM E66 > M-Track 8 > (Headphone 2 Knob)
Headphones > M-Track 8 > (Headphone 1 Knob)

INPUT MAP

M-Track Eight

Input 1 - Empty
Input 2 - Empty
Input 3 - Empty
Input 4 - Empty
Input 5 - Empty / Broken
Input 6 - Empty / Broken
Input 7 - Shure SM7b
Input 8 - TLM103

CONDENSER MICROPHONES:

+48v Phantom Power Required

Neumann TLM103
AKG 214
Blue Bluebird

DYNAMIC MICS:

Use Pre Amp GA 73 or PRO MPA II

Shure SM7B
Shure MV7x (x2)
Shure SM57



Guitars & Instruments:

- -Guitar or Direct Input, 1/4" instrument cable >
- -Plug cable into the front of Golden Age Pre 73 Mark III "Vintage Pre" (DI)
- -Press the (DI) button on the front of the GA-73
- -Klark Teknik KT-76>
- -M-Track Eight, input 8>
- -iMac 27", input 8

Input Settings & Mapping:

- **Shure SM7B** >
- Golden Age Pre 73 Mark III >
- Klark Teknik KT-76 >
- M-Audio M-Track Eight Audio Interface>
- iMac 27" (**input 8**)
- **Neumann TLM103**>
- ART MPA II CH1 >
- M-Audio M-Track Eight Audio Interface>
- iMac 27" (**input 7**)

Audio Settings:

- -M-Track 8 - Output
- -M-Track 8 - Input



Further Info: www.secretspotdtdla.com

CHECK OUT ROUTINE

Keep the space clean for your fellow members.

Be respectful of our neighbors and use headphones or be contentious about your noise levels during weekday-daytime sessions M-F 9a-5pm,

- Be kind to others
- clean up after yourself
- put everything back where you found it
- push in chairs and reset the room



CLEAN UP, PUSH IN CHAIRS AND REST THE ROOM TO THE WAY IT WAS WHEN YOU CAME IN!



Place camera batteries or other devices you've used on the charger at the end of your session



Return restroom keys, and leave iMac, studio monitors and all hardware turned on.



Lock the door via the August App



DO NOT LOCK THE METAL DOOR

SUGGESTIONS & PAYMENT INFO

*Venmo, Cashapp, Paypal, Zelle
Debit/Credit Cards or Cash*

Membership Due 28th of Each Month

- Venmo @SecretSpotDTLA
- Cashapp \$CameronLjungkull
- Zelle 651-246-9234
- Square Card Processing

Contact Info

Cameron Ljungkull (Owner)

Phone: 651.246.9234

Email: info@secretspotdtla.com

If you have requests or suggestions please send them to us via email and we'll do our best to accomedate your needs!



SUCCESS STARTS WITH PREPAREDNESS, SET SOME CREATIVE GOALS FOR YOURSELF.

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Further Info: www.secretspotdtla.com