

Ternwater Listening Pavilion

Booth and visitor desk record

Admission and booth cards

The Ternwater Listening Pavilion collects short recordings of invented estuary sounds. This desk record covers the booth cards used during the autumn listening programme. A booth card is separate from a visitor's entrance slip.

Entry point

Visitors with a booth card enter through the east reed gate. The western door serves the instrument carrier and is not a public entrance.

Booth format

A normal booth session lasts 18 minutes. The room has nine fixed seats, with the centre seat kept clear while a microphone stand is moving.

Card marking

The desk stamps returning visitors with a cobalt fern mark. The stamp shows repeat attendance; it does not reserve a particular booth.

Reading the board

The route board lists booth names rather than people's names. Visitors are asked to read the board before lining up so that the queue can remain quiet.

Overrun signal

An extension may be requested only after the amber chime. A booth volunteer records the request on the back of the card before asking the supervisor.

Desk habit

Staff retain used cards until the next morning's count. Blank cards are kept in an unlabelled tray, away from the marked cards and the entrance slips.

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Listening-room operations

The booth volunteer handles the recorder and the supervisor handles changes to the daily sequence. The following notes apply while the public programme is open. They do not describe the pavilion's closed rehearsal sessions.

Extension decision

Mira Teal authorizes a session extension. The volunteer does not promise an extension before that decision is written on the card.

Recorder setting

Public booth recordings use a sample rate of 44.1 kHz. The desk does not change this setting for a shorter session.

Reel identity

The return reel is labelled TW-6. Its label is checked at the end of each session before the next visitors are admitted.

Drink restriction

Open drinks must remain outside the listening room. Sealed bottles can stay inside visitors' bags but cannot be put on the recorder shelf.

Interrupted take

A dropped microphone stand ends the current take. The volunteer leaves the unfinished take marked as interrupted and begins a fresh take when the room is settled.

Room reset

Reset duties include checking the seat spacing, replacing the stand on its square and returning the booth card to the desk. These duties precede the next group.

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Closing and unresolved records

The closing team collects the booth material without altering the visitor count. These notes identify the physical handoff used for the recording media and distinguish routine closing facts from information this record does not supply.

Reel handoff

After the second evening bell, used reels are placed in drawer L4. The drawer stays closed while the cards are counted at the visitor desk.

Card filing

The supervisor sorts used cards by booth name. Cards from interrupted sessions remain in the same set and carry their interrupted notation on the back.

Maintenance boundary

The recorder shelf is wiped only after the reels have been removed. A dry cloth is used around the label clips so that labels remain readable.

Unspecified measurement

This record does not state the listening room's ceiling height. No ceiling measurement is included in the room-reset notes.

Next-day pickup

The morning team collects the cards before opening the gate. The closing team does not leave a visitor's entrance slip in the booth-card bundle.

Scope

This is an operating record for public sessions. It contains no acoustics certification and makes no claim about the origin of the sounds played in the booth.