00 / QUICK REFERENCE

QUICK ANSWERS.

Click any underlined link to go straight to the right page.

01 **What does membership get me?**

50% off Studio A, Studio B and Full Studio rentals; free coworking with a booked day pass; Department programming; select partner events; Creative Index opt-in and partner perks. Studio bookings cost extra.

Membership plans / Events / My Creative Index / Community Perks

02 **What does membership cost?**

$30/month with a three-month minimum ($90), or $300/year. Join online and sign in before using your benefits.

Membership plans / Sign in

03 **How do I reserve a studio?**

Sign in, open the room link, choose date/time, add details/extras, review the agreement and pay. Include setup and cleanup.

Sign in / Studio A / Studio B / Full Studio / The Annex

04 **Can I cowork or use shared studio time?**

Member coworking is free, 9 a.m.-6 p.m., with a booked day pass. Later stays require management confirmation and presence. Commons is a separate paid, shared standby studio booking with no guaranteed privacy.

Coworking / Commons

05 **How do I host an event?**

Submit the Event request with date, attendance and event details. It shows an estimate; submitting does not charge you. Team approval confirms the event.

Event request

06 **How do I change or cancel a booking?**

Use My bookings > Modify reservation to change or cancel. Available spaces can have different hours; A/B overlap uses Full Studio pricing. Pay any increase after crediting amounts already paid. Shortening does not automatically refund.

My bookings

07 **What about green screen, gear or crew?**

Members can use C-stands, grid lights, apple boxes, stools and backdrops. Other gear/crew costs extra. Green-screen fabric is available on request; painting the cyc green carries a fee.

Studio A / Podcast packages / Email the team

08 **When can I enter, and can I tour first?**

Studio access includes a 30-minute courtesy buffer before/after, not booked setup or usage time. Respect other bookings; settle in, use the bathroom or wait in co-create. Early load-in is only possible if the space is empty and no prior booking is using it. Coworking: 9 a.m.-6 p.m. Book a tour first if helpful.

My bookings / Tour / meeting

09 **Where do I manage membership or get help?**

My membership > Manage Membership for paid plans; Billing > Open Stripe Portal for invoices. Missing benefits? Contact Support with your account email.

My membership / Billing / Support

01 / QUICK REFERENCE

YOUR MEMBERSHIP.

Plans, benefits, booking and managing your account.

01

What is included?

50% off Studio A, Studio B and Full Studio rentals; free coworking with a booked day pass; admission to Department programming; select partner events; Creative Index opt-in and partner perks. Studio rental is paid separately. RSVP for each event.

Studio A / Studio B / Full Studio / Coworking / Events / My Creative Index / Membership plans

02

What does membership cost?

$30/month with a three-month minimum commitment ($90 minimum), or $300/year. The annual plan saves $60 compared with 12 monthly payments. Studio rentals and extras are paid separately.

Membership plans

03

How do I join and use my benefits?

Choose a plan on Membership plans and complete the signup/payment steps. Sign in with the same account, then check My membership. Reserve a studio or register for an event while signed in so eligible benefits apply.

Membership plans / Sign in / My membership / Compare spaces / Events

04

Where do I manage my plan?

Open My membership to check status and renewal details or choose Manage Membership. Open Billing for invoices and payment methods. If you have promotional or complimentary access, its specific dates and terms appear in your account.

My membership / Billing

05

How do I use coworking?

Coworking is free for members, but you must book a day pass. Sign in, open Coworking, select the date and reserve your arrival/departure between 9 a.m. and 6 p.m. Later stays are sometimes possible when management is present; confirm with management first. This does not reserve a studio.

Sign in / Coworking

06

Where are the Creative Index and partner perks?

Open My Creative Index to apply or manage your profile. Open Community Perks in your account for your membership card, available offers, remaining uses and partner instructions. Show-only offers: present the card. Punch offers: choose Redeem one use and confirm in front of staff. Follow any code, QR or link instructions shown; scanning a QR alone does not use a punch.

My Creative Index / Creative Index / Community Perks

07

My benefits are missing. What do I do?

Check My membership first. If it is missing or unexpectedly inactive, email your account email and purchase date or reference. Do not buy a duplicate membership.

My membership / Email the team

01 / PUT IT TO WORK

JOIN. SIGN IN. BOOK.

Membership benefits work through your account.



MEMBERSHIP / PUBLIC PLAN CARDS

01 / Check your status

Choose and purchase a plan, then sign in with the same account. Open My membership to confirm that it is active.

02 / Use each benefit in its own booking flow

Reserve studios while signed in; book a free coworking day pass; RSVP for Department programming.

03 / Manage your plan

Use My membership for status and renewal details. Use Billing for invoices and payment methods. Check event-date eligibility before assuming a discount.

My membership | **Coworking** | **Events** | **My Creative Index**

01 / COMMUNITY PARTNERS

USE YOUR PERK WALLET.

Your membership card, current offers and remaining uses in one place.

1 / Open Community Perks

Sign in, open your account dashboard and choose Community Perks. Check your membership card and the offers currently available to your plan. Offers may have dates, locations and limits.

2 / Read the partner instructions

For show-only offers, present the card to the partner. Use a promo code, QR code or website link only as directed on that offer. Scanning a QR code does not automatically use a punch.

3 / Redeem in front of staff

For a punch offer, choose Redeem one use. Review the confirmation, then Confirm redemption while staff are present. Opening the offer or cancelling the confirmation does not spend a use.

4 / Show the receipt and check remaining uses

Show the success screen promptly; it closes after one minute. Your remaining uses update in the wallet. Follow the stated offer reset or expiry. If there are no current offers, check back in the wallet.

Need a correction?

If you accidentally confirm a redemption, contact the Department. The team will review the redemption and follow up.

Community Perks | My membership | Email the team

02 / BOOKING FIELD GUIDE

BOOK THE RIGHT SPACE.

Choose your room, follow the booking screens, and know when your reservation is confirmed.

A — STUDIO A

CYC SHOOTS / PHOTOS / MUSIC VIDEOS

Choose it for a white-cyc production or a larger shooting setup. Approximately 48 x 48 ft (about 2,300 sq ft), estimated.

$180/hr starting | Members $90/hr

B — STUDIO B

INTERVIEWS / SMALL SHOOTS / PREP

Choose it for a smaller setup, production office, wardrobe or a separate hair-and-makeup room.

$80/hr starting | Members $40/hr

A+B — FULL STUDIO

SHOOT + A SEPARATE PREP ROOM

Choose it when you need both Studio A and Studio B reserved together. Example: film on the cyc while talent preps in B.

$250/hr starting | Members $125/hr

STARTING RATES BEFORE EXTRAS / CLICK A ROOM TO BOOK

02 / SPACE SELECTOR

OTHER WAYS IN.

Choose by what you need to do, not just by the lowest rate.

PODCAST

You want to record a podcast.

Choose a package for room rental, assisted recording or production support. Check exactly what the package includes.

Open Podcast packages

COMMONS

Your shoot can be flexible.

Paid shared standby studio time. Privacy is not guaranteed; dedicated studio bookings take priority. Choose A/B/Full if timing and privacy are essential.

Open Commons

CO-CREATE

You need a place to work.

Free member coworking with a booked day pass, 9 a.m.-6 p.m. This reserves workspace access, not a studio.

Open Coworking

THE ANNEX

You need the separate warehouse.

For screenings, installations, launches and larger productions. Share the plan and layout for an event; the team must confirm suitability.

Open The Annex

EVENT REQUEST

You want to host a show or gathering.

Submit the actual date, hours, total headcount and requirements. Hosting is separate from attending member programming.

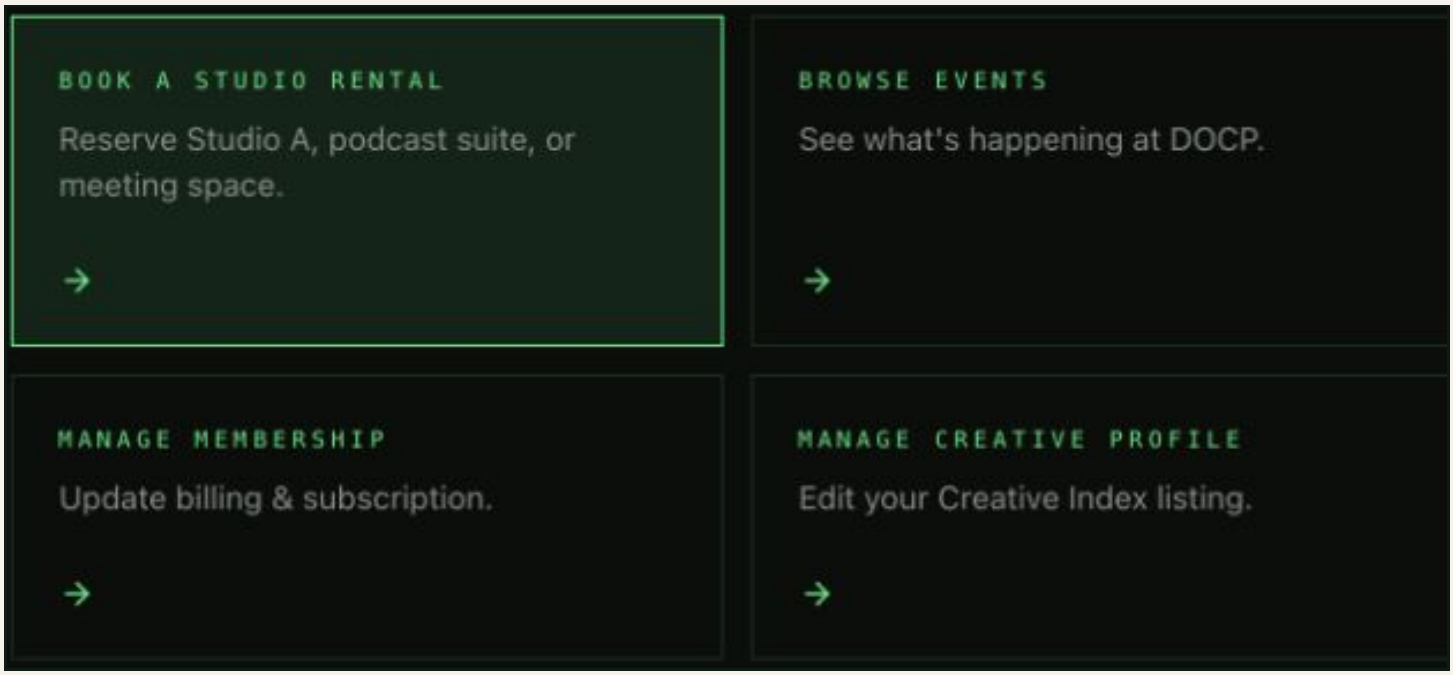
Open Event request

Compare spaces **Tour / meeting**

STEP 01 / BEFORE YOU BOOK

START WITH YOUR ACCOUNT.

Sign in first so the site can apply your eligible benefits.



ACCOUNT PORTAL / BOOK A STUDIO RENTAL AND MANAGE MEMBERSHIP

1 / Sign in

Open Sign in and use the email attached to your account and membership. If you are already signed in, the account portal may open automatically.

2 / Check membership

Open My membership. If the expected membership is missing, contact the team before buying another one.

3 / Prepare your booking

Have your date, arrival/departure, total crew and talent, production description, gear needs and parking needs ready.

Sign in | My membership | Compare spaces | Email the team

STEP 02 / RESOURCE + DATE

CHOOSE THE ROOM AND DAY.

Example: Studio A. Use the room-specific links on pages 1-2.



01 / RESOURCE



02 / AVAILABILITY

1 / Confirm the selected room

The highlighted resource is the room you are booking. Full Studio reserves A and B together; Studio A alone does not reserve B.

2 / Select an available date

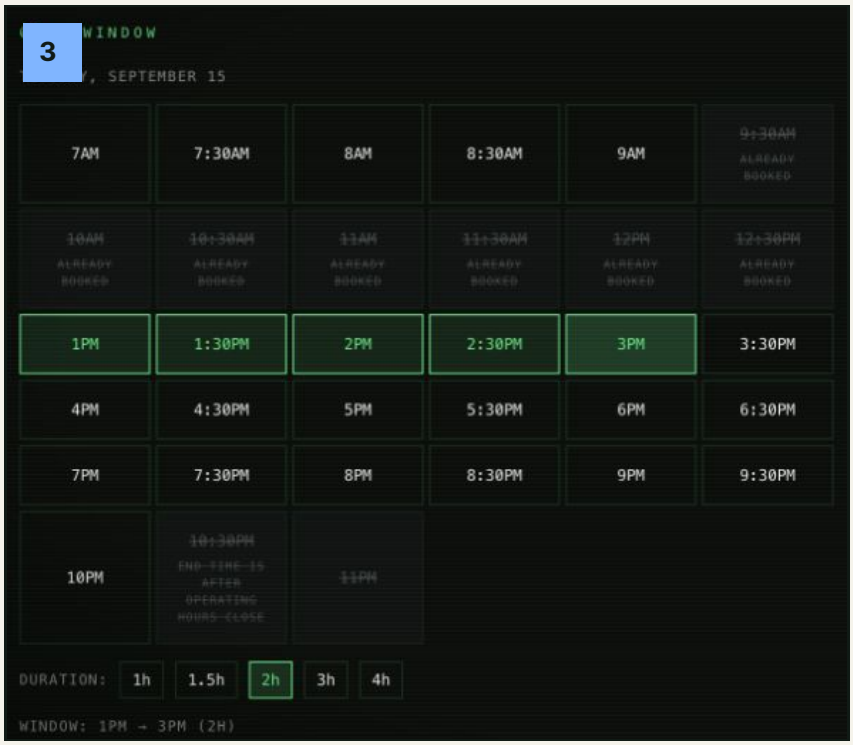
Wait for availability to load. Use the month arrows, then click the date. The example calendar is illustrative; check live availability for your own date.

Studio A | Studio B | Full Studio | The Annex

STEP 03 / START + DURATION

RESERVE THE WHOLE WINDOW.

Include load-in, lighting, setup, the shoot, cleanup and load-out.



EXAMPLE / 1 P.M.-3 P.M. / 2 HOURS

Pick a start

Click an available start time. Grayed-out periods cannot be selected.

Pick a duration

Choose a duration button or an available end time. Check the resulting window.

Check the total time

The screenshot shows a two-hour reservation, not two hours of shooting plus free setup.

PLANNING EXAMPLE / SIX-HOUR RESERVATION

SETUP / 1H	SHOOT / 4H	PACK / 1H

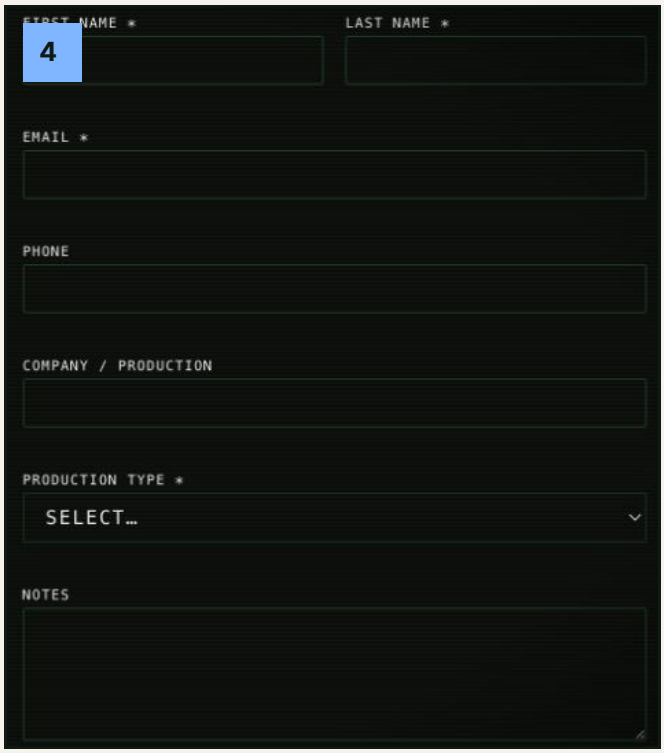
Use My bookings > Modify reservation to add available time and pay the balance. During an active session, keep the start and time already used; extend the end or add spaces for the remaining session.

My bookings **Email the team**

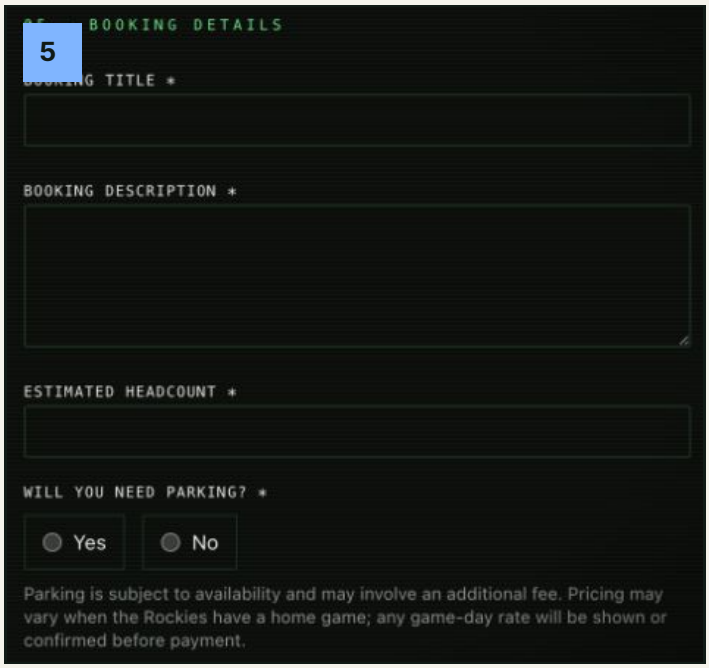
STEP 04 / CONTACT + PRODUCTION

TELL US WHAT IS HAPPENING.

Complete every required field marked with an asterisk.



04 / CONTACT



05 / BOOKING DETAILS

Contact

Use the booking contact name and email. Add a phone number, company/production name and the appropriate production type.

Production details

Give the booking a clear title. Describe the shoot, count everyone on site, and answer the parking question. Include special requests in notes.

Gear and extras

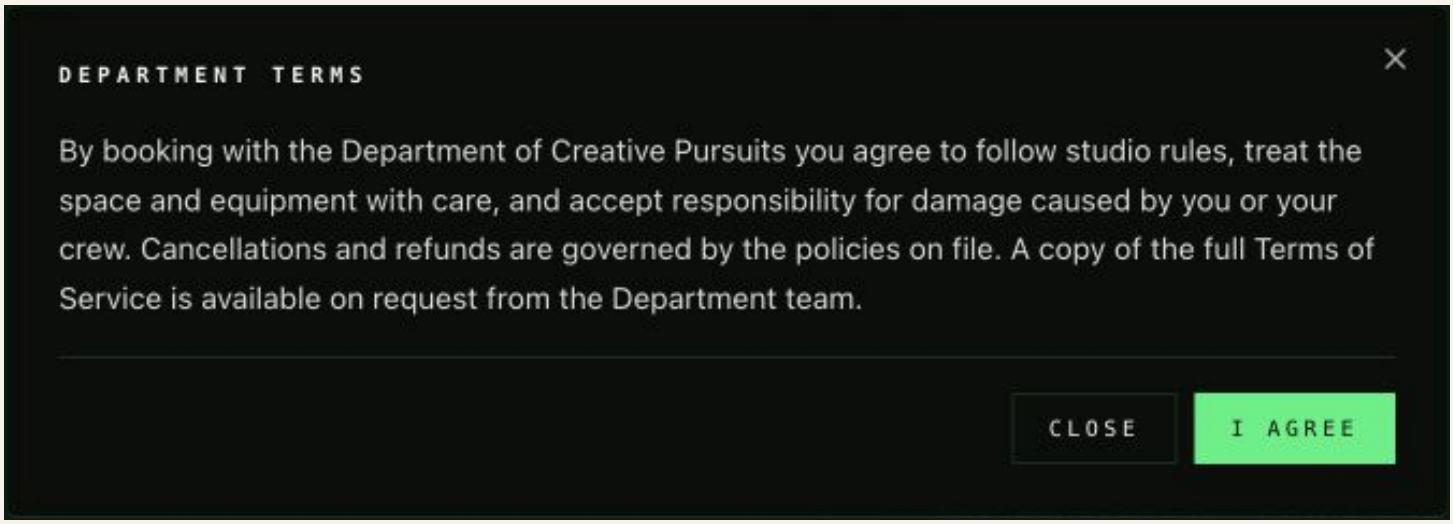
Select available add-ons when offered. If an item or crew service is not listed, ask for availability and price before booking. Member basics do not make all gear free.

Email the team | Podcast packages

STEP 05 / REVIEW + CHECKOUT

CHECK IT. THEN CONFIRM.

Read your actual price and agreement before committing.



RENTAL TERMS DIALOG / READ BEFORE ACCEPTING

1 / Review the price

Confirm the room, date, duration, member discount, extras and total after pricing finishes loading. Standard membership is 50% off A/B/Full rental, not a free room.

2 / Read the agreement

Open DOCP studio rental terms. If only a short summary is shown, request the full cancellation/refund rules and applicable agreement from the team before accepting.

3 / Complete the booking flow

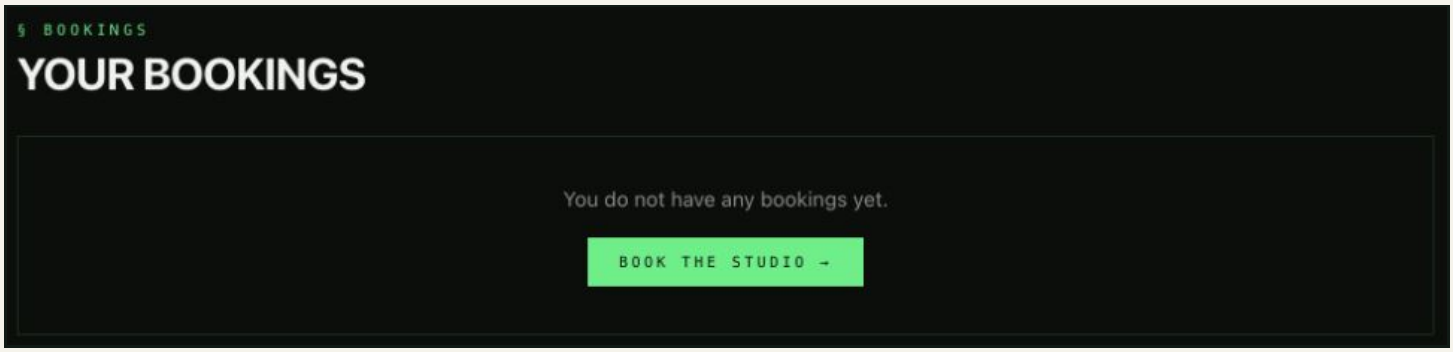
When you agree, accept the required terms and use Book. Complete the payment and/or signing steps the site presents. Follow through until you receive confirmation.

Email the team **My bookings**

STEP 06 / CONFIRMATION + ARRIVAL

KNOW YOU ARE BOOKED.

A selected time, unfinished checkout or request is not a confirmed reservation.



MY BOOKINGS / EXAMPLE EMPTY STATE, NOT A CONFIRMATION

1 / Find the reservation

Open My bookings using the same account. Check your confirmation email and verify the correct room, date and times. If nothing appears after completing the flow, contact the team.

2 / Find arrival instructions

Open the access link from My bookings. The 30-minute courtesy buffer before and after is not booked studio, setup or cleanup time. Respect other bookings. Contact us if your access link fails.

3 / Need to change something?

Open Modify reservation in My bookings. Choose the new date, space windows or extras; review the total and pay any balance. Shortening does not automatically refund. See the next page for the full process.

Events and holds follow their own status

An event request still needs review. If a hold option is offered, read its expiry and conversion instructions; a hold is not a completed paid booking.

My bookings | Support | Email the team

STEP 07 / MANAGE YOUR RESERVATION

CHANGE IT YOURSELF.

Review availability and any balance before confirming a new plan.

1 / Open your booking

Sign in to the booking account. Open My bookings, find the reservation and choose Modify reservation. Use Cancel if you no longer need it. Event, Full Building and Full Campus requests follow staff review.

2 / Set each space window

Choose the new date and main booking hours. Add other spaces with the hours you need inside that window. Studio A and B can have different times. Choose any available gear or parking additions and quantities.

3 / Review availability and price

The site checks every space for conflicts. Overlapping A/B hours use Full Studio pricing. Amounts already paid reduce your balance. The original booking remains in place while a price increase awaits payment.

4 / Pay and check confirmation

Pay any balance before the change is confirmed. A shorter booking does not trigger an automatic refund. The saved schedule updates the portal, calendar and door access; you and the team receive confirmation.

Example / paid A booking changes to A + B

Original: 4 hours Studio A, $720 paid. New: 6 hours A, with B for 4 of those hours. Price: 4 hours Full Studio x $250 + 2 hours A x $180 = $1,360. Less $720 paid = $640 due. Illustrative public hourly rates, before other extras.

My bookings | Studio resources | Email the team

03 / QUICK REFERENCE

SHOOT HERE.

Choose the space first; add the equipment and people you need.

01

Can I shoot photos, interviews or a music video?

Yes. Studio A is approximately 48 x 48 feet (2,300 sq ft), estimated from the floor plan, not a surveyed measurement or cyc dimensions. Studio B suits smaller shoots or interviews. Book Full Studio when you need both rooms. Reserve all setup, shooting and cleanup time.

Studio A / Studio B / Full Studio

02

Can I bring my own camera and crew?

Yes. Bring your own gear and crew. A space booking does not include equipment or crew unless expressly included or added on. Book the space, then send any sourcing needs; we may help, but availability is not guaranteed. If your booking depends on gear or crew, contact us before booking to discuss availability and a possible hold.

Compare spaces / Email the team

03

Which lights or other gear are included?

Member-use basics include C-stands, lights already on the grid, apple boxes, stools and backdrops. Other lights and gear are not automatically free. Inventory and discounted gear-rental packages change; ask for the current list, quantities and member package price for your date.

Studio A / Studio B / Full Studio / Email the team

04

Can I request special backdrops or setups?

Tell the team what you need before booking. Green-screen fabric is available on request; painting the cyc green carries a fee. Confirm setup costs, coverage and any special rigging, power or effects in advance.

Studio A / Email the team

05

Does room rental include a camera operator or makeup artist?

No. Crew and production services are separate unless explicitly included in your selected package. After booking, send your needs and we can try to help source them. If equipment or crew is essential to proceeding, contact us before booking; sourcing and holds are not guaranteed.

Email the team / Podcast packages

06

What do I send for a custom quote?

Send your date and alternatives; arrival/departure; total people; concept/reference; room and backdrop; gear you bring; gear you need; crew/support needed; and budget. Describe movement, set builds and special effects that could affect the setup.

Email the team / Tour / meeting

07

Where do I check the booking rules?

Review the rental agreement, cancellation policy and house rules in checkout before accepting. Find an existing booking and its agreement in My bookings. Describe haze, liquids, rigging, set builds or other special effects to the team before booking.

Studio A / My bookings / Contact

03 / PRODUCTION PLANNING

BUILD YOUR SHOOT.

Start with the room. Confirm equipment and crew separately.



STUDIO A / ORIGINAL MEDIA LIBRARY PHOTOGRAPH

White cyc, green fabric or a painted cyc?

Book Studio A for the white cyc. Request green-screen fabric. A green-painted cyc needs a separate quote.

Included basics are not an unlimited gear package

Members can use C-stands, grid lights, apple boxes, stools and backdrops. Confirm quantities and current rental prices for other gear.

Send one complete brief

Date, hours including setup, people, references, room, gear you bring, gear you need, crew support and budget.

Studio A | Full Studio | Email the team

04 / QUICK REFERENCE

HOST SOMETHING.

A direct request form, an estimate and a clear review process.

01

Can I hold a show, screening, workshop or party?

Yes - submit the Event request form. Choose Main Building and your date, add the event details, and click “Submit Request.” Events require team approval. Submission is a request, not a final reservation. Our team will review it and follow up.

Event request

02

What should I put in the form?

Enter your event name, description, estimated attendance and start/end times. Include setup and teardown needs, ticketed/free and public/private format, budget, equipment, staffing, food, alcohol, vendors and amplified sound.

Event request

03

How do I get the price?

Enter the event times and headcount in the form to see “Estimated event cost.” Sign in for an eligible member estimate. Submission does not charge you. Final pricing confirms the spaces, setup/teardown and services after review.

Sign in / Event request

04

Is hosting free for members?

No. Membership covers attending Department programming; hosting your own event is a separate booking. The event form lists 20% off for eligible members with 30 or fewer attendees, or 15% with 31 or more. This is different from the 50% studio-rental discount.

Membership plans / Events / Event request

05

When should I submit my event request?

Submit once you know your proposed date, hours, headcount and concept. Include alternatives if you can. Do not advertise the venue as confirmed until the team approves the booking. Any member discount depends on eligibility for the event date.

Event request / My membership

06

Which space should I request?

For a Main Building event, use Event request. For The Annex, follow the Annex availability link beside the request scope, or email the team with your event plan. Include seated/standing layout and total headcount so the team can confirm capacity.

Compare spaces / The Annex / Event request / Email the team

07

Who handles collaborations, and how do I attend events?

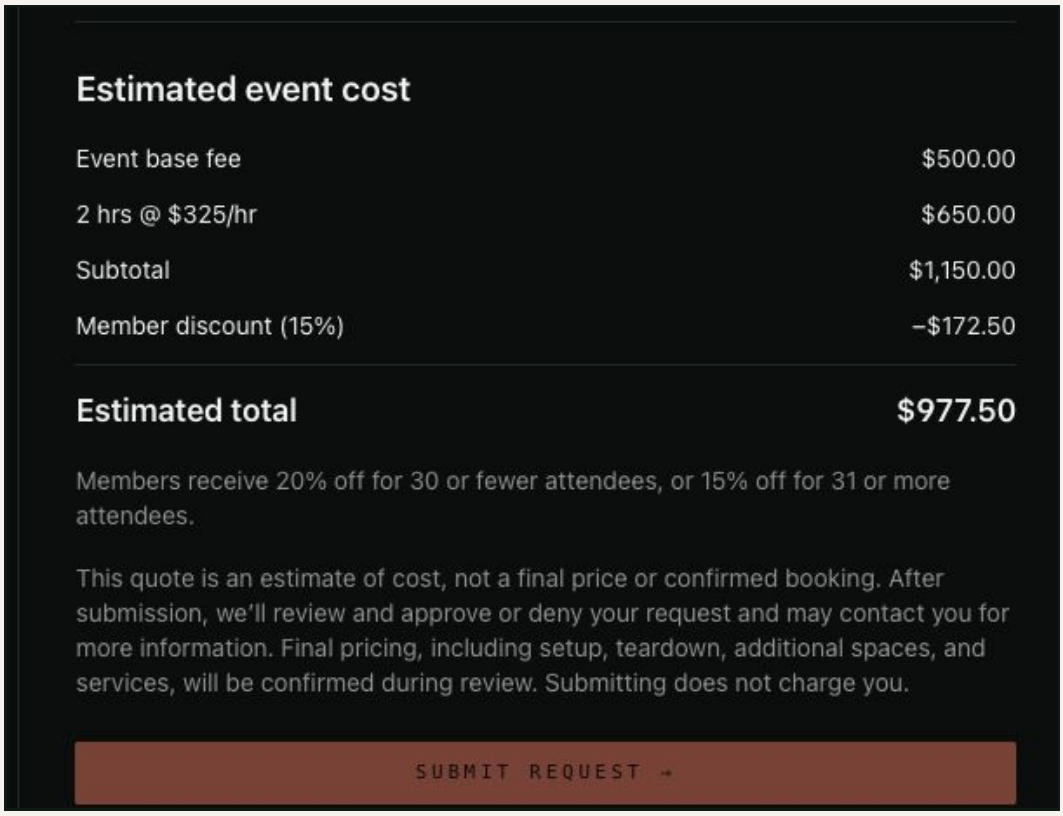
Email create@docp.studio with your idea, what you will contribute and the support you need. To attend existing programming, open Events, select the event and complete its RSVP/ticket registration while signed in.

Email the team / Events / Sign in

04 / EVENT REQUESTS

GET AN ESTIMATE.

The team will review your request and follow up.



EXAMPLE / 2 HOURS / 15% MEMBER DISCOUNT / NOT A FINAL QUOTE

Enter the real total headcount

Include guests, organizers, performers and crew. Eligible members receive 20% off at 30 people or fewer, or 15% at 31 or more.

Request first. Confirmation follows review.

The estimate is not the final price. Submission does not charge you. Include setup, teardown, food, alcohol, sound and layout needs.

Event request | The Annex | Email the team

05 / QUICK REFERENCE

ARRIVE READY.

Find your reservation, membership dates and support in one click.

01

When can I come in?

Your access link works 30 minutes before and after your booking as a courtesy, not reserved studio, setup or load-out time. Respect other bookings: get settled, use the bathroom or wait in co-create. Early familiarization or load-in is only possible when the space is empty and no earlier booking is using it. Book enough time for all required setup and cleanup. Coworking is 9 a.m.-6 p.m. with a booked day pass; later stays require management confirmation and presence.

Coworking / My bookings

02

Where is the space?

Main Department: 2150 Market Street, Denver. The Annex: 2151 Larimer, a separate warehouse. Confirm which one you booked in My bookings; use the room link to avoid mixing up the locations.

My bookings / Studio A / The Annex

03

How do I arrange parking?

For a day pass, choose the dated back-lot parking add-on if offered; its price is shown per selected day. For a studio or event, complete the parking question and confirm availability/cost. Street parking is subject to posted restrictions. A space booking does not guarantee a VIP spot.

Coworking / Studio A / Event request / Email the team

04

Where are my access instructions?

Open My bookings and your booking confirmation/follow-up emails. Check spam using the email you booked with. If instructions are absent or fail, contact Support or email the team with your booking name, date, room and account email before arrival.

My bookings / Support / Email the team

05

How do I cancel a paid membership?

Open My membership and choose “Manage Membership.” Follow the subscription portal steps and verify the end date and auto-renew status afterward. Standard monthly plans have a three-month minimum. If the button is missing or cancellation is unavailable, email the team.

My membership / Membership plans / Email the team

06

Where are invoices and payment methods?

Open Billing and click “Open Stripe Portal” to manage membership payment methods, invoices and subscription details. For a studio/event receipt, use the booking reference from My bookings and email the team if you cannot find the receipt in your confirmation emails.

Billing / My bookings / Email the team

07

How do I change or cancel a studio booking?

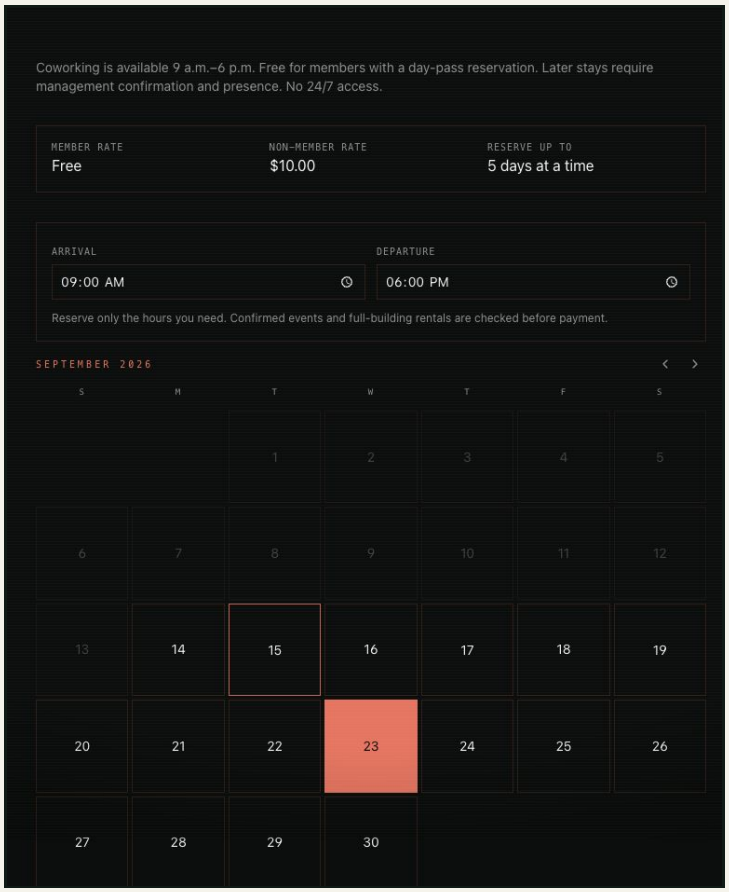
Open My bookings and choose Modify reservation. Change the date, hours, spaces or available add-ons, or cancel. Each space can have its own hours within the main window. The site checks conflicts and applies Full Studio pricing when A and B overlap. Amounts already paid are credited; pay any additional balance before the change is confirmed. Shortening does not trigger an automatic refund. Check the updated confirmation before relying on new times.

My bookings

05 / COWORKING

BOOK YOUR DAY.

Free member coworking / 9 a.m.-6 p.m. / reservation required.



DAY PASS / EXAMPLE CALENDAR

01 / Reserve

Sign in and select your visit date and arrival/departure times.

02 / Check extras

Parking is separate and subject to availability. Review any add-on price.

03 / Find access

Check your confirmation and account for arrival instructions. Contact the team if missing.

Staying later?

Later stays require management confirmation and presence. A day pass does not reserve a private studio.

Coworking | My bookings | Support