



FILM DEPARTMENT EQUIPMENT

POLICIES AND PROCEDURES

2015 /2016

FILM / VIDEO AND ANIMATION

Department Information

Chairman, Reeves Lehmann
 Director of Operations, Salvatore Petrosino

SVA Film / Video and Animation Department Chair's Office
 212.592.2180
 209 E. 23rd St. / Room 500
 New York , NY 10010

Film /Video Production Office
 209 E. 23rd St. / 4th Floor
 Phone: 212.592.2190

Hours:

Mon. - Thurs. 8:00 AM - 10:00 PM
 Friday 8:00 AM - 7:00 PM
 Saturday 10:00 AM - 5:00 PM
 Sunday CLOSED

Department Contact Information

Name	Title	Phone	E-Mail	
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Jason Gambrell	Digital Tech. Manager	212.592.2185	kgambrell@sva.edu	4th Fl.
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FILM / VIDEO AND ANIMATION EQUIPMENT & FACILITY ACCESS: FIRST YEAR

First Year Equipment

CAMERA

- * Panasonic AG-AF100 Digital Video Camera Package**
- * Canon 7D DSLR Camera Package**
- * Arri S 16mm Camera Package*/Habby Cam Shoulder Brace
- * Arri SRI Camera Package (Second Semester, Limited basis)

SOUND

- First Year Kit* contains:
- * A Sennheiser ME-66 Shotgun Microphone
 - * 2 20' XLR Cables, and 1 Breakaway Cable
 - * A pair of Headphones, and a Boom pole
 - * A Sound Devices Mix Pre Compact Field Mixer
 - * (optional) A Roland R-26 Digital Field Recorder
 - * (optional) A Sennheiser Wireless Microphone Kit

LIGHTING

- * Lowel (500W) Omni Kit**
- * Arri Open Face (1000W/650W), and Arri Fresnel (750W/650W) Light Kits**
- * Matthews C-Vival Road Rags Grip Kit**, and BOA Sandbags, Wheelchair (as dolly)

**For additional information regarding equipment, please see the attached First year equipment form.

Checking Out Equipment

First year students have a choice of two checkout periods:

PICKUP: Tuesday between 9:00 AM - 6:00 PM

RETURN: Thursday by 1:00 PM

or

PICKUP: Friday between 9:00 AM - 6:00 PM

RETURN: Monday by 1:00 PM



First Year

Equipment Request Form 2015-2016

Name _____
 SVA ID# _____
 Phone _____
 Email _____
 Instructor _____

Check Out Date _____

Return Date _____

- All equipment is due back by 12PM.
- Accessories, including lenses, CAN NOT be checked out separately from the camera package or be substituted
- The check out and return dates need to match the dates on the Instructor's Booking Form

DIGITAL CAMERA

- PANASONIC AG-AF100 Camera Package
 w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger,
 Accessory Cables and Lumix/Nokton Lens Package
- 25mm/f1.4 42.5mm/f0.95 75mm/f1.8 12-35mm/f2.8
- CANON EOS 7D DSLR Camera Package
 w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger,
 Accessory Cables and Canon Lens Package
- 50mm/f1.4, 24-70mm/f2.8L zoom

SOUND PRODUCTION

- First Year Sound Package
 w/ Sennheiser ME-66 Shotgun mic (w/ Clip, Windscreen),
 Countryman Wired Lavalier Mic, Sound Device 302 Mixer
 (3-Channel Mixer), 2x XLR Audio Cables (20 ft), Eng Snake Cable,
 Sony MDR Professional Headset, Telescopic KT Boomplow
- ROLAND R-26 Field Recorder
 (Porta Case, Power Supply, SD Card, USB Cable)
- SENNHEISER Wireless Mic Kit (MAX 1)
- Slate

FILM CAMERA

- ARRI S 16mm Film Camera Package
 w/ 2x2 Matte Box, Crystal Motor, Batt Belt, Sekonic Deluxe Light Meter
- Choose (3) lenses:
- | | | |
|-------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> 8mm | <input type="checkbox"/> 12.5mm | <input type="checkbox"/> 25mm |
| <input type="checkbox"/> 9mm | <input type="checkbox"/> 16mm | <input type="checkbox"/> 50mm |
| <input type="checkbox"/> 10mm | <input type="checkbox"/> 17.5mm | <input type="checkbox"/> 75mm |
| <input type="checkbox"/> Zoom | | |
- Optional:
- Variable Speed Motor
 Arri S Film Magazine
 Sekonic Deluxe Lightmeter
- Choose (5) Arri S filters:
- | | | |
|--|--|-------------------------------|
| <input type="checkbox"/> 80A | <input type="checkbox"/> 85 ND9 | <input type="checkbox"/> ND3 |
| <input type="checkbox"/> 85 | <input type="checkbox"/> GREEN #11 | <input type="checkbox"/> ND6 |
| <input type="checkbox"/> 85 ND3 | <input type="checkbox"/> RED #25 | <input type="checkbox"/> ND9 |
| <input type="checkbox"/> 85 ND6 | <input type="checkbox"/> YELLOW | <input type="checkbox"/> FL-B |
| <input type="checkbox"/> POLARIZER | <input type="checkbox"/> LOW CON 2 | |
| <input type="checkbox"/> BLACK DIFFUSION 1 | <input type="checkbox"/> LOW CON 3 | |
| <input type="checkbox"/> BLACK DIFFUSION 2 | <input type="checkbox"/> DIFFUSION 1 | |
| <input type="checkbox"/> BLACK DIFFUSION 3 | <input type="checkbox"/> DIFFUSION 3 | |
| <input type="checkbox"/> BLACK DIFFUSION 4 | <input type="checkbox"/> DIFFUSION 5 | |
| <input type="checkbox"/> BLACK DIFFUSION 5 | <input type="checkbox"/> DAY FOR NIGHT | |

TRIPOD/SUPPORT

- BOGEN 501/502 Tripod
- 3-WHEEL Spreader (Upon Availability)
- Wheelchair (Upon Availability)
- HABBYPAM SD Camera Shoulder Brace
 (One grip -Upon Availability)

LIGHT KITS & GRIP - Choose 1

- LOWEL Omni Light Kit
 (3x 500w Open Faces, 3x Stands, 3x Barndoors, 3x Scrim
 3x Gel Holders, 1x Umbrella, 1x Tbone, 1x Clamp)
- ARRI 750w/650w Light Kit
 (2x 750w Open Faces, 1x 650w Fresnel, 3x Stands, 3x Barndoors
 3x Scrim)
- ARRI 1k/650w Light Kit
 (2x 1000w Open Faces, 1x 650w Fresnel, 3x Stands,
 3x Barndoors, 3x Scrim)
- ROAD RAG Kit
 (2x Collapsible C-Stands, Flags, Nets, Clamps)
- BOA Bags (MAX 3)

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Instructor's Signature _____ Date _____

FILM / VIDEO AND ANIMATION EQUIPMENT & FACILITY ACCESS: SECOND YEAR

Second Year Equipment

CAMERA

- * Canon C-100 Digital HD Camera w/ Lenses**
- * Arri SR I 16mm Film Camera Package**
- * Habby Cam Shoulder Mount Brace
- * Canon 5D DSLR Camera Package (Upon Availability)**

SOUND

- A Second Year Kit contains:
- * A Sennheiser 416 Shotgun Microphone, and Rycote softie
 - * A Sound Devices 302 Mixer
 - * 2 20' XLR Cables, and 1 Breakaway Cable
 - * A pair of Headphones, and a Boom pole
 - * (optional) A Sound Devices 702T Flash Recorder
 - * (optional) A Sennheiser Wireless Microphone Kit

LIGHTING AND GRIP

- * Arri Fresnel / Chimera Lighting Kit
- * Mole Richardson Tweenie Kit
- * Matthews C-Vival Road Rags Grip Kit
- * Wheelchairs, Skateboard Dolly and track
- * Mole Richardson lighting fixtures (Inkys, 1K Fresnels & 1K Soft lights only)***

**For additional information regarding equipment, please see the attached Second year equipment form.

Checking Out Equipment

PICKUP: Friday between 9:00 AM - 6:00 PM

RETURN: Tuesday by 3:00 PM

Name _____
 SVA ID# _____
 Phone _____
 Email _____
 Instructor _____

Check Out Date

Return Date

- All equipment is due back by 12PM.
- Accessories, including lenses, CAN NOT be checked out separately from the camera package or be substituted
- The check out and return dates need to match the dates on the Instructor's Booking Form

DIGITAL CAMERA

- Canon EOS C100 Cinema Camera Package
 w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger,
 Accessory Cables, Handle Unit, Rods and Follow Focus
 24mm/f1.5, 50mmf/1.5, 35mm/f1.5, 85mm/f1.5
- CANON EOS 5D Mark II DSLR Camera Package
 w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger,
 Accessory Cables and Canon Lens Package
 14mm f2.8 50mm/f1.2 24-105mm/f4 zoom

SOUND PRODUCTION

- Second Year Sound Package
 w/ Sennheiser MKH-416 Shotgun mic (w/ Clip, Windscreen),
 Rycote Softie, Sound Device 302 Mixer (3-Channel Mixer),
 2x XLR Audio Cables (20 ft), Eng Snake Cable,
 Sony MDR Professional Headset, Telescopic KT Boomplote
- SOUND DEVICES 702T Recorder
 (4x Batteries, Porta Case, Power Supply, Charger, 8GB CF Card)
 702T Accessory Cables
- SENNHEISER Wireless Mic Kit (MAX 2)
- Slate

FILM CAMERA

- ARRI SR1 16mm Film Camera Package
 w/4x4 Matte Box, 2x Mags, Lightweight Rods and Follow Focus,
 Pistol Grip, Extended Viewfinder, Variable Speed Control, 2x Batteries,
 Charger, Battery Belt, Changing Tent, Slate, Sekonic Delux Lightmeter
- Choose (3) lenses:
- 5.7mm 16mm (SS) 385mm
 9.5mm (SS) 25mm (SS) 9-50mm (SS)
 12mm 50mm* (SS) 10-100mm
 40/90mm Macro
- *Only Available in Standard Mount

TRIPOD/SUPPORT

- BOGEN 501/502 Tripod
- O'CONNOR 515 or 1030 Tripod (Arri SR1)
- SACHTLER 7+7 Tripod (Arri SR1)
- HABBYPAC SD Camera Shoulder Brace
 (Upon Availability)

GRIP & ELECTRIC

- AC Extensions (MAX 3) Spring Clamp
- 4-WAY Hubbell Quad Box (MAX 1) Mafer Clamp (MAX 2)
- C-Stand (MAX 2) (Gobo Arm with 2x Heads) Cardellini Clamp (MAX 2)
- Lightweight Stand Gator Grips
- Sand Bag 15 Lbs. (MAX 3) Pigeon
- BOA Sand Bag 10 Lbs. Long Valley Skate Dolly (10x Straight & 4x Curved Tracks)

LIGHTS

- Tweenie Light Kit (3x Fresnels, 15x Scrim, 3x Stands, 3x Barndoors)
- Arri Chimera Light Kit (1x 650w Fresnel, 1x 300w Fresnel, 1x 1K Open Face w/Chimera)
- 200W Inky (Barndoor, Scrim Set)
- 750W Baby Soft Light (Egg Crate)
- 1K Baby Fresnel Light (Barndoor, Scrim Set)

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Instructor's Signature _____ Date _____

FILM / VIDEO AND ANIMATION EQUIPMENT & FACILITY ACCESS: THIRD YEAR

Third Year Equipment

CAMERA

- * Sony NEX-FS700 HD Digital Video Camera Package w/ Zeiss Distagon lens kit**
- * Sony NEX-FS100 HD Digital Video Camera Package w/ Zeiss Distagon lens kit**
- * Sony PMW-F3K Super 35mm HD Video Camera Package w/ Sony lens kit**
- * Arri SR II Super 16mm Camera Package w/ Zeiss PL Mount Lenses**

SOUND

- * Sound Devices 702T Flash Recorder
- * Sound Devices 442 Mixer (limited basis)
- * Sennheiser Wireless Microphone Kit
- * Lectrosonics Wireless Microphones 400 Series (Limited Basis)
- * Sennheiser 416 Shotgun Microphone, and (optional) Zeppelin
- * Sound Devices 302 Mixer

LIGHTING AND GRIP

- * Desisti 1200K HMI
- * Mole Richardson lighting fixtures***
- * Lowel Custom and Lowel Chimera DP Kits
- * 1 and 2K Dimmers
- * Lowel Sunguns
- * Glidecam 4000 (Approval Required)***
- * Kino Flo Single Diva Kit
- * Matthews wooden cucoloris / 18"x24" and Flag/Net Kits
- * Matthews Doorway Dolly**
- * Jib Arm**/ Assorted Gripware

**For additional information regarding equipment, please see the attached Third year equipment form.

(***Thesis priority ends on February 1st, 2016).

Checking Out Equipment

PICKUP
Friday by appointment

RETURN
Wednesday by appointment

Name _____
 SVA ID# _____
 Phone _____
 Email _____
 Instructor _____

Check Out Date

Return Date

- All equipment is due back by 12PM.
- Accessories, including lenses, CAN NOT be checked out separately from the camera package or be substituted
- The check out and return dates need to match the dates on the Instructor's Booking Form

DIGITAL CAMERA

- SONY PMW-F3 Super 35mm Camera Package
w/ 2x 16GB SxS Card, SxS Card Reader, 2x Batts, Batt Charger, AC Adapter, Accessory Cables, 4x4 Mattebox, Rods and Follow Focus and SONY PL Lens Package
35mm/f12 50mm/f2 85mm/f2
- SONY NEX-FS700 Super 35mm Camera Package
w/ 32GB SD Card, SD Card Reader, 2x Batts, Batt Charger, AC Adapter, Accessory Cables, 4x4 Mattebox, Rods and Follow Focus and Zeiss Distagon ZF Lens Package
25mm/f12.8 35mm/f2 50mm/f1.4 85mm/f1.4
- SONY E-Mount 18-200mm f/3.5-6.3
- SONY NEX-FS100 Super 35mm Camera Package
w/ 32GB SD Card, SD Card Reader, 2x Batts, Batt Charger, AC Adapter, Accessory Cables, 4x4 Mattebox, Rods and Follow Focus and Zeiss Distagon ZF Lens Package
25mm/f12.8 35mm/f2 50mm/f1.4 85mm/f1.4
- SONY E-Mount 18-200mm f/3.5-6.3
- GOPRO HD HERO 2 Camera Package
w/ 32GB SD Card, SD Card Reader, 2x Batts, Batt Charger, Waterproof Housing, Suction Cup Mount

FILM CAMERA

- ARRI SR2 Super 16mm Film Camera Package
w/4x4 Matte Box, 3x Mags, Lightweight Rods, Arri Studio Rods, Follow Focus, Whip & Crank, Pistol Grip, Extended Viewfinder, Variable Speed Control, 3x Batteries, Charger, Battery Belt, Changing Tent, Slate, Video Tap, Onboard Monitor and Zeiss Lens Package
9.5mm (SS), 16mm (SS), 25mm (SS), 50mm (SS)
12-120mm Zoom

CAMERA ACCESSORIES

- SEKONIC Deluxe Lightmeter
- CHROSZIEL Whip
- PENTAX Digital Spot Meter
- LITEPANELS LP50 (On-board LED light)
- MARSHALL LCD Monitor

SOUND PRODUCTION

- Third Year Sound Package
w/ Sennheiser MKH-416 Shotgun mic (w/ Clip, Windscreen), Rycote Softie, Sound Device 302 Mixer (3-Channel Mixer), 2x XLR Audio Cables (20 ft), ENG Snake Cable, Sony MDR Professional Headset, Telescopic KT Boompole
- SOUND DEVICES 702T Recorder
(4x Batteries, Porta Case, Power Supply, Charger, 8GB CF Card)
 702T Accessory Cables
- SOUND DEVICES 442 4-Channels Mixer
(Upon Availability and instead of default 302 3-Channel Mixer)
- SENNHEISER Wireless Mic Kit (MAX 2)
- LECTROSONICS Wireless Mic Kit
(Includes 2x Lectro Wireless Set Ups)
- ROLLS Headphone Amp
- RYCOTE Zeppelin Windjammer kit
- Duplex Cable
w/ Mini adaptor
- XLR-XLR Shortie Cable (3 ft)
- Sound Blanket

TRIPOD/SUPPORT

- BOGEN 504 Tripod (FS700, FS100, EX1)
- O'CONNOR 515 or 1030 Tripod (Arri SR2)
- SACHTLER 7+7 or 18P Tripod (Arri SR2)
- Hi Hat (Not compatible with Bogen Tripod Heads)

CAMERA MOBILITY

- LONG VALLEY Skate Dolly
(10x Straight & 4x Curved Tracks)
- MATTHEWS Doorway Dolly
- MATTHEWS Straight Track w/Hot Buttons (MAX 3)
- MATTHEWS Curved Tracks w/Hot Buttons (MAX 2)
- LONG VALLEY SEVEN Jib w/Weights and Stand
- GLIDECAM Pro 4000 Camera Stabilizer
- GENUS Shoulder Mount

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Instructor's Signature _____ Date _____

Third Year Lighting & Grip

Equipment Request Form 2015-2016

Name _____
 SVA ID# _____
 Phone _____
 Email _____
 Instructor _____

Check Out Date

Return Date

- All equipment is due back by 12PM.
- Accessories, including lenses, CAN NOT be checked out separately from the camera package or be substituted
- The check out and return dates need to match the dates on the Instructor's Booking Form

	LIGHTING FIXTURES	LIGHTING KITS
FRESNEL	<input type="checkbox"/> 200w INKY (Barndoor, Lockdown, Scrim Set) <input type="checkbox"/> 1K BABY (Barndoor, Lockdown, Scrim Set) <input type="checkbox"/> 2K BABY JUNIOR (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> TWEENIE MOLE (3x 650W Fresnels) <input type="checkbox"/> CUSTOM Kit (2x 200W,650W Fresnel, 1K Open w/ Chimera) <input type="checkbox"/> KINOFLO Dual Diva Kit (2x 2 Ft, 2x Banks) <input type="checkbox"/> CHIMERA Kit (2x 1K Open w/ Rings & Rods)
OPEN FACE	<input type="checkbox"/> 650w TEENIE (Barndoor, Lockdown, Scrim Set, Ring) <input type="checkbox"/> 1K MICKEY (Barndoor, Lockdown, Scrim Set, Ring) <input type="checkbox"/> 1K BROAD "NOOK" (Barndoor, Lockdown, Scrim Set) <input type="checkbox"/> 1K MOLEPAR (Barndoor, Lockdown, Scrim Set) <input type="checkbox"/> 2K MIGHTY (Barndoor, Lockdown, Scrim Set, Ring) <input type="checkbox"/> 2K IANERO (Barndoor, Lockdown, Scrim Set) <input type="checkbox"/> 6K BARGER BAGLIGHT (3x Grid Cloths & Fabric Gri, Chimera)	ELECTRICAL DISTRIBUTION <input type="checkbox"/> AC Extensions (MAX 10) <input type="checkbox"/> 4-WAY Hubbell Quad Box (MAX 4) <input type="checkbox"/> 1.2K Rheostat Dimmer <input type="checkbox"/> 2K Rheostat Dimmer
SOFT	<input type="checkbox"/> 750w BABY (Egg Crate, Lockdown) <input type="checkbox"/> 2K ZIP LIGHT (Egg Crate, Lockdown) <input type="checkbox"/> DESISTI 1.2K HMI (Ballast, Head Cable, Door) <input type="checkbox"/> DESISTI 2.5K HMI (Studio only) (Ballast, Head Cable, Door)	LIGHTING ACCESSORIES <input type="checkbox"/> Small Flag/Net Kit (18"x24" Flag, Single Net, Double Net, Silk) <input checked="" type="checkbox"/> Large Flag/Net Kit (24"x36" Flag, Single, Double, Silk, Empty Frame) <input type="checkbox"/> 4'x4' Hard Reflector (w/ Frame) <input type="checkbox"/> MATTHEWS Cuculoris "Cookie" <input type="checkbox"/> 6'x6' BUTTERFLY Frame with: <input type="checkbox"/> Solid <input type="checkbox"/> Silk <input type="checkbox"/> Single & Double Nets <input type="checkbox"/> CHIMERA 2k Fresnel <input type="checkbox"/> PHOTOFLEX Reflector 32" <input type="checkbox"/> PHOTOFLEX Reflector 42" <input type="checkbox"/> PHOTOFLEX Reflector 52" <input type="checkbox"/> FLEXDROP Green Screen 5'x7' (w/ Frame) <input type="checkbox"/> IMPACT Green Screen 10'x12'
SUNGUN	<input type="checkbox"/> DIGI MOLE 200w HMI (Battery Belt, Chimera) <input type="checkbox"/> 250w Open Face (Battery Belt) <input type="checkbox"/> 200w LOWELL (Battery Belt)	STANDS <input type="checkbox"/> C-Stands (MAX 6) (Gobo Arm w/ 2x Heads) <input type="checkbox"/> Short C-Stands (MAX 2) (20' Short Arm w/ 2x Heads) <input type="checkbox"/> Short Arm (w/ 2x Heads) <input type="checkbox"/> Lightweight Stand <input type="checkbox"/> Polecat 8'- 16' (99"-187") <input type="checkbox"/> Polecat 4'- 8' (48"- 96") <input type="checkbox"/> Baby Roller <input type="checkbox"/> Beefy Baby Stand <input type="checkbox"/> Combi Stand <input type="checkbox"/> Hi Boy <input type="checkbox"/> Low Boy
SNOOTS	<input type="checkbox"/> INKY <input type="checkbox"/> 1K <input type="checkbox"/> 2K	HARDWARE & CLAMPS <input type="checkbox"/> Sand Bag 15 Lbs. (MAX 10) <input type="checkbox"/> BOA Sand Bag 10 Lbs. <input type="checkbox"/> Apple Box Set <input type="checkbox"/> Safety Chains <input type="checkbox"/> Pigeons <input type="checkbox"/> Wall Plate 3" <input type="checkbox"/> 750 OFFSET arm <input type="checkbox"/> MATTHEWS K-S Stacker <input type="checkbox"/> C-Clamps 6" <input type="checkbox"/> Studded C-Clamps 6" <input type="checkbox"/> C-Clamps 12" <input type="checkbox"/> SPRING Clamps <input type="checkbox"/> GATOR Grips <input type="checkbox"/> MAFER Clamps (MAX 4) <input type="checkbox"/> CARDELLINI Clamps 3" (MAX 4) <input type="checkbox"/> QUACKER Clamps (MAX 2) <input type="checkbox"/> SWIVEL Grip Head <input type="checkbox"/> LOLLIPOP Head (w/2k Stud) <input type="checkbox"/> Poly Holder

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Instructor's Signature _____ Date _____

FILM / VIDEO AND ANIMATION EQUIPMENT & FACILITY ACCESS: FOURTH YEAR Fourth Year Equipment

CAMERA

- * xx-RED Epic Mysterium-X 5K RAW Digital Cinema Camera Package w/ CP2 lens kit**
- * xx-Sony PXW-FS7 XDCAM Super 35mm Camera Package w/CP2 lens kit*
- * Sony PMW-F3 Super 35mm HD Video Camera Package w/ Sony or Zeiss CP2 lens kit**

- * Sound Devices PIX 240i Video Recorder
- * Arri Super 16mm SR3 Camera Package Video Tap w/ Zeiss PL Mount Lenses**
- * GoPro HD HERO4 4K Camera Package with Feiyu Gimbal*

SOUND

- * Sound Devices 664 Recorder/ PSC Mini Mixer Solis Package/Lectro G Series wireless package
- * Sound Devices 744T Hard Disc Recorders, Deneke Timecode Slate
- * Sennheiser 416 Shotgun Microphone and Neumann 82i Shotgun Microphones
- * Lectrosonics Wireless 400 Series Microphone Kit
- * 4 Channel Mixers: Sound Devices 442, PSC, and Wendt
- * 5 Channel Mixer: Sound Devices 552

LIGHTING AND GRIP

- * Matthews Doorway Dolly with track/ Hot Buttons
- * Kessler CineSlider
- * Seven Compact XL Jib Arm**
- * Steadicam Flyer (Certification Only)
- * Litepanels 1'x1' LED Light Fixtures / Litepanels Sola 4 & 6 LED Fresnel Light Fixtures
- * Nila LED / Mole NLYTN LED Lights
- * Joker Bug 400 and 800 HMI Par Kits
- * Mole Richardson 1200 watt Daylite HMI Par kits / Desisti 1200 and 2500 HMI Lights
- * Barger Bag Light / DigiMole HMI Sungun
- * Kino Flo Light Kits: Dual Diva, Gaffer Select and Mini Flo
- * Matthews 48"x48" Floppy Cutter, 48" x 48" flags, and 48" x 48" empty frames
- * "Set In One" apple box kit
- * Chimera 20" Lantern w/ skirt (Teenie Mole) and Medium Chimera Pancake (Mickie Mole)
- * Lowel Rifa eX small triple soft kit / Matthews Reflectors & 6x6 Butterflies

**There are limited quantities of lens kits; For specifics about lens kits and available lights, see attached order forms.

THESIS PRIORITY ENDS ON FEBRUARY 1ST, 2016.

xx-Because of limited inventory, RED Epic and FS7 camera package have additional Policies and Procedures.

Please see Nina Summermatter for specifics.

Reserving Equipment

Submit an equipment request to Nina Summermatter, our Reservations Coordinator. She can be reached at x-2183. Prepare for at least one hour of checkout time to go over your equipment. You risk losing your checkout time if late. See the next page for regarding Thesis shoots.

Checking Out Equipment

PICKUP

Thursday or Friday* by appointment

RETURN

Wednesday* by appointment

*All checkouts must begin between 9:00 AM - 4:00 PM.

Thesis Camera & Sound

Equipment Request Form 2015-2016

Name _____
 SVA ID# _____
 Phone _____
 Email _____
 Instructor _____

Check Out Date _____

Return Date _____

- This form is a request and you are not guaranteed all items
- Please specify the time and date of your requested check out (Thu-Fri, 9am-5pm) and return (Mon-Wed 9am-5pm)
- Please submit the completed form to the Reservation Coordinator in person

DIGITAL CAMERA

- RED Epic Mysterium-X Camera Package
 w/ 3x 128GBRED Mags, Download Station, Bridgeplate, +1 Module, REDMote, 8x RED Volts Batts, Quad Batt Charger, AC Adapter, 4x4 Mattebox, Rods and Follow Focus, Top Handle, Focus and Zeiss CP2 Lens Package (Choose below)
- SONY PXW-FS7 Super 35 Camera Package
 w/ 2x32GB SD Card, SD Card Reader, 2x Batts, Batt Charger, AC Adapter, Accessory Cables, 4x4 Mattebox, Rods and Follow Focus and Zeiss CP2 Lens Package (Choose below)
- SONY PMW-F3 Super 35mm Camera Package
 w/ 2x 32GB SxS Card, SxS Card Reader, 2x Batts, Batt Charger, AC Adapter, Accessory Cables, 4x4 Mattebox, Rods and Follow Focus and Zeiss CP2 Lens Package (Choose below)
- SOUND DEVICE PIX 240i 5" Recorder

PL LENS Package Choose 1 From Each Category (MAX 4)	
Wide Angle	<input type="checkbox"/> ZEISS CP.2 Prime 15mm/T2.9 <input type="checkbox"/> ZEISS CP.2 Prime 18mm/T3.6
Mid Range	<input type="checkbox"/> ZEISS CP.2 Prime 25mm/T2.9 <input type="checkbox"/> ZEISS CP.2 Prime 35mm/T2.1
50 mm	<input type="checkbox"/> ZEISS CP.2 Prime 50mm/T2.1
Telephoto	<input type="checkbox"/> ZEISS CP.2 Prime 85mm/T2.1 <input type="checkbox"/> ZEISS CP.2 Prime 100mm/T2.1
Zoom	<input type="checkbox"/> ANGENIEUX Optimo Zoom 16-42mm/T2.8 <input type="checkbox"/> ANGENIEUX Optimo Zoom 30-76mm/T2.8

- GOPRO 4K HERO 4 Camera Package
 w/ 32GB SD Card, SD Card Reader, 2x Batts, Batt Charger, Waterproof Housing, Suction Cup Mount, C-Mount Conversion

FILM CAMERA

- ARRI SR3 Super 16mm Film Camera Package
 w/4x4 Matte Box, 3x Mags, Lightweight Rods, Arri Studio Rods, Follow Focus, Whip & Crank, Pistol Grip, Shoulder Brace, Extended Viewfinder (7 & 11"), Variable Speed Control, 2x 24v Batteries, 24v Charger, Battery Belt, Changing Tent, Slate, Flickerless Video Tap, Onboard Monitor and Zeiss MK1 Lens Package
- 9.5mm (SS), 12mm (SS), 16mm (SS), 25mm (SS),
 11-168mm Zoom (Canon)

CAMERA ACCESSORIES

- TV Logic 5.5" Full HD Monitor APPLE Macbook Pro
- MARSHALL 7" LCD Monitor LITEPANELS LP50 (On-board LED Light)
- IKAN VX17e 17" Field Monitor CHROSZIEL Whip (w/ 2x Anton Bauer Hytron 50 Batts)
- TERADEK Bolt 300 Wireless Monitoring
- REDROCK MicroRemote Wireless Focus Kit (w/handheld controller, torque motor, base station)
- SEKONIC L758C Lightmeter
- PENTAX Digital Spot Meter

SOUND PRODUCTION

- *NEW* "Sound Devices 664 Kit" Thesis Sound Package
 w/ Sound Devices 664 Recorder/Mixer, CS-664 bag with strap, 4x XL-2F type cables, 2x XL-2 type cables, 1x XL-LB2 timecode sync cable, 16GB CF card, 16 GB SD card, CF and SD Readers, Anton Bauer Battery plate, 2x Anton Bauer Batteries, Anton Bauer Charger, Solice Mini Audio Mixer, Lectro L-Series Wireless Mic Set
- SENNHEISER MKH-416 Shotgun Mic
- NEUMAN 82i Shotgun Mic
- RYCOTE Zepplin Windjammer kit
- SOUND DEVICES 744T Recorder (4x Batteries, Porta Case, Power Supply, Charger, 8GB CF Card)
 744T Accessory Cables
- SOUND DEVICES 552 5-Channels Mixer
- SOUND DEVICES 442 4-Channels Mixer
- LECTROSONICS Wireless Mic Kit (Includes 2x Lectro Wireless Set Ups)
- SONY MDR Professional Headset
- ROLLS PM50 Headphone Amp
- DENEKE Timecode Slate Slate
- KT Telescopic Boompole Duplex Cable w/ Mini adaptor
- XLR-XLR Shortie Cable (3 ft) ENG Snake Cable
- XLR-XLR Cable (20 ft) Sound Blanket

TRIPOD/SUPPORT

- SACHTLER DV12 Tripod (Sony FS7, Sony F3)
- SACHTLER 7+7 Tripod (Sony FS7)
- SACHTLER VID 18P or 20 Tripod (RED Epic, Sony FS7)
- Hi Hat (Not compatible with Bogen Tripod Heads)

CAMERA MOBILITY

- KESSLER Slider Dolly w/Tripod Head
- MATTHEWS Doorway Dolly
- MATTHEWS Straight Track w/Hot Buttons (MAX 3)
- MATTHEWS Curved Tracks w/Hot Buttons (MAX 3)
- LONG VALLEY SEVEN Jib w/Weights and Stand
- GLIDECAM Pro 4000 Camera Stabilizer
- GENUS Shoulder Mount
- STEADICAM Flyer (Requires Qualification)

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Student's Signature _____ Date _____

Name _____
 SVA ID# _____
 Phone _____
 Email _____
 Instructor _____

Check Out Date _____

Return Date _____

- This form is a request and you are not guaranteed all items
- Please specify the time and date of your requested check out (Thu-Fri, 9am-5pm) and return (Mon-Wed 9am-5pm)
- Please submit the completed form to the Reservation Coordinator in person

	LIGHTING FIXTURES	LIGHTING KITS
FRESNEL	<input type="checkbox"/> 200w INKY (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> TWEENIE MOLE (3x 650W Fresnels)
	<input type="checkbox"/> 1K BABY (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> CUSTOM Kit (2x 200W, 650W Fresnel, 1K Open w/ Chimera)
	<input type="checkbox"/> 2K BABY JUNIOR (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> CHIMERA Kit (2x 1K Open w/ Rings & Rods)
OPEN FACE	<input type="checkbox"/> 650w TEENIE (Barndoor, Lockdown, Scrim Set, Ring)	<input type="checkbox"/> KINOFLO Miniflo Kit (2x 1 Ft, 1x Banks)
	<input type="checkbox"/> 1K MICKEY (Barndoor, Lockdown, Scrim Set, Ring)	<input type="checkbox"/> KINOFLO Dual Diva Kit (2x 2 Ft, 2x Banks)
	<input type="checkbox"/> 1K BROAD "NOOK" (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> KINOFLO Gaffer Kit (2x 4 Ft, 4x Banks)
	<input type="checkbox"/> 1K MOLEPAR (Barndoor, Lockdown, Scrim Set)	
	<input type="checkbox"/> 2K MIGHTY (Barndoor, Lockdown, Scrim Set, Ring)	
	<input type="checkbox"/> 2K IANERO (Barndoor, Lockdown, Scrim Set)	
SOFT	<input type="checkbox"/> 6K BARGER BAGLIGHT (3x Grid Cloths & Fabric Gri, Chimera)	
	<input type="checkbox"/> 750w BABY (Egg Crate, Lockdown)	
	<input type="checkbox"/> 2K ZIP LIGHT (Egg Crate, Lockdown)	
HMI	<input type="checkbox"/> DESISTI 1.2K HMI (Ballast, Head Cable, Door)	
	<input type="checkbox"/> DESISTI 2.5K HMI (Studio only) (Ballast, Head Cable, Door)	
	<input type="checkbox"/> JOKER BUG 400w HMI PAR (Par Light, Ballast, 4x Diffusion Lenses, Barndoor, Chimera Bank)	
	<input type="checkbox"/> JOKER BUG 800w HMI PAR (Par Light, Ballast, 4x Diffusion Lenses, Barndoor, Chimera Bank)	
	<input type="checkbox"/> MOLE DAYLITE PAR 1.2 HMI (Par Light, Ballast, 5x Lenses, Scrim Set, Barndoor, Chimera Bank)	
LED	<input type="checkbox"/> MOLE "NLYTN" 1K LED (150w Max)	
	<input type="checkbox"/> LITEPANELS 1x1 LS Daylight LED (40w Max, 200w HMI equivalent)	
	<input type="checkbox"/> LITEPANELS SOLA 6 Daylight LED (104w Max, 350w HMI equivalent)	
	<input type="checkbox"/> LITEPANELS SOLA 4 Daylight LED (39w Max, 125w HMI equivalent)	
	<input type="checkbox"/> NILA VARSA Daylight Kit (6 lenses, 4 hard CTO gels, 75W Max, 400w HMI or 600w Tungsten equivalent)	
SUNGUN	<input type="checkbox"/> DIGI MOLE 200w HMI (Battery Belt, Chimera)	
	<input type="checkbox"/> 250w Open Face (Battery Belt)	
	<input type="checkbox"/> 200w LOWELL (Battery Belt)	
SNOOTS	<input type="checkbox"/> INKY <input type="checkbox"/> 1K <input type="checkbox"/> 2K	

ELECTRICAL DISTRIBUTION	
<input type="checkbox"/> AC Extensions (MAX 10)	<input type="checkbox"/> 1.2K Rheostat Dimmer
<input type="checkbox"/> 4-WAY Hubbell Quad Box (MAX 4)	<input type="checkbox"/> 2K Rheostat Dimmer

LIGHTING ACCESSORIES	
<input type="checkbox"/> Small Flag/Net Kit (18"x24" Flag, Single Net, Double Net, Silk)	<input type="checkbox"/> CHIMERA 20" Lantern/Skirt (Fits Teenie Mole)
<input type="checkbox"/> Large Flag/Net Kit (24"x36" Flag, Single, Double, Silk, Empty Frame)	<input type="checkbox"/> CHIMERA Pancake Lantern/Skirt (Fits Mickey Mole)
<input type="checkbox"/> 4'x4' Floppy (Bottom Hinge)	<input type="checkbox"/> CHIMERA 2k Fresnel
<input type="checkbox"/> 4'x4' Floppy (Top Hinge)	<input type="checkbox"/> PHOTOFLEX Reflector 32"
<input type="checkbox"/> 4'x4' Solid	<input type="checkbox"/> PHOTOFLEX Reflector 42"
<input type="checkbox"/> 4'x4' Empty Frame	<input type="checkbox"/> PHOTOFLEX Reflector 52"
<input type="checkbox"/> 4'x4' Hard Reflector (w/ Frame)	<input type="checkbox"/> FLEXDROP Green Screen 5'x7' (w/ Frame)
<input type="checkbox"/> MATTHEWS Cucoloris "Cookie"	<input type="checkbox"/> IMPACT Green Screen 10'x12'
<input type="checkbox"/> 6'x6' BUTTERFLY Frame with:	
<input type="checkbox"/> Solid <input type="checkbox"/> Gridcloth <input type="checkbox"/> Lamé Gold/White Bounce <input type="checkbox"/> Single & Double Nets	
<input type="checkbox"/> Silk <input type="checkbox"/> Ultra Bounce <input type="checkbox"/> Lamé Silver / White Bounce	

STANDS	
<input type="checkbox"/> C-Stands (MAX 8) (Gobo Arm w/ 2x Heads)	<input type="checkbox"/> Polecat 8' - 16' (99"-187")
<input type="checkbox"/> Short C-Stands (MAX 2) (20" Short Arm w/ 2x Heads)	<input type="checkbox"/> Polecat 4' - 8' (48"- 96")
<input type="checkbox"/> Short Arm (w/ 2x Heads)	<input type="checkbox"/> Baby Roller
<input type="checkbox"/> Lightweight Stand	<input type="checkbox"/> Beefy Baby Stand
	<input type="checkbox"/> Combi Stand
	<input type="checkbox"/> Hi Boy
	<input type="checkbox"/> Low Boy

HARDWARE & CLAMPS	
<input type="checkbox"/> Sand Bag 15 Lbs. (MAX 10)	<input type="checkbox"/> C-Clamps 6"
<input type="checkbox"/> BOA Sand Bag 10 Lbs.	<input type="checkbox"/> Studded C-Clamps 6"
<input type="checkbox"/> Apple Box Set	<input type="checkbox"/> C-Clamps 12"
<input type="checkbox"/> Safety Chains	<input type="checkbox"/> SPRING Clamps
<input type="checkbox"/> Pigeons	<input type="checkbox"/> GATOR Grips
<input type="checkbox"/> Wall Plate 3"	<input type="checkbox"/> MAFER Clamps (MAX 4)
<input type="checkbox"/> 750 OFFSET arm	<input type="checkbox"/> CARDELLINI Clamps 3" (MAX 4)
<input type="checkbox"/> MATTHEWS K-S Stacker	<input type="checkbox"/> QUACKER Clamps (MAX 2)
	<input type="checkbox"/> SWIVEL Grip Head
	<input type="checkbox"/> LOLLIPOP Head (w/2k Stud)
	<input type="checkbox"/> Poly Holder

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Student's Signature _____ Date _____

NOTES ON THESIS SHOOTS

Principle Photography

Prior to reserving equipment, Thesis students must receive a clearance signature from their Thesis advisor and one Committee member. You must also be in good financial standing with the school.

Thesis students will be allowed a maximum booking period of 21 days.

Thesis students reserving equipment must submit equipment request forms to the Reservations Coordinator a minimum of two weeks prior to scheduled pick up (if possible, meet with the Reservations Coordinator during office hours), and confirm your order one week prior to the reservation.

Thesis students lose priority (in regard to equipment and studios) on February 1st, 2016.

All thesis students must contact the Reservations Coordinator, Nina Summermatter (at extension 2183) to discuss projects and reserve equipment.

The Reservations Coordinator's office hours are: Monday – Friday, from 3:00PM - 5:00 PM.

Bring your completed thesis approval sheet when you meet with Nina.

You must have a completed and signed approval form before you can reserve equipment.

For details on all approvals, see Thesis Student Guidelines; available at the Film Chair's Office.

Thesis Test Shoots

Test shoots allow you to plan how you will work with the camera and filters in your location(s);

Test shoot approval is an investigative tool to help you prepare, and is NOT approval for your actual shoot.

As a result, test shoot approval only allows you to check out: a camera, tripod, basic sound and filters, and only for a reservation period of Friday to Monday.

We highly recommend tests shoots, especially for a project as important as your thesis.

Thesis Test Shoot approval sheets must be signed by your thesis advisor and one thesis committee member.

Refer to the Thesis Guidelines booklet for specific instructions (available in the Dept. Chair's office: see pg.1).

Test shoots for Red Epic and Sony FS7 are possible, but depend on camera availability, and must be conducted in one of our department's studios over a single weekend.

Thesis Crowd-Funding Shoots

Equipment requests for crowd-funding will be limited to a camcorder and a tripod for Friday to Monday check-outs only!

RESERVING EQUIPMENT PROCEDURES

Present a valid, up-to-date S.V.A. identification card. All students picking up equipment must show ID; You are prohibited from lending your name to other students for the purpose of taking equipment.

You must be registered in a **PRODUCTION class** in order to reserve equipment (or to use the studio facilities). Also you must be a student in good standing.

All equipment reservations must be submitted via your class folder on the DAY OF your production class; a minimum of one week prior to the reservation date. Availability is based on your class allotment. Instructors must sign all Instructor Booking Forms.

Equipment insurance, although not mandatory, is **STRONGLY** suggested (see pg.19 for insurance information). You are responsible for any loss or damage of equipment when you sign your contract, and any loss or damage must be paid for or replaced.

Pick-up or return of equipment outside the official hours (see Prod. Office hours, pg.1), will be evaluated on an individual basis. Students must contact the Reservation Coordinator at x-2183.

Note: Failure to cancel in advance, as well as not showing up to pick up your equipment on time, will result in a fine of \$25.00.

Film, Video and Animation equipment is for use by School of Visual Arts students producing School of Visual Arts projects (unless approved by the Film, Video and Animation department Chairman)

*Any Saturday equipment return requests must be approved and scheduled by Nina.

*Students who are on a Student Accounts Schedule hold will not be allowed access to equipment or facilities until the hold is removed. These holds are usually from tuition payments that are not up to date.

If you have two or more fines you will not be able to take out equipment or reserve studios.

Students who have already lost or damaged equipment must complete payment or replacement of equipment before taking out any gear.

EQUIPMENT CHECKOUT PROCEDURES

You must pass a camera test administered by your production instructor. There are NO EXCEPTIONS! Production Office staff reserve the right to ask you to demonstrate your knowledge of the equipment. If you are unable to demonstrate such knowledge, you will be denied.

You must arrive on time to test and examine all equipment before leaving the Production Office. Checking your equipment allows you to make sure you've received everything listed on your contract, and that it is all working properly. You are responsible for your equipment once you have signed for it, so test it accordingly! YOU ARE RESPONSIBLE FOR THE SAFETY, CARE & REPLACEMENT COSTS OF ALL EQUIPMENT SIGNED OUT UNDER YOUR NAME.

EQUIPMENT CHECK-IN PROCEDURES

First and Second Year:

- All equipment must arrive on time and complete to the 4th floor Production Office. First year by 1:00pm. Second year by 3:00pm. Third and fourth year by appointment.
- No partial returns or mixed returns with other students is allowed. Equipment must be packed neatly and in the proper cases. Please make sure that a Production Office staff member has acknowledged your return. This means they have pulled out your contract and placed it with the equipment.
- **DO NOT** leave your equipment on the counter and walk away without a staff person serving you. Due to high volume of returns, check ins are not done at the time of return. If something is missing or damaged we will contact you.
- Make sure that all media has been downloaded prior to your return day. We require that all cards are formatted and returned with the rest of your equipment. Production Office staff does format all cards upon return so make sure all footage and sound is accounted for on your end.

Third and Fourth:

- All third and fourth year equipment orders will be assigned a return time. It is wise to be early for your return so you can grab bins from the Production Office and navigate the elevator.
- Always make sure you are packing the bin properly. Sandbags on the bottom, stands in an upright position, cables coiled and tied. Do not leave the return area until a Production Office staff member has placed a copy of your contract with your equipment. All media must be downloaded prior to your return day.
- We require that all cards are formatted and returned with the rest of your equipment. As a procedure, Production Office staff does format cards upon return so make sure all footage and sound is accounted for on your end.

RESERVING FACILITIES

Facility reservation forms must be submitted to the manager in question at least one week in advance, Additionally, please see these managers for their Policies and Procedures regarding individual facilities.

Title	Name	Phone	E-Mail
Studio Manager	Michael Del Vecchio	212.592.2184	mdelvecchio@sva.edu
Protools Lab Manager	Jason Gambrell	212.592.2185	kgambrell@sva.edu
Avid Lab manager	Tien-Li Wu	212.592.2270	twu@sva.edu
FCP Lab Manager	Kamil Dobrowolski	212.592.2285	kdobrowolski@sva.edu

FINES

Regarding Equipment

- \$25.00 Failure to cancel equipment before 5pm the day before check-out. 1st & 2nd Year.
- \$50.00 Failure to cancel equipment before 5pm the day before check-out. 3rd & 4th Year.
- \$50.00 *Late or partial return of equipment (per day) 1st and second year only
- \$100.00 *Late or partial return of equipment (per day) 3rd and 4th year students.
- \$50.00 Improperly packed equipment packages or bins.
- \$50.00 Mixed Equipment return per student.
- \$50.00 **Excessive dropping of equipment at time of check out.
This will be up to the Production Office Managers discretion.

- * Extreme lateness over a course of time that affects other students reservations will result in an outside rental fee posted to the offenders Student Account.
*If you anticipate a late return, please notify the Prod. Office before 10:00 AM on the due date.

Regarding Damage to Equipment ★

DAMAGE TO EQUIPMENT WILL RESULT IN A COST OF \$50.00 PER HOUR FOR LABOR, IN ADDITION TO REPLACEMENT PART COSTS. IF DAMAGE IS BEYOND REPAIR, STUDENT WILL BE RESPONSIBLE FOR REPLACEMENT COST OF THE WHOLE ITEM.

★Note: NEVER try to repair equipment on your own.

If equipment becomes problematic or stops functioning correctly, return the gear in question (with case and accessories) back to the Production Office for an exchange (see hours of operation on pg.1).

Replacing Equipment

Missing equipment must be replaced with the same or similar type item specified by the Production Office.

Please Note:

Students with two or more fines will NOT be allowed to reserve equipment or access facilities until fines are paid.
If any fines are held over from a previous semester, you will not be able to reserve equipment or facilities until it is paid.
Transcripts and diplomas will be held until fines and other financial obligations to SVA are paid.

Failure to Return Equipment

If you refuse or fail to return equipment, this will result in a loss of ALL of your departmental privileges. This behavior will also be considered a violation of the Student Code of Ethics.

Reinstatement of privileges requires a meeting with the Chairman of the department.

You will also be charged the rental fees if we must rent from the outside to get equipment to any students that are affected from such behavior.

Regarding Facilities

Fines differ based on facility. You must contact the studio supervisor for the facility in question for specifics. (contact info. on pg.1). Fineable Offenses include, but are not limited to:

- \$100.00 Leaving studio disorganized and/or in disrepair*
- \$25.00 Eating, drinking, or smoking in any department facility*
- \$25.00 Late, lost, or unauthorized exchange of facility keys*
- \$25.00 Leaving facilities unlocked*

*Students are also held financially responsible for the cost of any damage or loss that occurs as a result of negligence.

Regarding Damage to Facilities

Report unacceptable studio conditions to the appropriate manager immediately.

Failure to report such conditions will make you accountable.

Paying Fines

Fines must be paid directly to the Student Accounts Office (located on the 2nd floor of 209 East 23rd St.), and must be posted to your account 2 days before your equipment pick up. (contact the Student Accounts Office for details).

PREVENTATIVE MEASURES

Precautions that Safeguard Equipment and Improve Performance

- Avoid the beach/sand (and the water in close proximity to it) at all costs!

Sand floats freely in the wind and penetrates throughout the camera, tripod, sound recorder, and lens creating damage to internal mechanics. If this happens, equipment will have to be rebuilt at great cost. Equipment exposed to salt water must also be avoided. Wrap all equipment thoroughly to protect it when anywhere near salt water, sand or dirt. It's better to be safe than sorry so don't shoot at the beach.

*Clean Lenses with professional lens cleaning tissue and cleaning solution ONLY.

Do not try any cleaning procedures without asking our advice.

- Avoid inappropriate voltage, since most cameras require specific DC voltage.

NEVER attempt to feed electrical current to film or video camera connectors using nonstandard power sources, as it will damage camera motor and electronics. Never connect a battery belt to a camera while charging.

- Never leave a camera unattended on a tripod and walk away. If you take a break from shooting, Take the camera down from the tripod. Place it back in the case or somewhere safe where it cannot be dropped and damaged.

- THEFT is an ever present danger. Be aware of your surroundings, and always assign a crew member the specific task of watching equipment. Rope off the area where equipment will be stored and NEVER WORK ALONE or LEAVE EQUIPMENT UNATTENDED. This includes cars, vans, trucks, and any other vehicles. Theft is common, and YOU ARE RESPONSIBLE FOR REPLACING ANY ITEMS LOST DURING PRODUCTION.

- Exchanging and/or sharing equipment with other students is a bad idea. Never exchange or lend equipment listed on your contract with other students. YOU are responsible for any damage or loss of equipment checked out under your name on the contract.

- Air Travel. Please consult your carrier ahead of time when travelling with production equipment. You can also speak to the the Production Office for advice on this matter.

EQUIPMENT INSURANCE

The School of Visual Arts strongly suggests that students have equipment insurance for their productions, although it is not mandatory. Every project and policy is different so no quotes are printed here.

Please call an insurer to get all details and prices for a policy.

Make sure you understand what is and what is not covered.

Students are responsible for all equipment signed out under their name and will be held financially responsible for any lost or damaged equipment.

SUGGESTED INSURANCE OPTIONS:

CSI Insurance

<http://www.collegestudentinsurance.com/>

888.411.4911

A policy PDF can be downloaded here: <http://www.collegestudentinsurance.com/CSIPolicy.pdf>

Contact their office for assistance with any questions regarding the insurance protection afforded by this policy; you can also email your questions to info@CollegeStudentInsurance.com.

Fractured Atlas

<http://www.fracturedatlas.org/site/liability/Film>

Fractured Atlas insurance guide: <http://www.arts-insurance.info/guides/film/pages/introduction>

A good option for third year and thesis students, Fractured Atlas is a non-profit organization that offers many services to the artist community.

Film Emporium

<http://www.filmemporium.com/>

Premium short term production insurance. Applications are evaluated individually.

Higher limit coverage, additional liability coverage, and longer term annual coverage's are also available.

LOCATION INSURANCE

Location insurance can be obtained through the SVA Film/ Video and Animation Chairman's Office (209 E. 23rd St., Room 500; see HOW TO OBTAIN A SHOOTING PERMIT section on page 17).

SHOOTING PERMITS

HOW TO OBTAIN A SHOOTING PERMIT

The following section on permits pertains to New York City area only!

- 1) Check your with the Student's Accounts Office to make sure you are a student in good standing. Then fill out a "Request for location Insurance" form from the Film/Video Chair's Office (Room 500).
- 2) The Film Chair's office will provide you with an insurance certificate and a letter of good standing. You will need your policy number, a digital copy of the letter of good standing, and specific information regarding your film shoot including (but not limited to) the exact location addresses, your shooting dates, the names of your cast and crew, and a brief description of the nature of the shoot.
- 3) Start your application with Mayor's Office of Film, Theatre and Broadcasting by using the online permit system: www.nyc.gov/html/film/html/permits/permit_required_fee.shtml Make sure that you only choose drop down options that describe your shoot as a student film. After you have completed your application, you may need to pay a fee; see the chart below for details.

Permit Required:	Permit Not Required:	Optional Permit:
\$300 permit fee applies.	\$300 permit fee does NOT apply.	\$300 permit fee does NOT apply.
Equipment or vehicles are used or person filming asserts exclusive use of City property. Insurance is required for this permit.	Hand-held cameras or tripods are used and person filming does not assert exclusive use of City property and does not request parking privileges for its vehicles.	Handheld equipment only. Permit does not include special parking privileges. Insurance is <u>not</u> required for this permit.

When a Permit Is Not Required

From the Mayor's Office of Film, Theatre and Broadcasting website:

Permits are not required for casual photographers, tourists, credentialed members of the media or other members of the public who do not use vehicles or equipment or assert exclusive use of City property.

SHOOTING PERMITS (CONTINUED)

Optional Permits

A permit is not required for filming that uses hand-held cameras or tripods and does not assert exclusive use of City property. Standing on a street, walkway of a bridge, sidewalk, or other pedestrian passageway while using a hand-held device and not otherwise asserting exclusive use of City property is not an activity that requires a permit.

A free optional permit is available to an applicant when a permit is not required but who wishes to have documentation from the Office of Film, Theatre and Broadcasting. The optional permit must be filled out with dates, times, locations and contact information. Liability insurance is not required for an optional permit. Download the optional permit from the web site. Completed optional permits should be faxed to 212-262-7677.

Liability Insurance

Liability insurance is needed for those who obtain a required permit. However, when an applicant can demonstrate that obtaining the required insurance would impose an unreasonable hardship, MOFTB may waive the need for liability insurance. In addition, student filmmakers can meet their liability insurance obligations through coverage under their school's insurance program.

Filming in a DCAS Property

The Department of Citywide Administrative Services (DCAS) oversees various City buildings, such as the Manhattan and Brooklyn Municipal Buildings, all Borough Halls, and City and State Courts, that are available to productions as filming locations. When filming in one of these properties, a fee of \$3,200 needs to accompany a permit submitted to the Office of Film, Theatre and Broadcasting. Payment may be made by certified bank check, payable to the New York City Department of Finance. Please note that this form of payment should be made separately from the new application fee. For additional information, visit the Department of Citywide Administrative Services website.

For more information:

Visit the Mayor's website: www.nyc.gov/html/film/html/permits/permit_required_fee.shtml

SOME FINAL NOTES

LOCATION INSURANCE REQUESTS:

All students requesting insurance for outside location shoots must fill out a Request for Location Insurance Form, and submit it to the Film Chairman's Office (see pg. 16).

ALCOHOL AND DRUG POLICY

The School of Visual Arts expects all members of the College community to assist in maintaining a drug-free environment. The possession, unlawful manufacture, distribution, dispensing or use of a controlled substance, (illicit drugs, etc.) or being under its influence of alcohol or controlled substance on College premises including residence halls is prohibited and grounds for administrative action.

Any student(s) found to be in violation of this policy will be subject to sanctions including, but not limited to, mandatory referral for counseling and/or treatment and termination of enrollment.

SPECIAL EFFECTS SHOOTING POLICY, ETC.

The School of Visual Arts Film Department does NOT approve the use of special effects equipment outside of the Film Production Office inventory. Nor does it condone the use of special effects when achieving the effect places a risk on the safety of human life or the equipment in use.

A shoot is considered to be dangerous or unsafe if the individual actors or crew members are put at risk of possible injury. This policy extends to the use of equipment when there is a risk of damage to the equipment. In addition, any student or crewmember that feels that the safety or ethics of a production have become questionable should contact a department administrator or the Production Office. Should a violation be discovered, the administration will take disciplinary action against all crew members involved in dangerous activities. The decision to impose disciplinary action will be determined by the Film Chairman, and is final. As with all assignments, students must consult with instructors or advisors for exact guidelines and final script approval.