



**FILM DEPARTMENT**

**POLICIES AND  
PROCEDURES**

**2019 / 2020**

## **FILM DEPARTMENT INFORMATION**

ACTING CHAIR: MARY LEE GRISANTI

DIRECTOR OF OPERATIONS: SAL PETROSINO

ASSISTANT TO CHAIR: CREIGHTON SATTERFIELD

SVA FILM CHAIR OFFICE  
209 EAST 23<sup>RD</sup> ST  
NEW YORK, NY 10010

FILM PRODUCTION OFFICE  
212.592.2190  
MONDAY - THURSDAY 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**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Email</b>	<b>Floor</b>
Michael Del Vecchio	Prod. Office Manager	212.592.2184	mdelvecchio@sva.edu	4 <sup>th</sup> Floor
Steve Burgess	Audio Post Coordinator	212.592.2185	sburgess@sva.edu	4 <sup>th</sup> Floor
Rob Moore	Floor Supervisor	212.592.2190	rmoore9@sva.edu	4 <sup>th</sup> Floor
Roxanne Miller	Reservations Coordinator	212.592.2183	rmiller11@sva.edu	4 <sup>th</sup> Floor
Jason Laxer	Prod. Office Evening Tech.	212.592.2190	jlaxer@sva.edu	4 <sup>th</sup> Floor
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Tien-Li Wu	Avid Lab Manager	212.592.2270	twu@sva.edu	3 <sup>rd</sup> Floor
Angela Vaut	Film Librarian	212.592.2193	avaut@sva.edu	4 <sup>th</sup> Floor
Kamil Dobrowolski	FCP Lab Manager	212.592.2285	kdobrowolski@sva.edu	5 <sup>th</sup> Floor
Luis Negron	Film/Video Repair Manager	212.592.2192	lnegron@sva.edu	3 <sup>rd</sup> Floor
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John M. Byrd	Academic Advisor	212.592.2276	jmburd@sva.edu	4 <sup>th</sup> Floor
JohnMichael Mitchell	Casting Coordinator	212.592.2287	jmmitchell@sva.edu	6 <sup>th</sup> Floor
Mark Crowell	Website Coordinator	212.592.2186	mcrowell@sva.edu	5 <sup>th</sup> Floor

## **FILM EQUIPMENT & FACILITY ACCESS FIRST YEAR STUDENTS**

### **CAMERA**

Canon C-100 Digital Camera Package  
Ikan 5" Monitor (limited quantities)

### **SOUND**

Kit contains: Sennheiser ME-66 Shotgun Microphone  
Headphones and a boom pole  
Sound Devices Mixpre 3  
Optional: Sennheiser Wireless Microphone Kit

### **LIGHTING**

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

\*\*For additional information regarding equipment, see the attached First Year Equipment form.

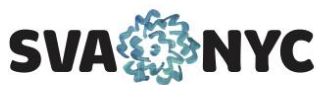
### **Checking Out Equipment**

First year students have a choice of two checkout periods:

PICKUP: Tuesday, 9:00 AM to 6:00 PM  
RETURN: Thursday by 1:00 PM

OR

PICKUP: Friday, 9:00 AM to 6:00 PM  
RETURN: Monday by 1:00 PM



## First Year Equipment Request Form 2019-2020

Name	
SVA ID#	
Phone	
Email	
Instructor	

Check Out Date	
Return Date	

MUST match the dates on the 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  
24mm/f1.5, 50mm/f1.5, 35mm/f1.5, 85mm/f1.5
- ☐ CANON EF 16-35mm P2.8 Zoom Lens  
(Limited Quantities)
- ☐ ROKINON EF 14mm P2.8 Wide Angle Lens  
(Limited Quantities)
- ☐ Camera Accessories:  
Rods, Mat Box, Follow Focus, Base plate

### SOUND PRODUCTION

- ☐ First Year Sound Package  
w/ Sennheiser ME-66 Shotgun mic (w/ Clip, Windscreen),  
Countryman Wired Lavalier Mic, 2x XLR Audio  
Cables, (20 ft), Eng Snake Cable, Sony MDR Professional  
Headset, Telescopic KT Boompole
- ☐ SOUND DEVICES MixPre3 Recorder/ Mixer  
(w/ 4AA batteries and sled, Anker USB power bank, SD card,  
porta case, a.c. power supply)
- ☐ SENNHEISER Wireless Mic Kit (MAX 2)
- ☐ Slate

### TRIPOD/SUPPORT

- ☐ BOGEN 501/502 Tripod
- ☐ Wheelchair
- ☐ HABBYCAM SD Shoulder Brace -One Grip
- ☐ IKAN 5" On-Board Monitor

### LIGHT KITS & GRIP

- ☐ LOWEL Omni Light Kit  
(3x 500w Open Faces, 3x Stands, 3x Barndoors, 3x Scrims  
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 Scrims)
- ☐ ARRI 1k/650w Light Kit  
(2x 1000w Open Faces, 1x 650w Fresnel, 3x Stands,  
3x Barndoors, 3x Scrims)
- ☐ ROAD RAG Kit  
(2x Collapsible C-Stands, Flags, Nets, Clamps)
- ☐ BOA Bags (MAX 3)
- ☐ APPLE BOXES Set of 4 (MAX 1)

### FILTERS

Maximum (3) filters per order

- ☐ 4x4 Blue Grad 0.3
- ☐ 4x4 ND Grad 0.9
- ☐ 4x4 Orange Grad 0.3
- ☐ 4x4 Polarizer
- ☐ 4x4 Soft Black Mist 1/4

Please take a photo or keep a copy of this form for reference

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 \_\_\_\_\_

SVA FILM/VIDEO PRODUCTION OFFICE 209 EAST 23RD STREET, 4TH FLOOR NEW YORK, NY 10010 (212) 592-2183 Reservations Coordinator: miller11@sva.edu

## **FILM EQUIPMENT & FACILITY ACCESS SECOND YEAR STUDENTS**

### **CAMERA**

Panasonic EVA1 Digital Cinema Package w/ Distagon lens kit

Arri SR I 16mm Film Camera Package\*\*

Habby Cam Shoulder Mount Brace

\*\*Limited Canon EF Mount lenses for the Panasonic EVA1

### **SOUND**

Kit contains: 416 Shotgun Microphone and Rycote softie

Sound Devices 302 Mixer

(2) 20' XLR Cables and 1 Breakaway Cable

Headphones and a boom pole

Sound Devices 702T Flash Recorder

Sound Devices MixPre 3

Sennheiser Wireless Microphone Kit

Lectrosonics Wireless 400 series (upon availability)

### **LIGHTING**

Arri Fresnel/Chimera Lighting Kit

Mole Richardson Tweenie Kit

Skateboard Dolly and track

Apple boxes, c-stands and assorted clamps in limited quantities

Mole Richardson lighting fixtures (Inkys, 1K Fresnels, & 1K Soft lights only)\*\*\*

\*\*For additional information regarding equipment, see the attached Second Year Equipment form.

Checking Out Equipment  
PICKUP: Friday, 9:00 AM to 6:00 PM  
RETURN: Tuesday by 1:00 PM



## Second Year Equipment Request Form 2019-2020

Name	
SVA ID#	
Phone	
Email	
Instructor	

Check Out Date	
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Return Date	
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MUST match the dates on the Booking Form

### DIGITAL CAMERA

- ☐ PANASONIC AU-EVA1 5.7K Super 35mm Cinema Camera w/ 2 64gb SD Cards, 2 Batteries, Battery Charger, AC Adapter, Mic Holder with Rod Adapter, LCD Monitor, LCD Hood, Removable Top Handle, Grip, Lens mount cap, Base Plate, Matte Box, Follow Focus, F-Mount to EF Mount Adapter for lenses.

Zeiss Distagon ZF Lens Package includes:

25mm/f2.8 35mm/f2 50mm/f1.4 85mm/f1.4

### 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 Deluxe Lightmeter

Choose (3) lenses:

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> 5.7mm      | <input type="checkbox"/> 16mm (SS)  | <input type="checkbox"/> 385mm         |
| <input type="checkbox"/> 9.5mm (SS) | <input type="checkbox"/> 25mm (SS)  | <input type="checkbox"/> 9-50mm (SS)   |
| <input type="checkbox"/> 12mm       | <input type="checkbox"/> 50mm* (SS) | <input type="checkbox"/> 10-100mm      |
|                                     |                                     | <input type="checkbox"/> 40/90mm Macro |

\*Only Available in Standard Mount

### 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 Boompole, and Slate
- ☐ SOUND DEVICES 702T Recorder (4x Batteries, Porta Case, Power Supply, Charger, 8GB CF Card)
- ☐ SOUND DEVICES MixPre 3 Recorder
- ☒ SENNHEISER Wireless Mic Kit (MAX 2)
- ☐ LECTROSONIC Wireless 400 Series (1 pair) (MAX 1) (Upon Availability)

### TRIPOD/SUPPORT

- ☐ BOGEN 502/504 Tripod
- ☐ SACHTLER 7+7 Tripod (Arri SR1)
- ☐ HABBYPAM HD Shoulder Brace -Two Grips (Upon Availability)

### LIGHTS

- ☐ Tweenie Light Kit (3x Fresnels, 15x Scrims, 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)

### GRIP & ELECTRIC

- |  |   |
|--|---|
| <input type="checkbox"/> AC Extensions (MAX 3)                                     | <input type="checkbox"/> Spring Clamp             |
| <input type="checkbox"/> Quad Box (MAX 3)  | <input type="checkbox"/> Mafer Clamp (MAX 3)      |
| <input type="checkbox"/> C-Stand (MAX 2)   | <input type="checkbox"/> Cardellini Clamp (MAX 3) |
| <input type="checkbox"/> Lightweight Stand   | <input type="checkbox"/> Gator Grips              |
| <input type="checkbox"/> Apple Boxes Set of 4 (MAX 1)                              | <input type="checkbox"/> Pigeon                   |
| <input type="checkbox"/> Long Valley Skate Dolly (10x Straight & 4x Curved Tracks) | <input type="checkbox"/> Road Rag Kit             |
| <input type="checkbox"/> Small Flag Kit (18"x24", Single Net, Double Net, Silk)    | <input type="checkbox"/> Sand Bag 15 Lbs. (MAX 3) |

Please take a photo or keep a copy of this form for reference

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 \_\_\_\_\_

SVA FILM/VIDEO PRODUCTION OFFICE 209 EAST 23RD STREET, 4TH FLOOR NEW YORK, NY 10010 (212) 592-2183 Reservations Coordinator: rmiller11@sva.edu

## FILM EQUIPMENT & FACILITY ACCESS THIRD YEAR STUDENTS

### CAMERA

Panasonic EVA1 Digital Cinema w/ Zeiss Distagon lens kit  
Sony A7sII E Mount Camera Package w/ Zeiss Loxia lens kit\*\*  
Arri SR II Super 16mm Camera Package w/ Zeiss PL Mount Lenses\*\*  
Sony PXW-FS7 XDCAM Super 35mm Camera Package w/ CP2 lens kit (Upon avail.)  
Convergent Design Odyssey 7q+ Recorder  
Atomos Ninja Inferno Monitor/Recorder (limited quantities for Sony A7sII only)  
\*\*Limited Canon EF Mount lenses for the Panasonic EVA1

### SOUND

Sound Devices 744T Recorder  
Sound Devices 10T Recorder  
Sound Devices 442 Mixer (limited basis)  
Sennheiser Wireless Microphone Kit  
Lectrosonics Digital Hybrid Wireless Kit  
Lectrosonics Wireless Microphones 400 Series  
Sennheiser 416 Shotgun Microphone and (optional) Zeppelin  
Third Year Sound package\*\*

### LIGHTING & GRIP

Desisti 1200K 2.5K HMI  
Mole Richardson lighting fixtures\*\*  
Arrilites 300W and 650W fixtures  
Lowe Custom and Lowe Chimera DP Kits  
1 and 2K Dimmers  
Lowe Sunguns  
Glidecam 4000 (Approval Required)\*\*  
Kino Flo Single Diva Kit  
Matthews wooden cucoloris/18x24" and Flag/Net Kits  
Matthews Doorway Dolly\*\*  
Jib Arm\*\*/Assorted Gripware/Off-Set Arms, Triple headers

### ATTENTION!!

**ALL DOLLY TRACK *MUST* BE WALKED DOWN AND UP THE STAIRS!!**  
**DOLLY TRACK WILL *NOT* FIT IN THE ELEVATOR!!**

\*\*For additional information regarding equipment, see the attached Third Year Equipment form.

Checking Out Equipment

PICKUP: Friday by appointment

RETURN: Wednesday by appointment





## Third Year Equipment Request Form 2019-2020

Name	
SVA ID#	
Phone	
Email	
Instructor	

Check Out Date	
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Return Date	
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The check out and return dates need to match the dates on the Booking Form

### DIGITAL CAMERA

- ☐ 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 CP.2 Lens Package (Choose below)
- ☐ ZACUTO Gratical Viewfinder (Sony FS7 only)
- ☐ ZACUTO Tornado Zoom Control (Sony FS7 only)
- PL LENS Package (Choose up to 4 MAX)
- ☐ ZEISS CP.2 Prime 15mm/T2.9 ☐ ZEISS CP.2 Prime 50mm/T2.1
- ☐ ZEISS CP.2 Prime 18mm/T3.6 ☐ ZEISS CP.2 Prime 85mm/T2.1
- ☐ ZEISS CP.2 Prime 25mm/T2.9 ☐ ZEISS CP.2 Prime 100mm/T2.1
- ☐ ZEISS CP.2 Prime 35mm/T2.1
- ☐ PANASONIC AU-EVA1 5.7K Super 35mm Cinema Camera  
w/ 2 64gb SD Cards, 2 Batteries, Battery Charger, AC Adapter, Mic  
Holder with Rod Adapter, LCD Monitor, LCD Hood, Removable Top  
Handle, Grip, Lens mount cap, Base Plate, Matte Box, Follow Focus,  
F-Mount to EF Mount Adapter for lenses. Zeiss Distagon ZF Lens  
Package:
- 25mm/f2.8 35mm/f2 50mm/f1.4 85mm/f1.4
- ☐ SONY A7S II E-Mount Camera Package\*\*  
w/ 2x 64 GB SDXC Memory Card, Card Reader, 3x Batteries,  
Battery Charger, Strap, Usb Cable, XLR Adaptor Kit, Sony  
ECM-XM1 Shotgun Mic, and Zeiss Loxia lens package
- 21mm/f12.8 35mm/f2 50mm/f2 85mm/f2.4

### 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 Litemaster Pro L-448D-U light meter
- ☐ PENTAX Digital Spot Meter
- ☐ MARSHALL LCD Monitor (FS100: HDMI) (FS700: SDI)
- ☐ Odyssey 7Q 4K Recorder (FS700 only)
- ☐ Atomos Ninja Inferno Monitor (A7SII only)
- ☐ CHROSZIEL Whip
- ☐ LITEPANELS LP50 (On-board LED light)
- ☐ Generay LED-7100T (32-56K adjustable)

### 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, Slate,  
Sony MDR Professional Headset, Telescopic KT Boompole
- ☐ SOUND DEVICES 744T Recorder  
(4x Batteries, Porta Case, Power Supply, Charger, 8GB CF Card)
- ☐ SOUND DEVICES 10T RECORDER:  
(K-Tek Sting Ray Bag, Hawk Woods L mount sled,  
ac adapter, SD card)
- ☐ SOUND DEVICES 442 4-Channels Mixer  
(Instead of default 302 3-Channels Mixer)
- ☐ SENNHEISER Wireless Mic Kit (MAX 2)
- ☐ LECTROSONICS 400 SERIES Wireless Mic Kit  
(Set of 2) (MAX 2)
- ☐ LECTROSONICS Digital Hybrid Wireless Mic Kit \*\*\*  
(Set of 2) (Upon availability) (MAX 2)
- ☐ ROLLS Headphone Amp
- ☐ RYCOTE Zepplin Windjammer kit
- ☐ Duplex Cable (w/ Mini adaptor)
- ☐ XLR-XLR Shortie Cable (3ft)
- ☐ Sound Blanket

\*\*\*Also available through outside rental from Gotham Sound at no additional cost if our stock is low at SVA.

### TRIPOD/SUPPORT

- ☐ BOGEN 504 Tripod (FS700, FS100)
- ☐ 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

Please take a photo or keep a copy of this form for reference



	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"/>	300w ARRI	(Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/>	CUSTOM Kit	(2x 200W, 650W Fresnel, 1K Open w/ Chimera)	
	<input type="checkbox"/>	650w ARRI	(Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/>	KINOFLO Dual Diva Kit	(2x 2 Ft, 2x Banks) <input type="checkbox"/> Daylight <input type="checkbox"/> Tungsten	
	<input type="checkbox"/>	650w Mole-Richardson Tweenie	(Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/>	CHIMERA Kit	(2x 1K Open w/ Rings & Rods)	
	<input type="checkbox"/>	1K BABY	(Barndoor, Lockdown, Scrim Set)				
	<input type="checkbox"/>	2K BABY JUNIOR	(Barndoor, Lockdown, Scrim Set)				
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 ARRI	(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"/>	DIGI MOLE 200w HMI	(Battery Belt, Chimera)				
SUNGUN	<input type="checkbox"/>	250w Open Face	(Battery Belt)				
	<input type="checkbox"/>	200w LOWELL	(Battery Belt)				
SHOTS	<input type="checkbox"/>	INKY		<input type="checkbox"/>	Small Flag/Net Kit	(18"x24" Flag, Single Net, Double Net, Silk)	
	<input type="checkbox"/>	1K		<input type="checkbox"/>	Large Flag/Net Kit	(24"x36" Flag, Single, Double, Silk, Empty Frame)	
	<input type="checkbox"/>	2K		<input type="checkbox"/>	4'x4' Hard Reflector (w/ Frame)		
				<input type="checkbox"/>	MATTHEWS Cucoloris "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"/>	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'		
<b>STANDS</b>							
<input type="checkbox"/>		C-Stands (MAX 6)	(Gobo Arm w/ 2x Heads)	<input type="checkbox"/>	Polecat 8'- 16' (99"-187")	<input type="checkbox"/>	Combi Stand
<input type="checkbox"/>		Short C-Stands (MAX 2)	(20" Short Arm w/ 2x Heads)	<input type="checkbox"/>	Polecat 4'- 8' (53"- 97.5")	<input type="checkbox"/>	Hi Boy
<input type="checkbox"/>		Short Arm	(w/ 2x Heads)	<input type="checkbox"/>	Baby Roller	<input type="checkbox"/>	Low Boy
<input type="checkbox"/>		Lightweight Stand		<input type="checkbox"/>	Beefy Baby Stand		
<b>HARDWARE &amp; CLAMPS</b>							
<input type="checkbox"/>		Sand Bag 15 Lbs. (MAX 10)		<input type="checkbox"/>	C-Clamps 6"	<input type="checkbox"/>	SWIVEL Grip Head
<input type="checkbox"/>		BOA Sand Bag 10 Lbs.		<input type="checkbox"/>	Studded C-Clamps 6"	<input type="checkbox"/>	LOLLIPOP Head (w/2k Stud)
<input type="checkbox"/>		Apple Box Set (Set of 4) (MAX 3)		<input type="checkbox"/>	C-Clamps 12"	<input type="checkbox"/>	Poly Holder
<input type="checkbox"/>		Safety Chains		<input type="checkbox"/>	SPRING Clamps		
<input type="checkbox"/>		Pigeons		<input type="checkbox"/>	GATOR Grips		
<input type="checkbox"/>		Triple Header		<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)		

Please take a photo or keep a copy of this form for reference

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 \_\_\_\_\_

## FILM EQUIPMENT & FACILITY ACCESS FOURTH YEAR STUDENTS

### CAMERA

\*\* -Arri AMIRA 4K Premium Camera Package w/ Cooke miniS4/I Lens Set  
**Attendance in camera seminar is a prerequisite for the AMIRA package.**  
\*\* -Panasonic EVA1 5.7K PL Mount Digital Cinema Camera Package w/ CP2 lens kit  
\*\* -RED Epic Mysteries-X 5K RAW Digital Cinema Camera Package w/ CP2 lens kit  
\*\* -Sony PXW-FS7 XDCAM Super 35mm Camera Package w/ CP2 lens kit\*\*  
Arri Super 16mm SR3 Camera Package Video Tap w/ Zeiss PL Mount Lenses  
Odyssey 7Q+ Recorder/Monitor  
EZ Rig Vario 5

### SOUND

Sound Devices 664 Recorder/CL-12 Mixer 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: SD 442, PSC and Wendt/5 Channel Mixer: Sound Devices 552  
Nanolockit Time Code Sync Box

### LIGHTING & GRIP

Matthews Doorway Dolly with track/Hot Buttons  
Arri S60 Skypanels  
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 MHI 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 48x48" Floppy Cutter, 48x48" flags and 48x48 empty frames  
Chimera 20" Lantern w/skirt (Teenie Mole) & Medium Chimera Pancake (Mickie Mole)  
Lowel Rifa eX small 3 soft kit/Matthews Reflectors & 6x6 Butterflies/"Set In One" apple box kit

**ATTENTION!! ALL DOLLY TRACK *MUST* BE WALKED DOWN AND UP THE STAIRS!!  
DOLLY TRACK WILL *NOT* FIT IN THE ELEVATOR!!**

## **THESIS PRIORITY ENDS JANUARY 31, 2020.**

**\*\*Because of limited inventory, AMIRA, EVA1, RED Epic and FS7 camera packages have additional Policies and Procedures. Please see Reservation Coordinator or Production Office staff for specifics.**

### **Checking Out Equipment**

- 1) Submit an equipment request to Roxanne Miller, Reservations Coordinator, ext. 2183.
- 2) Allow at least one hour to checkout and go over your equipment.
- 3) If late you risk losing your checkout time.

Name

SVA ID#

Phone

Email

Advisor

Check Out Date

Return Date

The student's name on the rental is responsible for ALL equipment to be returned properly and must be present during pick-ups and drop-offs.  
NO EXCEPTIONS

### DIGITAL CAMERA

- ☐ ARRI AMIRA 4K Premium Camera Package  
w/ WPA-1 baseplate, Viewfinder, Battery Charger, Amira AC power, PAG Batteries, 2 Handgrips, Mattebox, EVF Extension Bracket, Sachtler 7+7 tripod, and Cooke lens package.
- 18mm/f2.8    32mm/f2.8    50mm/f2.8    75mm/f2.8
- ☐ RED Epic Mysterium-X Camera Package  
w/ 3x 128GBRED Mags, Download Station, Bridgeplate, AC Adapter, 4x4 Mattebox, Core 98 Batteries, Rods and Follow Focus, Top Handle, Focus, and Zeiss CP2 Lens Package (Choose below)
- ☐ PANASONIC AU-EVA1 5.7K Super 35mm Cinema Camera  
w/ 2 64gb SD Cards, 2 Batteries, Battery Charger, AC Adapter, Mic Holder with Rod Adapter, LCD Monitor, LCD Hood, Removable Top Handle, Grip, Lens mount cap, Base Plate, Matte Box, Follow Focus, F-Mount to EF Mount Adapter, Zeiss CP2 Lens package (Choose below)

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"/> ANGÉNIEUX Optimo Zoom 16-40mm/T2.8
	<input type="checkbox"/> ANGÉNIEUX Optimo Zoom 16-42mm/T2.8
	<input type="checkbox"/> ANGÉNIEUX Optimo Zoom 30-76mm/T2.8

### FILM CAMERA

- ☐ ARRI SR3 Super 16mm Film Camera Package  
w/4x4 Matte Box, 3x Mags, Lightweight Rods, Art 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 MKI Lens Package
- 9.5mm (SS), 12mm (SS), 16mm (SS), 25mm (SS),  
11-168mm Zoom (Canon)

### CAMERA ACCESSORIES

- |  |   |
|--|---|
| <input type="checkbox"/> TV Logic 5.5" Full HD Monitor                                       | <input type="checkbox"/> APPLE Macbook Pro  |
| <input type="checkbox"/> MARSHALL 7" LCD Monitor   | <input type="checkbox"/> CHROSZIEL Whip   |
| <input type="checkbox"/> IKAN VX17e 17" Field Monitor<br>(w/ 2x Anton Bauer Hytron 50 Batts) | <input type="checkbox"/> SEKONIC L758C Lightmeter   |
| <input type="checkbox"/> LITEPANELS LP50<br>(On-board LED Light)                             | <input type="checkbox"/> PENTAX Digital Spot Meter  |
| <input type="checkbox"/> GENERAY 7" LED-7100T<br>(32-56K On-board LED light)                 | <input type="checkbox"/> REDROCK MicroRemote<br>Wireless Focus Kit<br>(w/handheld controller, torque motor, base station) |
| <input type="checkbox"/> TERADEK Bolt 300<br>Wireless Monitoring                             |   |

### SOUND PRODUCTION

- ☐ "Sound Devices 664 Kit" Thesis Sound Package  
w/ Sound Devices 664 Recorder/Mixer, CS-664 bag with strap, Lectrosonics Digital Hybrid Wireless Set w/ 1 SRc Dual-Band Receiver and 2 LT Transmitters, 2 Sanken Cos-11D Lavaliers, BDS Power System w/ 3 NP-1 Batteries and Charger, Sound Devices CL-12 Digital Mixing Board, 64GB CF & 64GB SD Card w/ card reader.
- ☐ Countryman B6 Sub-Miniature Lavalier  
\*Compact substitute for Sanken Cos-11D, if needed.
- ☐ SOUND DEVICES 744T Recorder  
(4x Batteries, Porta Case, Power Supply, Charger, 8GB CF Card)
- ☐ SOUND DEVICES 552 5-Channels Mixer
- ☐ SOUND DEVICES 442 4-Channels Mixer
- ☐ LECTROSONICS Digital Hybrid Wireless Mic Kit  
(Includes 2 LT Transmitters, 2 LR Receivers, 2 Countryman EMW Lavaliers)
- ☐ LECTROSONICS 400 SERIES Wireless Mic Kit  
(Set of 2) (MAX 2)
- ☐ NEOPAK Wireless Transmitter Belt
- ☐ SENNHEISER MKH-416 Shotgun Mic
- ☐ RYCOTE Zeppelin Windjammer kit
- ☐ KT Telescopic Boompole
- ☐ ROLLS PM50 Headphone Amp
- ☐ Duplex Cable
- ☐ SONY MDR Headset
- ☐ DENEKE Timecode Slate    ☐ ENG Snake Cable
- ☐ NANOLOCKIT Timecode Sync Box    ☐ XLR-XLR Shortie Cable (3 ft)
- ☐ Sound Blanket    ☐ XLR-XLR Cable (20 ft)

### TRIPOD/SUPPORT

- ☐ SACHTLER VID20 Tripod (ARRI SR3)
- ☐ SACHTLER 7+7 Tripod (AMIRA, RED, FS7)
- ☐ SACHTLER VID 18P Tripod (RED, FS7)
- ☐ Hi Hat (Not compatible with Bogen Tripod Heads)

### CAMERA MOBILITY

- |  |   |
|--|---|
| <input type="checkbox"/> KESSLER Slider Dolly  | <input type="checkbox"/> MATTHEWS Doorway Dolly                           |
| <input type="checkbox"/> GENUS Shoulder Mount  | <input type="checkbox"/> MATTHEWS Straight Track<br>w/Hot Buttons (MAX 3) |
| <input type="checkbox"/> VARIOS EZ-Rig         | <input type="checkbox"/> MATTHEWS Curved Tracks<br>w/Hot Buttons (MAX 3)  |
| <input type="checkbox"/> LONG VALLEY SEVEN Jib |   |

Please take a photo or keep a copy of form for reference.

	LIGHTING FIXTURES	LIGHTING KITS	ELECTRICAL DISTRIBUTION	LIGHTING ACCESSORIES	STANDS	HARDWARE & CLAMPS
FRESNEL	<input type="checkbox"/> 200w INKY (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> CUSTOM Kit (2x 200W, 650W Fresnel, 1K Open w/ Chimera)	<input type="checkbox"/> AC Extensions (MAX 10)	<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"/> Polecat 8'- 16" (99"-187")
	<input type="checkbox"/> 300w ARRI (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> LOWELL Chimera Kit (2x 1K Open w/ Rings & Rods)	<input type="checkbox"/> 4-WAY Hubbell Quad Box (MAX 4)	<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"/> Polecat 4'- 8' (53"- 97.5")
	<input type="checkbox"/> 650w ARRI (Barndoor, Lockdown, Scrim Set)	<input type="checkbox"/> LOWELL Rifa Kit (2x 500K, 1x 200k, 1x Lampak)	<input type="checkbox"/> 1.2K Rheostat Dimmer (MAX 2)	<input type="checkbox"/> 4'x4' Floppy (Bottom Hinge)	<input type="checkbox"/> PHOTOFLEX Reflector 32"	<input type="checkbox"/> Baby Roller
	<input type="checkbox"/> 650w Mole-Richardson Tweenie (Barndoor, Lockdown, Scrim Set)		<input type="checkbox"/> 2K Rheostat Dimmer (MAX 2)	<input type="checkbox"/> 4'x4' Floppy (Top Hinge)	<input type="checkbox"/> PHOTOFLEX Reflector 42"	<input type="checkbox"/> Beefy Baby Stand
OPEN FACE	<input type="checkbox"/> 1K BABY (Barndoor, Lockdown, Scrim Set)			<input type="checkbox"/> 4'x4' Solid	<input type="checkbox"/> PHOTOFLEX Reflector 52"	
	<input type="checkbox"/> 2K BABY JUNIOR (Barndoor, Lockdown, Scrim Set)			<input type="checkbox"/> 4'x4' Empty Frame	<input type="checkbox"/> FLEXPAN Green Screen 5'x7' (w/Frame)	
	<input type="checkbox"/> 650w TEENIE (Barndoor, Lockdown, Scrim Set, Ring)			<input type="checkbox"/> 4'x4' Hard Reflector (w/Frame)	<input type="checkbox"/> IMPACT Green Screen 10'x12'	
	<input type="checkbox"/> 1K MICKEY (Barndoor, Lockdown, Scrim Set, Ring)			<input type="checkbox"/> MATTHEWS Cucoloris "Cookie"		
SOFT	<input type="checkbox"/> 1K BROAD "NOOK" (Barndoor, Lockdown, Scrim Set)			<input type="checkbox"/> 6'x6' BUTTERFLY Frame with:		
	<input type="checkbox"/> 1K ARRI (Barndoor, Lockdown, Scrim Set)			<input type="checkbox"/> Solid <input type="checkbox"/> Gridcloth <input type="checkbox"/> Lamé Gold/White Bounce <input type="checkbox"/> Single & Double Nets		
	<input type="checkbox"/> 2K MIGHTY (Barndoor, Lockdown, Scrim Set, Ring)			<input type="checkbox"/> Silk <input type="checkbox"/> Ultra Bounce <input type="checkbox"/> Lamé Silver / White Bounce		
	<input type="checkbox"/> 2K IANERO (Barndoor, Lockdown, Scrim Set)					
HMI	<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)					
	<input type="checkbox"/> DESISTI 1.2K HMI (Ballast, Head Cable, Door)					
LED	<input type="checkbox"/> JOKER BUG 400w HMI PAR (MAX 1) (Par Light, Ballast, 4x Diffusion Lenses, Barndoor, Chimera Bank)					
	<input type="checkbox"/> JOKER BUG 800w HMI PAR (MAX 1) (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)	<input type="checkbox"/> C-Stands (MAX 8) (Gobo Arm w/ 2x Heads)				
	<input type="checkbox"/> MOLE "NLYTN" 1K LED (150w Max)	<input type="checkbox"/> Short C-Stands (MAX 2) (20' Short Arm w/ 2x Heads)				
SUNGUN	<input type="checkbox"/> LITEPANELS 1x1 LS Daylight LED (40w Max, 200w HMI equivalent)	<input type="checkbox"/> Short Arm (w/ 2x Heads)				
	<input type="checkbox"/> ASTRA LITEPANEL 1x1 (Bi-Color)	<input type="checkbox"/> Lightweight Stand				
	<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)					
SNOOTS	<input type="checkbox"/> NILA VARSIA Daylight Kit (6 lenses, 4 hard CTO gels, 75W Max, 400w HMI or 600w Tungsten equivalent)					
	<input type="checkbox"/> ARRI SKYPANEL S60-C (MAX 1)					
	<input type="checkbox"/> ROSCO DMG Lumiere Mini Mix LED Light Package (MAX 1)					
	<input type="checkbox"/> DIGI MOLE 200w HMI (Battery Belt, Chimera)					
	<input type="checkbox"/> 200w LOWELL (Battery Belt)					
	INKY 1K 2K					

Please take a photo or keep a copy of form for reference.

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) January 31, 2020.

All thesis students must contact Roxanne Miller, Reservations Coordinator, ext. 2183 to discuss projects and reserve equipment. It is best to meet with Roxanne in person.

- You must have a completed and signed approval form before you can reserve equipment.
- Thesis students must have written approval from their advisor every time equipment is requested.
- For details on all approvals, see Thesis Student Guidelines; available at the Film Chair's Office on the 5<sup>th</sup> floor.

### 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 filters, and only for a reservation period of Friday to Monday.
- We highly recommend test 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 on the 5<sup>th</sup> floor).
- Test shoots for the Arri AMIRA, EVA1, 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 or overnight.

### Thesis Crowd-Funding Shoots

Equipment requests for crowdfunding will be limited to a camcorder and a tripod for Friday to Monday checkouts only!

**RESERVING EQUIPMENT  
FIRST – THIRD YEAR STUDENTS ONLY!**

- Present a valid, up to date SVA 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 and 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 insurance information section).
- 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.
- Film equipment is for use by School of Visual Arts students producing School of Visual Arts projects (unless approved by the Film Department Chair).
- Saturday returns must be approved and scheduled by Roxanne, Reservation Coordinator.
- Students who are on a Students Accounts Schedule hold will not be allowed access to equipment or reserve studios 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**

### **First - Fourth Year**

- 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, CAR & REPLACEMENT COSTS OF ALL EQUIPMENT SIGNED OUT UNDER YOUR NAME.

## **EQUIPMENT CHECK-IN**

### **First and Second Year:**

- All equipment must arrive on time and complete to the 4<sup>th</sup> floor Production Office.
- First year by 1:00 PM, Second year by 3:00 PM.
- 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 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. Back up all your media.
- 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 are accounted for on your end.

### **THIRD AND FOURTH YEAR:**

- 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.
- Make sure that all media has been downloaded prior to your return day. Back up all your media.

- 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 are accounted for on your end.

## **RESERVING FACILITIES**

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

Name	Title	Phone	Email
Brian Petersen	Studio Supervisor	212.592.2990	bpetersen@sva.edu
Tien-Li Wu	Avid Lab Manager	212.592.2270	twu@sva.edu
Kamil Dobrowolski	FCP Lab Manager	212.592.2285	kdobrowolski@sva.edu

## **FINES**

- \$25** No Show/Failure to cancel gear before 5PM the day before; First and Second year.
- \$50** No Show/Failure to cancel gear before 5PM the day before; Third and Fourth year.
- \$50** \*Late or partial return of equipment PER DAY; First and Second year only.
- \$100** \*Late or partial return of equipment PER DAY; Third and Fourth year.
- \$50** Improperly packed equipment packages or bins.
- \$50** Mixed Equipment return per student.
- \$50** Excessive dropping (canceling certain pieces of gear) at time of check out.

\* Extreme lateness over a course of time that affects other student's reservations will result in an outside rental fee posted to the offenders Student Account.

\*\* If you anticipate a late return, notify the Production Office before 10:00 AM on the due date.

### **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 page 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 allowed to reserve equipment or access facilities until fines are 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 your departmental privileges.
- This behavior will also be considered a violation of the Student Code of Ethics.
- Reinstatement of privileges requires a meeting the Chair 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 by your behavior.

## **Facilities**

Fines differ by facility. You must contact the studio supervisor of the facility in question for specifics, (see page 1 for contact information).

## **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 Students Accounts Office, 342 East 24<sup>th</sup> St., and must be posted to your account 2 days before your equipment pick up. (Contact Student Accounts Office for details.)

## **PREVENTATIVE MEASURES**

### **Precautions that Safeguard Equipment and Improve Performance**

- Avoid the beach/sand and the water near the beach at all costs! Sand floats freely in the wind and penetrates throughout the camera, tripod, sound recorder and lenses creating damage to internal mechanics. When this happens, equipment must be rebuilt at a great cost. Exposure to saltwater must also be avoided. Wrap all equipment thoroughly to protect it when anywhere near sand, saltwater or dirt. It's better to be safe than sorry so do not shoot at the beach.
- Clean lenses with professional lens cleaning tissue and cleaning solution ONLY. No not try any cleaning procedures without asking our advice.
- 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 happens and YOU ARE RESPONSIBLE FOR REPLACING ANY ITEMS LOST DURING PRODUCTION.
- Exchanging and/or sharing equipment with other students should not be considered. 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: consult your carrier ahead of time when travelling with production equipment. You can also speak to 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 are 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 COMPANIES**

### **Gallagher CSI Insurance**

collegestudentinsurance.com

888.411.4911

### **Fractured Atlas** (a good option for Third and Fourth year)

fracturedatlas.org

844.412.5957

### **Film Emporium**

filmemporium.com

800.371.2555

A premium short-term production insurance. Applications are evaluated individually. Higher limit coverage, additional liability coverage and longer term annual coverage is available.

## **LOCATION INSURANCE FORMS**

Forms are available in the SVA Film Chair's Office, 209 East 23<sup>rd</sup> St, Room 500.

## **HOW TO OBTAIN A SHOOTING PERMIT IN NYC AREA**

1. Check with the Student's Accounts Office to make sure your area student is in good standing. Then fill out a "Request for Location Insurance" form in the Film Chair's office, Room 500.
2. The Film Chair's office, Room 500, will provide you with an insurance certificate. Students must also obtain from the Film Chair's office a letter from SVA on the school's letterhead, stating the student's name, their status as a student (i.e. full-time, in good standing), the date(s) of the shoot and the signature of the appropriate representative from the school.
3. Start your application with the Mayor's Office of Film, Theatre and Broadcasting by using the online permit system: <https://www1.nyc.gov/site/mome/permits/students.page>. Make sure that you only choose drop down options that describe your shoot as a student film. After you have completed your application, refer to the instructions below the type of permit you are requesting.

### **When a Permit is Required**

The Office of Film, Theatre and Broadcasting issues permits to productions filming on location in the City of New York and provides free police assistance, free parking privileges and access to most exterior locations free of charge. Not all filming activity requires a permit.

#### **No Permit:**

Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of City property, not using prop weapons, prop vehicles, stunts, actors in police uniform and not requesting parking privileges for production vehicles do NOT need a permit. Standing on a City sidewalk, walkway of a City bridge or within a City park while using a hand-held camera and not otherwise asserting exclusive use of City property is NOT an activity that requires a permit.

#### **Optional Permit:**

\$300 non-refundable application fee does NOT apply. Productions using hand-held camera, camera on tripod, hand-held props and/or hand-held equipment, not asserting exclusive use of City property, not using prop weapons, prop vehicles, stunts, actors in police uniform and not requesting parking privileges for production vehicles can apply for an Optional Permit.

Insurance NOT required. Completed optional permits should be faxed to 212.262.7677.

Applicants MUST provide a fax number in order to receive the approved permit, otherwise permits must be hand delivered to the OFTB, 1697 Broadway, 6<sup>th</sup> Floor, Monday-Friday, 9:00 AM – 4:00 PM.

**Required Permit:**

\$300 non-refundable application fee DOES apply. Productions with equipment\* packages, production vehicles requesting parking privileges (excluding person cars, mini-vans, SUVs and pick-up trucks), asserting exclusive use of City property, prop weapons, prop vehicles, actors in police uniform or stunts on set must apply for a required permit. Insurance required.

\* “Equipment” is defined as anything more than hand-held camera, camera on tripod or hand-held items (such as bounce-boards, boom mics, etc.).

Permits are not required for casual photographers, tourists or credentialed members of the media.

**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.

**NYPD MOVIE/TV UNIT**

The following requires NYPD Movie/TV Unit Assistance:

- The use of prop firearms or weapons on set.
- Actors in police or other emergency response uniforms.
- Prop police or other emergency vehicles.
- Any sequence that may affect public safety.

Police Officers are not used for security or crowd control. Police assistance is not available for student projects on weekends. Police assistance for student projects is available ONLY on regular working weekdays in:

1. Commercial/business areas until midnight/12:00 AM.
2. Residential areas until 11:00 PM.

You must request Police assistance on the Questionnaire Page of the permit application and indicate why assistance is needed. You must confirm the request by calling the NYPD



Movie/TV Unit at 718.312.5120 by 10 AM on the business day prior to the shoot. They will not just “show up” unless confirmed by you.

Note: it is not legal for on-duty Police Officers to appear in film productions nor may you film active police equipment, including precinct houses, police vehicles, horses, etc. Police assistance is provided by OFTB only. Do not approach local precincts.

**For more information:**

Visit the Mayor’s website: <https://www1.nyc.gov/site/mome/permits/when-permit-required.page>  
And <https://www1.nyc.gov/site/mome/permits/students.page>

**Hours of Filming**

**Exterior Filming:**

- Commercial/business areas past midnight/12:00 AM ONLY if Police Assistance is not required.
- Residential areas until 11:00 PM ONLY.

**Interior Filming is not restricted.**

\* Hours of filming in areas that are mixed residential and commercial will be reviewed by OFTB on a case by case basis.

## **FINAL NOTES**

### **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 the 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 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 Chair and is final. As with all assignments, students must consult with instructors or advisors for exact guidelines and final script approval.