A picture containing text, clipart

Description automatically generated

**FILM DEPARTMENT**

**FOURTH YEAR THESIS**

**EQUIPMENT**

**2021 / 2022**

**FILM PRODUCTION OFFICE**

**INFORMATION**

209 EAST 23RD ST.

New York, N.Y. 10010

4TH FLOOR

212.592.2184

MONDAY - THURSDAY 8:00 AM – 10:00 PM

FRIDAY 8:00 AM – 7:00 PM

SATURDAY: CLOSED

SUNDAY: CLOSED

**Department Contact Information**

**Name Title Phone Email Floor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Michael Del Vecchio | Prod. Office Manager | 212.592.2184 | [mdelvecchio@sva.edu](mailto:mdelvecchio@sva.edu) | 4th Floor |
| Steve Burgess | Audio Post Coordinator | 212.592.2185 | [sburgess@sva.edu](mailto:sburgess@sva.edu) | 4th Floor |
| Rob Moore | Floor Supervisor | 212.592.2190 | [rmoore9@sva.edu](mailto:rmoore9@sva.edu) | 4th Floor |
| Rashan Castro | Reservations Coordinator | 212.592.2183 | [rcastro@sva.edu](mailto:rcastro@sva.edu) | 4th Floor |
| Jason Laxer | Prod. Office Evening Tech. | 212.592.2190 | [jlaxer@sva.edu](mailto:tkaywood@sva.edu) | 4th Floor |

**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

\*\*-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

Sound Devices MixPre 3 or Recorder or

Sound Devices 10T Sound Recorder w / Novation Launch Control

Deneke Timecode Slate

Sennheiser 416 Shotgun Microphone and Neumann 82i Shotgun Microphones

Lectrosonics Wireless Digital Hybrid or 400 Series Microphone Kit

Nanolockit Time Code Sync Box

LIGHTING & GRIP

Arri S60 Skypanels LED Lighting Package

Rosco DMG Min Mix LED Lighting Package

Litepanels 1’x1’ LED Light Fixtures/Litepanels Sola 4 & 6 LED Fresnel Light Fixtures

Nila LED/Mole NLYTN LED Lights

Lowel Rifa eX small 3 soft kit/

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

Kessler CineSlider/Seven Compact XL Jib Arm

Matthews 48x48” Floppy Cutter, 48x48” flags and 48x48 empty frames

Matthews Doorway Dolly with track/Hot Buttons

Chimera 20” Lantern w/skirt (Teenie Mole) & Medium Chimera Pancake (Mickie Mole)

Matthews Reflectors & 6x6 Butterflies/“Set In One” apple box kit

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

ATTENTION!! ALL DOLLY TRACK ***MUST*** BE WALKED DOWN AND UP THE STAIRS!!

DOLLY TRACK WILL ***NOT*** FIT IN THE ELEVATOR!!

**EQUIPMENT CHECKOUT**

* You must attend a camera seminar on the camera of your choice.
* 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 must have equipment insurance for the Arri AMIRA camera package.***
* **YOU ARE RESPONSIBLE FOR THE SAFETY, CARE & REPLACEMENT COSTS OF ALL EQUIPMENT SIGNED OUT UNDER YOUR NAME.**

**EQUIPMENT CHECK-IN**

* All equipment must arrive on time and complete to the 4th floor Production Office.
* 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.
* 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 and formatted prior to your return day. Back up all your media.
* Production Office staff ***does*** format all cards upon return so make sure all footage and sound are accounted for on your end.



