**FILM DEPARTMENT**

**THESIS POLICIES AND PROCEDURES**

**2021 / 2022**

**Department Contact Information**

**Name Title Phone Email Floor**

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| --- | --- | --- | --- | --- |
| Michael Del Vecchio | Prod. Office Manager | 212.592.2184 | mdelvecchio@sva.edu | 4th Floor |
| Rob Moore | Floor Supervisor | 212.592.2190 | rmoore9@sva.edu | 4th Floor |
| Rashan Castro | Reservations Coordinator | 212.592.2183 | rcastro@sva.edu | 4th Floor |
| Jason Laxer | Prod. Office Evening Tech. | 212.592.2190 | jlaxer@sva.edu | 4th Floor |
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| Mark Crowell | Website Coordinator | 212.592.2186 | mcrowell@sva.edu | 5th Floor |

**EQUIPMENT CHECKOUTS**

* 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**

* All equipment must arrive on time and complete to the 4th floor Production Office.
* First year returns no later than 1:00 PM, Second year no later than 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 and all cards 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.
* 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 and all cards 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.

**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.
* ***Equipment Insurance is a must for all Arri AMIRA packages***.

* Thesis students will be allowed a maximum booking period of ***10 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 Rashan Castro, our Reservations Coordinator and confirm your order one week prior to the reservation.
* Thesis students lose priority (regarding equipment and studios) ***January 28, 2022***.
* You must have a completed and signed approval form before you can reserve equipment.
* Thesis students must repeat the approval form process with signatures of advisor and one thesis committee member every time equipment is requested.

**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.
* Test shoots for the Arri AMIRA, PL Mount EVA1, and Sony FS7 are possible, but depend on camera availability.

**THESIS PRIORITY ENDS JANUARY 28, 2022.**

**Checking Out Thesis Equipment**

* For a thesis student to be approved for production they must fill out a Student Thesis Approval Form at this link:  <https://forms.gle/JNegdUWdxbJq62fNA>
* Once submitted, Mark Crowell, from the Film Chair’s Office contacts the thesis advisor and a thesis committee member. Both will fill out a similar form that indicates they approve the thesis project. Once Mark has all three forms (from the student, advisor and committee member) he forwards the forms to Rashan Castro our Reservation Coordinator in the Production Office informing him that the student is approved.
* At this point, the approved student can submit equipment forms with Rashan. Submittal of these forms must be at least two weeks in advance of check out day.
* If the student is requesting the Arri AMIRA camera package, the student should make arrangements with Production Office staff on learning the camera.

**Damage to Equipment**

* IF A STUDENT DAMAGES EQUIPMENT, THAT DAMAGED EQUIPMENT WILL BE SENT BACK TO THE MANUFACTURER AND THE STUDENT WILL BE BILLED FOR ALL PARTS AND LABOR TO HAVE THE ITEM REPAIRED.
* 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.

**LOCATION INSURANCE**

**If you rent a location, you must have location insurance. This covers liability in case anything happens to you or the people you work with. IT DOES NOT COVER wear and tear, or anything that is damaged or broken by you during production. You must cover yourself by carefully documenting your location room by room before you start. If you must move anything large or valuable, ask the homeowner to do it for you.**

Location insurance forms are available in the SVA Film Chair’s Office, 209 East 23rd St, Room 500.