

SVA BFA FILM

STUDIO

POLICIES & PROCEDURES

2023-2024

EVERY SET IS A REAL SET.

**CARMEL BERG, STUDIO SUPERVISOR
CBERG3@SVA.EDU
OFFICE: 6TH FLOOR ACROSS FROM ELEVATOR**

EXPECTATIONS

THE BEST PREPERATION YOU CAN HAVE FOR WORKING ON PROFESSIONAL SETS IS TO TREAT ALL OF YOUR PROJECTS AS IF THEY ARE JUST THAT.

WHILE YOU ARE STILL LEARNING AND MAKING MISTAKES, UNDERSTAND THAT FILMMAKING WILL ALWAYS BE TRIAL AND ERROR. APPROACH EACH PROJECT YOU DO WITH THE SERIOUSNESS AND CARE THAT YOU WOULD TREAT A MAJOR OPPORTUNITY.

THE STUDIOS ARE AN INCREDIBLE RESOURCE FOR YOU, AND ALL OF YOUR CLASSMATES. LET'S TREAT THEM WITH THE SAME RESPECT YOU HAVE FOR YOUR CRAFT AND FOR EACH-OTHER.

MEET THE STUDIOS

402: NATURAL LIGHT.

THE SMALLEST OF THE STUDIOS INCLUDES BASIC LIGHTING EQUIPMENT, AN OVERHEAD GRID, AND SOME FURNITURE.

501: SET WALLS.

THIS STUDIO INCLUDES 5 MOVABLE SET WALLS, INCLUDING ONE WITH A WINDOW, AND ONE WITH A DOOR. BASIC LIGHTING EQUIPMENT AND A LIGHTING GRID.

601: THE APARTMENT SET.

THIS STUDIO CONTAINS A FULLY FURNISHED APARTMENT SET, MORE COMPREHENSIVE LIGHTING EQ, AN OVERHEAD GRID, A DIMMING BOARD AND A FISHER DOLLY.

603: GREEN SCREEN, BLACK DRAPES, AND SET WALLS.

THIS STUDIO CONTAINS BLACKOUT DRAPES AROUND HALF THE STUDIO, GREEN SCREEN DRAPES, 5 MOVABLE SET WALLS, BASIC LIGHTING EQUIPMENT, AND AN OVERHEAD GRID.

604: THE BAR SET.

THIS STUDIOCONTAINS A FULLY BUILD BAR SET, MORE COMPREHENSIVE LIGHTING EQ, A DIMMING BOARD, AN OVERHEAD GRID, AND A FISHER DOLLY.

NOTE: Each studio has an assigned color. This helps keep track of its equipment, porps, furniture, and keeps us all organized.

601=Blue
604=Yellow
402=Red
501=Green
603=Pink

PROP CLOSET

THIS YEAR WE ARE EXCITED TO INTRODUCE OUR
NEW PROP CLOSET.

WHILE THERE ARE SOME PROPS THAT LIVE IN
EACH STUDIO, WE NOW HAVE A DESIGNATED
ROOM TO SUPPORT THE CREATIVITY OF YOUR
PROJECTS.

THESE PROPS ARE TO BE USED **IN-STUDIO ONLY**
AND DO NOT LEAVE THE DEPARTMENT.

TO REQUEST PROPS FOR STUDIO USE, GO TO
WEBCHOUT.COM/URETYUITRH

PROPS MUST BE RESERVED AT MINIMUM 48HOURS
BEFORE YOUR SHOOT.

THERE WILL BE A BIN OF YOUR PROPS LEFT IN
YOUR RESERVED STUDIO, NEXT TO THE DOOR.

AT THE END OF YOUR SHOOT RETURN ALL
RESERVED PROPS TO THIS BIN AND ENSURE
THAT THE BIN IS LEFT WHERE YOU FOUND IT.

RESERVING THE STUDIOS

YOU WILL RESERVE THE STUDIOS USING
WEBCHECKOUT.

ONCE STUDIO REQUEST HAS BEEN APPROVED, A
STUDIO ACCES FORM MUST BE FILLED OUT
USING YOUR SVA.EDU EMAIL.

- EMAIL CBERG3@SVA.EDU TO REQUEST THIS FORM.
- THIS FORM MUST BE FILLED OUT AND SUBMITTED 48HOURS
PRIOR TO BEGINING OF STUDIO RESERVATION.

ANY CAST/CREW WHO ARE NOT SVA STUDENTS
MUST BE LISTED ON THE REQUEST FOR ACCESS
FORM.

IF YOU NEED TO CANCEL YOUR STUDIO
RESERVATION, YOU MUST NOTIFY STUDIO
SUPERVISOR A MINIMUM OF 48HOURS IN
ADVANCE.

- FREQUENT AND OR UN-NOTIFIED CANCELATIONS WILL
RESULT IN TEMPORARY SUSPENSION OF STUDIO BOOKING
PRIVILEGES.

ONLY THE DIRECTOR OF THE SHOOT IS ALLOWED
TO RESERVE THE STUDIO.

- IF YOU ARE FOUND TO HAVE MULTIPLE CREW MEMBERS
MAKING RESERVATIONS FOR THE SAME PROJECT, ALL
RESERVATIONS WILL BE CANCELED AND YOU WILL BE
UNABLE TO FILM.

RESERVING THE STUDIOS (CONTINUED)

- MAKE SURE YOU RESERVED ALL THE EQUIPMENT AND PROPS YOU WILL NEED ACCORDING TO THOSE OFFICE'S PROCEDURES.
- IF YOU PLAN ON ALTERING (PAINTING, REMOVING ITEMS, ETC.) THE STUDIOS OR ANYTHING IN THE STUDIOS YOU MUST REACH OUT TO THE STUDIO SUPERVISOR FIRST FOR PERMISSION.

WHILE YOU ARE USING THE STUDIOS

**PRIOR TO YOUR SHOOT, YOU WILL NEED TO
ACQUIRE THE STUDIO KEY.**

- KEYS ARE TO BE PICKED UP FROM THE 4TH FLOOR PRODUCTION OFFICE. IF YOUR RESERVATION TAKES PLACE DURING THE WEEKEND YOU MUST PICK UP YOUR KEY **BEFORE FRIDAY AT 3:00PM.**

**UPON ENTERING THE STUDIO, YOU WILL TAKE
PHOTOS AND VIDEOS FOR YOUR RECORDS.**

- THIS IS A STANDARD PRACTICE ON SETS THAT ALLOWS YOU TO RESET YOUR LOCATION TO EXACTLY HOW YOU FOUND IT.
- YOU MUST EMAIL THE PHOTOS UPON ARRIVAL TO THE STUDIO SUPERVISOR, AND NEW PHOTOS IMMEDIATELY AFTER WRAPPING THE STUDIO. FAILURE TO SEND PHOTOS WILL RESULT IN A FINE AND LEAVE YOU LIABLE FOR UNREPORTED LOSSES OR DAMAGES.

**ALSO UPON ENTERING THE STUDIO, CHECK EQ
AND PROPS INVENTORY.**

- STUDIO INVENTORIES ARE POSTED ON THE CLIPBOARD NEXT TO THE DOOR. IF YOU DO NOT REPORT ITEMS MISSING AT THE BEGINNING OF YOUR RESERVATION, YOU MAY BE LIABLE FOR THEM.

USING THE STUDIOS (CONTINUED)

BE MINDFUL OF WRAPPING OUT AS YOU SHOOT.

- IF YOU ARE FILMING UNTIL THE BITTER END AND ONLY THEN THINK ABOUT WRAPPING OUT, YOU WILL INEVITABLY LEAVE THE STUDIO IN AN IMPROPER STATE. SAVE YOURSELF THE FINES AND STRESS. ORGANIZE YOUR SCHEDULE AND YOUR PHYSICAL SET TO BE AS ORGANIZED AS POSSIBLE WITH DESIGNATED STAGING AREAS FOR EACH DEPARTMENT AND SCHEDULE WRAPPING OUT LIKE IT'S A SCENE IN YOUR FILM.

FOLLOW ALL SAFETY PROCEDURES TAUGHT IN CLASS.

- BE SAFE WHEN DEALING WITH POWER, LIFTING LIGHTS, AND MOVING AROUND THE STUDIO.
- IF IT'S GOING IN THE GRID, MAKE SURE IT HAS A SAFETY CHAIN.
- IF YOU ARE UNSURE HOW TO SAFELY DO SOMETHING, DON'T DO IT.

WHEN YOU ARE DONE WITH YOUR SHOOT

WRAP OUT THE STUDIO ACCORDING TO THE WRAP-OUT GUIDE POSTED IN EACH STUDIO, NEXT TO THE LIGHT SWITCH.

- FOR ALL STUDIOS;
 - SWEEP FLOORS
 - REMOVE GARBAGE
 - RETURN FURNITURE TO ORIGINAL POSITIONS
 - RETURN IN-STUDIO EQUIPMENT TO ORIGINAL PLACES ACCORDING TO PROPER EQUIPMENT PROCEDURES
 - RETURN CLASSROOM (TABLES/CHAIRS/AV CART) TO ORIGINAL POSITIONS
 - STRIKE YOUR SET ENTIRELY (THERE SHOULD BE NO EVIDENCE OF YOUR SHOOT EVER BEING THERE)

GARBAGE MUST BE REMOVED PROPERLY.

- TAKE ALL GARBAGE FROM THE STUDIOS IN THE TRASH BAGS PROVIDED. BRING TRASH BAGS TO END OF HALLWAY AND PLACE UNDER THE WINDOWS NEXT TO THE ELEVATOR. FAILURE TO DO SO IS CONSIDERED FAILURE TO STRIKE THE SET.

COMPLETE WRAP-OUT REPORT, INCLUDING BEFORE AND AFTER PHOTOS OF THE STUDIO.

- THERE IS A CHECKLIST ON THE CLIPBOARD NEXT TO THE DOOR WHICH YOU CAN COMPLETE AS YOU WRAP OUT TO HELP YOU BE SURE YOU HAVE COMPLETED EACH STEP.
- COMPLETE THE WRAP-OUT REPORT AND SEND PHOTOS TO STUDIO SUPERVISOR.

○ **WHEN YOU ARE DONE WITH YOUR SHOOT (CONTINUED)**

RETURN RENTED PROPS

- RETURN PROPS TO THE PROP BIN NEXT TO DOOR, MAKE SURE BIN IS IN IT'S CORRECT PLACE.

RETURN YOUR KEYS.

- STUDIO KEYS ARE TO BE RETURNED TO THE 4TH FLOOR PRODUCTION OFFICE ON WEEKDAYS. IF YOUR SHOOT ENDS ON A WEEKEND, RETURN KEYS TO THE BUILDING SECURITY DESK (1ST FLOOR).

○ **YOU ARE RESPONSIBLE FOR THE STUDIO DURING YOUR RESERVATION.**

- ANY MISSING STUDIO EQUIPMENT AFTER THE COMPLETION OF YOUR SHOOT MUST BE REPLACED BY YOU.

**IF YOU DO NOT COMPLETE THE WRAP-OUT FORM,
YOU ARE LIABLE FOR ANY DAMAGE OR
DISFUNCTION LEFT IN THE STUDIO.**

○ GENERAL RULES/NOTES (CONTINUED)

ONLY THESIS STUDENTS MAY RESERVE MULTIPLE STUDIOS AT ONCE.

YOU MUST BE IN THE STUDIO FOR THE DURATION OF THE TIME BOOKED.

- YOU ARE RESPONSIBLE FOR WHAT OCCURS DURING YOUR RESERVATION.

SHOOTING IN EDITING LABS. FILM PRODUCTION OFFICE, 410, OR 502 IS PROHIBITED.

- DONT' ASK.

○ **ANYONE LEAVING THE BUILDING AFTER 11PM DURING AN OVERNIGHT SESSION CANNOT RE-ENTER.**

THE PRIORITY FOR STUDIO RESERVATIONS IS THESIS→THIRD YEAR→SECOND YEAR→FIRST YEAR.

- THESIS SHOOTS MAY RESERVE A STUDIO ONE MONTH IN ADVANCED, THEN THIRD YEAR THREE WEEKS IN ADVANCED, SECOND YEAR TWO WEEKS IN ADVANCE, FIRST YEAR ONE WEEK IN ADVANCE.

○ **RESERVING STUDIOS FOR CASTING IS A LOW PRIORITY BOOKING.**

- IF A STUDENT REQUESTS THE SAME STUDIO FOR A SHOOT, THE PRIORITY WILL BE GIVEN TO THEM.



GENERAL RULES/NOTES:

THERE WILL BE NO PAINTING OF THE STUDIOS.

- YOU ARE NOT ALLOWED TO PAINT THE SET WALLS OR FURNITURE IN THE STUDIOS. YOU MAY REQUEST TO USE AN ALTERNATIVE LIKE CONTACT PAPER BUT MUST HAVE PERMISSION FROM THE STUDIO SUPERVISOR. YOU CAN REQUEST THIS PERMISSION ON YOUR REQUEST FOR ACCESS FORM.
- IF YOU FEEL IT IS IMPERATIVE FOR YOUR THESIS TO PAINT THE STUDIO WALLS, YOU WILL NEED TO SCHEDULE A MEETING WITH THE STUDIO SUPERVISOR TO DISCUSS.



YOU CANNOT REQUEST MORE EQUIPMENT OR PROPS ONCE YOUR STUDIO RESERVATION HAS BEGUN.

- RENTAL PROCEDURES STILL APPLY.

THERE IS NO ACCESS TO EXPENDABLES (GLOVES/TAPE/GELS). WE PROVIDE THOSE FOR IN-CLASS USE ONLY.

- REACH OUT TO LOCAL RENTAL HOUSES AND PRODUCTION COMPANIES. OFTEN THERE ARE EXPENDABLES LEFT AFTER JOBS THAT THEY WILL GIVE YOU.

ABSOLUTELY NO USE OF SMOKE MACHINES, HAZERS, OR CANDLES.

- YOU WILL SET OFF THE FIRE ALARMS.



FINES AND PENALTIES

→ LATE RETURNING RENTED EQUIPMENT/RENTED EQUIPMENT BEING LEFT IN STUDIO: \$100

→ FAILURE TO PROPERLY WRAP-OUT STUDIO (INCLUDING SUBMITTING PHOTOS AND COMPELTING THE WRAP-OUT DOCUMENT):\$250

→ STUDIOS ARE FOR ACADEMIC USE ONLY. SHOOTING NON-SVA PROJECTS OR SUBLETTING STUDIOS TO NON-SVA STUDENTS: \$500 AND STUDIO PRIVILEDGES REVOKED FOR REST OF SEMESTER.

→FISHER DOLLIES IN 604&601 ARE TO REMAIN IN THE BUILDING. REMOVING A FISHER: \$500 AND STUDIO PRIVILEDGES REVOKED FOR REST OF SEMESTER.

→ FAILING TO RETURN STUDIO KEY: \$50

→ LOSS OF STUDIO KEY: \$50 PLUS POTENTIAL LOCKSMITH COSTS (LOCKSMITHS ARE NOT CHEAP).

→ LEAVING A STUDIO UNLOCKED: \$50

→ NOT RETURNING RENTED PROPS TO BIN: \$50

CLOSING

THESE POLICIES AND PROCEDURES ARE PUT IN PLACE FOR YOUR SAFETY, FOR THE QUALITY OF YOUR PROJECTS, AND TO PREPARE YOU FOR WHAT IS EXPECTED OF YOU ON SETS.

IF YOU HAVE ANY QUESTIONS, OR NEED SUPPORT IN UNDERSTANDING HOW TO PROPERLY DEAL WITH THE EQUIPMENT, STUDIOS, OR POLICIES/PROCEDURES PLEASE DO NOT HESITATE TO VISIT MY OFFICE AND ASK FOR HELP.

-CARMEL