



## Film & Video Production Lab Manual

### **Welcome to the Media Culture Production Labs.**

The Department of Media Culture offers classes in film, video, TV, radio and digital graphics production. All production classes are taught in the labs where we offer production equipment rentals, digital video & 16mm film editing rooms, digital audio production, TV studio and sound stage production facilities and equipment for transfers and dubbing. Students currently enrolled in production classes may access the facilities and equipment rentals free of charge.

The Media Culture Labs include the Film/Video lab (1P-122), the Design and Digital Media lab (1P-231) and the Multimedia lab annex (1P-228A). Outlined in this manual are the policies of the labs in order to help you navigate through the required paperwork and procedures. Each semester approximately 200 students utilize the labs – to accommodate the needs of the various classes it is important that everyone adhere to these rules. They are designed to ensure that you have sufficient equipment access and time to complete your coursework.

***Please read through this book carefully - anyone in violation of lab policies may have their lab privileges revoked at the discretion of the Lab Staff.*** This booklet is in no way a substitution for your class material. Should you have any questions please ask your instructor or the lab staff for help. ***You can reach the 1P-122 cage at (718) 982-2573 or email us at [csimedialab@gmail.com](mailto:csimedialab@gmail.com).***

Good Luck with your classes and enjoy the semester!



Department of Media Culture - Film and Video Lab  
2800 Victory Boulevard, 1P-122, Staten Island, NY 10314

## Available Production Equipment

### **Equipment Checkout Requirements**

- \$100 refundable deposit
- Signed Contract
- Currently validated student ID
- Any/all required certifications

### CIN 111/120

**HD** (17) Canon XA10 AVCHD

**SD** (6) Canon GL1/GL2 Mini-DV  
(5) Sony DCR-TRV900/950 Mini-DV  
(3) Panasonic AG-DVC20 Mini-DV

**Camera Support/Grip** Sachtler Ace tripods w/fluid heads, spreader & slide  
Bogen Manfrotto tripods w/fluid heads - hex plate or Slide

**Lighting** Lowel Tota Kits, 2 or 3 light Pro-Kits

**Audio** AT 835 & 815a Shotgun Mics  
EV 635a & Shure Beta 57/58 handheld mics  
Shure SM-84 & Sony ECM-44 Wired Lavaliers  
Sony, AT & AKG headphones

### CIN 211/212 Cameras

**HD** (2) Sony FX-1000 HDV/Mini-DV  
(4) Canon XH-A1 HDV/Mini-DV  
(3) Sony HVR-Z1U HDV/Mini-DV

**SD** (2) Sony DSR-VX2100 Mini-DV  
(4) Sony DSR-PD150/170 Mini-DV

### CIN 311/312 /Graduate Cameras

**HD** (4) Sony AX-2000 AVCHD  
(2) Sony NX5U AVCHD  
(2) Panasonic HMC-150 AVCHD  
(2) Panasonic HVX/HPX P2 cam/DVCPRO HD  
(2) Canon 7D\* DSLR

**SD** (2) Canon XL1S Mini-DV  
(1) Panasonic DVX-100A Mini-DV  
(1) JVC GY-DV500 Mini-DV (in storage)

### CIN 314

**16mm Cameras** (4) Bolex H16 (2 – Zoom, 2 – Prime)  
(1) Arri – BL (in-class only)  
(2) CP-16 (in-class only)  
*Super-8 available upon request*

\* *Equipment rental requires Instructor or Lab Director approval*

## 200/300 & Graduate

### **Camera Support & Add'l Grip**

Monopod  
Shoulder Mounts  
DSLR rig  
FlowPod (with optional arm/vest)\*  
Doorway dollies, Matthews Dolly\*, Wheelchair  
C-stands & clamps\*, Flags, Scrim  
Sandbags, Apple boxes

### **Lighting**

Lowel DP, DP & T  
iLight & Micro Panel Pro  
Rifa Lights\*  
Arri 150 Kit\*  
Light Meters\*  
reflectors, gels, blackwrap

### **Audio**

Sennheiser short shotguns,  
AKG C414 & SE 300B blue-line modular mics\*  
Samson & Audio-Technica wireless lavalier mics  
Shure & Sony lavalier mics  
Shure Field mixers  
Beachtek Adapters  
Shure impedance transformers  
Sony PCM-M1 Portable DAT recorder\*  
ZOOM H2, H4N and R16\* digital flash recorders  
Audio-Technica AT2020 USB mics  
Nagra 4.2 BL  
Mic Muff windsocks  
Mic stands, boompoles, shockmounts

### **Additional Accessories**

LCD & CRT Field Monitors\*  
Rain jackets, slates, chip charts,  
grey cards, lens filters, lenses, adapters,  
cleaning accessories, gaffers tape,  
and more – ask at the cage

## CIN 314 Editing Supplies and Materials

### **16mm Film Editing**

Split reels, cores, acetate leader,  
academy leader, splicers, china markers,  
editing gloves, film cleaner, paper tape,  
sound fill, mag stock, sharpies

*\* Equipment rental requires Instructor or Lab Director approval*

## Lab Policies and Procedures

### General Rules

- You must be currently enrolled in a production class to have access to the lab equipment and facilities
- All students are expected to conduct themselves in a reasonable manner. Any students failing to show a basic respect for the equipment, facilities or lab staff may forfeit their lab privileges
- There is no eating or drinking permitted in the labs
- Any equipment loaned from the lab must be signed out by the lab staff
- No students are permitted in the office, storage, control room or equipment rental areas without supervision from the lab staff or an instructor
- If something is not working properly notify the staff immediately – do not attempt to fix, rewire or hook-up any equipment
- Do not erase, download, install or remove anything contained on the hard drives of the computers
- Lab hours will begin the second week of the semester and run through finals week. They will be posted and announced in class

### “Three Strikes”

All students are subject to a policy whereby any infraction of the rules will count as a “strike” on your record. If you acquire three strikes your privileges may be revoked in whole or part. Your professor will be notified immediately and this may affect your class grade as well as your ability to use the department’s facilities.

**This policy applies to all lab rules including late return of equipment, failure to pay for damage to equipment or any other rules outlined in this booklet.** The majority of students use the equipment and facilities without incident; only students who show a repeated failure to abide by lab policies will be penalized.

### Deposits & Certification

**All students wishing to checkout equipment are required to leave a \$100 deposit and pass all required certifications.** Deposits are only acceptable in the form of a money order and must be submitted with a deposit slip, a currently validated student I.D. and a signed Lab contract.

**Your deposit will stay on file until you request its return** and any amount of money owed for broken or damaged equipment will be subtracted from it. You must fill out a deposit request form and your deposit will be mailed to you approximately 4 weeks after your request has been processed.

**All students must pass any/all required certifications in order to check out equipment.** Only CIN 111 students will be allowed to check out as they complete their

certifications. Required 100-level certifications are for Camera/Tripod, Audio & Lighting.

### **Equipment Rentals \***

**Weekend Checkout - *The regular schedule for equipment checkout is Thursday to Monday. Friday Checkouts are available upon request only.*** The lab staff must clear pick-ups or returns on any other days. The level of your production class will determine the equipment you are eligible to check out.

**Weekday Checkouts for 200 & 300 level students** - will begin after the first month of instruction. Students may reserve equipment to be picked up after 5pm Monday and will be due back by noon on Thursday.

### **Equipment Reservations**

Once you are eligible you may reserve equipment any time at the cage. ***You may have only two reservations on the calendar at any time - any reserved equipment not picked up by 1 hour before closing will be made available to other students on a first come, first served basis.*** You may cancel your reservation at any time without penalty but repeated failure to pick up reserved equipment may preclude you from future reservations.

### **Checkout Procedure**

It is your responsibility to inspect and test all equipment being signed out to you. Please notify the lab staff of anything wrong with the equipment – this will be noted on your sign out sheet so that you will not be held responsible for repairs. **Once you sign off on the equipment you are certifying that it was checked out in good condition. YOU WILL BE HELD RESPONSIBLE FOR THE EQUIPMENT UNTIL IT HAS BEEN CHECKED BACK IN!**

### **Some examples of things to check are:**

Camera body and lens, camera functions (zoom, focus, record, play etc.), Microphones and any auxiliary audio devices, controls and locks on tripods and/or stands to make sure they operate properly, test lights and accompanying cables, Inspect all equipment for any damage or missing parts including contents of all kits.

***\*The lab staff reserves the right to determine which students may or may not check out particular pieces of equipment. If you have not passed your required certifications, do not demonstrate a level of proficiency with the equipment or show a general lack of care when handling it we are under no obligation to allow you to check it out. If you are uncertain about any equipment please ask your instructor to go over it with you.***

### **Check-In/Returns**

***Every piece of equipment is due back by closing on the due date including cabling, batteries etc. - every day the equipment is late will count as a strike on your record.*** The lab staff will inspect all equipment you have checked out. You should alert the lab

staff to any problems you may have had with the equipment i.e. bad recordings, intermittent sound, burnt out light bulbs, dead batteries, etc. Once the tech finishes inspecting the equipment you must initial its return and will be given a copy of your receipt.

***If you fail to return equipment or your equipment is damaged, lost or stolen you will be presented with a bill within 5 business days.*** If the amount is less than \$100 the amount be deducted from your deposit. If the amount exceeds your deposit you will then have 5 business days to repay the balance or make other arrangements. **A stop will be placed on any student who fails to return equipment or pay any monies owed.**

#### **CAUTION!**

- Never leave equipment unattended – even in the film lab area.
- When transporting equipment make sure it has been properly secured.
- Keep wires and cords coiled or properly taped to the floor using gaffer's tape.
- Allow sufficient cooling time for lights after they have been powered down.
- Keep lights away from any type of fabric (draperies, upholstery, etc.), water, paper or flammable substances. Due to the high temperatures the lights emit they can be a fire hazard as well as cause serious injury.
- Keep equipment, film and tapes out of direct sunlight.

#### **Guidelines for shooting on and off campus**

As a production student you will be required to do some shooting either during class time or on your own. When shooting on campus outside of the Labs you should always have your currently validated student ID on you. You may also need to get special permission from campus security or other offices for the following:

- Use of unusual props or fake weapons – under no circumstances should real weapons be used or brought to campus
- Staged combat or use of fake blood, prosthetics, etc. or acting out scenarios that may be interpreted as a real conflict/emergency or potential threat to the campus community
- Shooting that will interfere with the usual flow of campus traffic
- Use of special facilities including any campus office spaces, the Recreation Center, Campus Center, Library, CFA theatres or facilities.
- Security clearance for non-CSI students that may be involved in your production

You may request a letter from your Professor or the Lab Director to obtain permission or assistance from public safety or for other campus offices. These entities are under no obligation to authorize your shoot.

***When shooting off-campus you must follow the guidelines from the Mayor's Office which may require you to obtain a student film permit and/or assistance from NYPD. When in public spaces you may need to obtain additional permission to film on***

***subways, buses, parks, bridges, etc. Please visit the Mayor's Office of Film and TV website at: [www.nyc.gov/film](http://www.nyc.gov/film) for more details.***

If you are shooting on private property you must first secure permission of the owner. Additionally personal releases are usually required for all persons appearing in your film - please consult with your professor for details.

### **Use of the Lab Facilities**

#### **Video & Film Editing**

For video editing we have 10 non-linear editing stations (NLEs) which run iLife, Final Cut Pro Studio, and the Adobe Master Suite. Specific stations are also equipped with Avid Media Composer, Pro-Tools, and iStop Motion animation software.

1P-228A houses an additional 5 editing stations.

***Students may be assigned portable FireWire drives at the beginning of the semester which will enable them to edit at any station – please check with your professor.***

Supported videotape formats include Mini-DV, DVCAM & HDV. If you are using material from another format or if you plan to output to DVD or Blu-Ray please consult with your instructor first.

For film editing we have 16mm rewind benches, viewers, splicers and Steenbeck flatbeds available for your use. We also have an Elmo 16mm film to video telecine for transfers.

#### **File formats and copyrighted material**

If you have not edited before you may encounter difficulties when transferring downloaded files or copying files from commercial DVDs. Some files may be incompatible with our editing software or contain copyguard.

If you plan to use non-original footage in your project it is your responsibility to consult with your professor to determine the correct procedure for copying, importing and exporting materials. The lab staff will not assist students with duplicating any unauthorized materials or any sources that are protected by copyguard.

#### **Editing Reservations**

During the semester each student may reserve use of the edit rooms in 3-hour blocks.

**No student may have more than two reservations on the books at any given time.**

Reserved edit rooms will be held for 1/2 hour before they are given away – be sure to call if you want to cancel or you are running late to avoid losing your time. At any time during open lab you are free to use any unbooked edit rooms. Any student that consistently does not show up for reserved edit time may lose their reservation privileges.

## **Studio Use**

Either of the studios may be used for shooting, rehearsals, auditions or sound recording and should be booked in advance. You will be asked to provide basic info about your project, the number of people participating in the shoot and what equipment you will need. You may bring in approved props, costumes or set dressing as well as actors and crew people. ***All cast and crew will be expected to abide by the rules of the lab - the student under whose name the studio is booked will be held responsible should any problems arise.***

## **Academic Assistance & Production Resources**

When you are working outside of class time it is expected that you will be working on your own. Outside of troubleshooting technical problems the Lab Techs are not able to offer assistance with your class work.

The Media Culture Labs offer tutoring for all currently enrolled production students. During the semester you may sign up to participate in an individual session or group workshop for any areas you might need help with. There are manuals and online help links contained in all programs using the “help” drop down menu as well as a large number of online blogs/forums for filmmakers.

Tutors will be administering the required equipment certification tests and orientation workshops. Please keep in mind that tutoring is a supplement – not a substitute – to your classes. ***The tutors are under no obligation to cover material that is outside the scope of your class.***

Appointments for tutoring and certifications can be made at the cage. If you need to cancel an appointment, please call 718-982-2573. Due to limited tutoring sessions, any student that does not show up for an appointment with a tutor *and* does not call to cancel the appointment will no longer be permitted to make appointments in advance.



## **Important Contact Information:**

### **The Cage**

Phone: (718) 982-2573

Email: [csimedialab@gmail.com](mailto:csimedialab@gmail.com)

Office: CSI, Building 1P, Room 122

Notes: Please contact the cage for any questions regarding lab hours, equipment and studio reservations, technical issues and assistance, and tutoring information.

### **Department of Media Culture**

Phone: (718) 982-2541

Office: CSI, Building 1P, Room 226

Notes: Your instructor's mailbox is located within this office. Please also email your instructor when items are left in the mailbox.

### **CSI Public Safety Office**

Phone: (718) 982-2116

Office: CSI, Building 2A, Room 108

Notes: Always carry a validated student ID card and notify Public Safety when shooting on campus.

### **NYC Mayor's Office of Film, Theatre, & Broadcasting**

Phone: (212) 489-6710

Fax: (212) 307-6237

Online: [www.nyc.gov/film](http://www.nyc.gov/film)

Office: Located in the Ed Sullivan Theatre Building at 1697 Broadway, New York, NY. The entrance to the office is on 53rd Street, just around the corner from the "Late Show With David Letterman" marquee.

Notes: Permits are needed for large equipment (other than tripods and handheld equipment) or exclusive use of public property. Students can bring or upload a letter from their instructor to waive the \$300 permit fee. More information can be found on the following page.

### **How to Film on Staten Island (originally published on [silive.com](http://silive.com) on January 6, 2011)**

To film aboard a Staten Island Ferry, crews need permission not only from the Mayor's Office of Film, Theatre & Broadcasting, but also from the city's Department of Transportation. Call Javonne Parker at 718-876-5714 for more information.

To film at the "New England-style" Wagner College, call Alejandro Lojo, manager of the external & summer programs office, at 718-420-4497 or e-mail [a.lojo@wagner.edu](mailto:a.lojo@wagner.edu).

To film in the Greek Revival buildings of the 83-acre Snug Harbor Cultural Center & Botanical Garden, call chief operating officer JoAnn Mardikos at 718-425-3540 or e-mail her at [jmardikos@snugharbor.org](mailto:jmardikos@snugharbor.org).

To film in the period village of Historic Richmond Town, call David Picerno, vice president of development, marketing and administration, at 718-351-1611, ext. 241, or e-mail him at [dpicerno@historicrochmondtown.org](mailto:dpicerno@historicrochmondtown.org).

To film in the gilded, 90,000 square-foot, historic St. George Theatre, contact executive director Doreen Cugno at 718-442-2900 or [dcugno1@si.rr.com](mailto:dcugno1@si.rr.com).

## Made in NY – Mayor’s Office of Film, Theatre & Broadcasting – [www.nyc.gov/film](http://www.nyc.gov/film)

### Before Doing Anything, Ask Yourself, “Do I Need a Permit?”

A permit is no longer needed if you are using ONLY a camera and tripod, along with any handheld equipment - AND if filming activity does not involve the assertion of exclusive use of City property AND does not request parking privileges for its vehicles. Visit [nyc.gov/film](http://nyc.gov/film) for further explanation. For all other filming, procedures stay the same. The Motion Picture / TV permit (also called a "Required Permit") is needed when you shoot in any public space, including sidewalks, parks, beaches, public buildings or in any New York City facility in the five boroughs. A scouting permit is required when scouting Housing Preservation & Development (HPD) or other City-run properties.

### Student/School Requirements

The student whose name is listed on the school’s cover letter, must upload the documents provided by their school as well as a copy of their school ID when submitting the online permit. This letter from the school confirms that you are enrolled in a film course and that the school’s insurance will cover your filming. On the permit application, your school name is the “company” and you are the “production contact”. Remember - **Permits will be issued ONLY when the student named on the insurance letter and on the photo ID is an active user of the project.**

### Filing Student Permits

The Office of Film, Theatre & Broadcasting issues permits Monday through Friday from 9 AM to 5 PM. The office is closed on weekends & holidays. **Permits must be submitted no later than noon at least two business days prior to the shoot or earlier.** If requesting to scout City owned buildings or locations requiring special approval, please allow enough lead time to get permission. Permits for Times Square must be filed 7 business days in advance. Permits for Saturday, Sunday and Monday must be submitted by NOON on Thursday. If Friday or Monday is a Public Holiday, act accordingly.

### NYPD Movie/TV Unit

The following requires NYPD Movie/TV Unit assistance:

- 1) The use of prop firearms or weapons on set
- 2) Actors in police or other emergency response uniform
- 3) Prop police or other emergency vehicles
- 4) Any sequence that may impact public safety

Officers are not used for security or crowd control. Police assistance is not available for student projects on weekends. Police assistance for student films is available ONLY on regular working weekdays in commercial/business areas until midnight (12AM). You must confirm the request by calling the NYPD Movie/TV Unit at (212) 239-2521, by 10 AM on the working day prior to the shoot. They will not just “show up” unless confirmed by you. Please note: it is not legal for on-duty Police Officers to appear in dramatic 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.

### Hours of Filming

Residential areas - Exterior filming is allowed ONLY until 11 PM. Interior filming is not restricted.  
Business/Commerical areas – Exterior filming is allowed past midnight (12AM) ONLY if Police Assistance is not required.  
Areas that are both residential & commerical - Will be reviewed by a OFTB supervisor on a case by case basis.