



Colorado Film School

**Equipment Policies and
Procedures Handbook**

Spring 2011

Welcome to the Colorado Film School!

This CFS handbook provides essential information, which will greatly contribute to your success in the film/video program. It contains all the information and rules you need in order to check out equipment at the school. It is also a guide to help you make your movies the best that they can possibly be!

Good Luck and have a great semester!

New for the Spring Semester!	<ul style="list-style-type: none"> ⇒ All equipment related question should be directed towards Laffrey Witbrod. All computer, facilities, and IT questions should be directed to Scott VanOrdstrand, please do not go to Scott with requests for or problems with equipment. ⇒ Reserving Edit Bays is now done through EQ. You reserve using the “Equipment Resources” category and your budget will be charged. This must be done 12hrs before you would like to use the room. ⇒ The copier located in Room 107 is for Film/Video coursework only. ⇒ Cage is now open on Sundays for check-ins and check-outs. 																				
Student Advising	<p><u>CCA One Stop Student Services</u> Bldg # 903 on the Lowry Campus. (303) 340-7093 rosalie.moncada@ccaaurora.edu</p> <p><u>Regis University Advising</u> Teresa Tripp-Van Rees (303) 964-3594 ttrippva@regis.edu</p>																				
Important Numbers	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Equipment Cage</td> <td style="text-align: right;">(303) 340-7325</td> </tr> <tr> <td>Laffrey Witbrod (Equipment Room Supervisor)</td> <td style="text-align: right;">(303) 340-7337</td> </tr> <tr> <td> </td> <td></td> </tr> <tr> <td>CFS Main Office</td> <td style="text-align: right;">(303) 340-7321</td> </tr> <tr> <td>CFS Fax line</td> <td style="text-align: right;">(303) 340-7326</td> </tr> <tr> <td>Veronica Sanchez</td> <td style="text-align: right;">(303) 340-7333</td> </tr> <tr> <td>Scott VanOrdstrand (Technology Manager)</td> <td style="text-align: right;">(303) 340-7331</td> </tr> <tr> <td>Frederic Lahey (Director)</td> <td style="text-align: right;">(303) 340-7322</td> </tr> <tr> <td>Sandra Gabrych (BFA Chair & Associate Professor)</td> <td style="text-align: right;">(303) 964-5364</td> </tr> <tr> <td>IT Support</td> <td style="text-align: right;">scott.vanordstrand@ccaaurora.edu</td> </tr> </table>	Equipment Cage	(303) 340-7325	Laffrey Witbrod (Equipment Room Supervisor)	(303) 340-7337	 		CFS Main Office	(303) 340-7321	CFS Fax line	(303) 340-7326	Veronica Sanchez	(303) 340-7333	Scott VanOrdstrand (Technology Manager)	(303) 340-7331	Frederic Lahey (Director)	(303) 340-7322	Sandra Gabrych (BFA Chair & Associate Professor)	(303) 964-5364	IT Support	scott.vanordstrand@ccaaurora.edu
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Building Hours	<p>Building Hours are as follows</p> <ul style="list-style-type: none"> o Monday through Thursday: 9:00am – 10:15pm o Friday: 9:00am – 6:00pm o Saturday and Sunday: Please see posting for hours around the middle of the semester. 																				
Equipment Check-out Hours	<p>Equipment Check Out Hours are as follows</p> <ul style="list-style-type: none"> o Monday: 8am – 8:30pm. o Tuesday – Thursday: 9:00am – 8:30pm. o Friday: 11:00am – 5:30pm. o Sunday: 9:00am – 2:00pm. 																				

Cage Procedures and Equipment Check-out

- If you do not know how to use a piece of equipment, you will not be able to check it out. Lab Techs reserve the right to ask you to demonstrate your knowledge and can withhold equipment. Please schedule time with Laffrey Witbrod or a Lab Tech if you wish to gain further training on equipment approved for your class. If your name is on the checkout form and you are unable to satisfactorily demonstrate equipment knowledge or answer questions you WILL BE denied the equipment until such time as you are qualified. **Just because you are in a certain class does not guarantee equipment will be checked out to you.**
- **No students or instructors are allowed inside the cage.**
- All equipment is inventoried in the computer and has a barcode which is used to checkout gear to you; so if the computer says it is checked out to you it IS. Please verify what equipment has been checked out to you BEFORE you leave. Once your rental has started what's in the computer is what you are responsible for and if it doesn't come back then YOU will be replacing it. Request a printout of the equipment the computer says you've checked out. If it doesn't match what you have then be sure the lab tech fixes the report BEFORE you leave!
- You are responsible for the equipment checked out to you. You must take the time to check all of the equipment and make sure it is functioning properly. If it is not, a lab tech will try and fix the problem. If you do not note that something is wrong, you will be charged for it upon check in.
- Never drop off equipment without waiting for it to be checked back in. You will be held responsible for equipment checked out UNTIL the Lab Tech has checked equipment back into the computer. Never leave equipment unattended. You will lose all equipment privileges if you do so.
- You may have to wait for up to 2 hours if you choose to pick up or return your equipment at a busy time such as Monday morning. This is due to the fact that we want to be as thorough as possible while checking the equipment to keep it in good working condition.
- You must pick up and drop off equipment on time and in good condition. If something holds you up, you must call in. If you don't show up within 30 minutes of your equipment reservation it becomes available for other students. We have a limited amount of equipment and a great demand for it. Your budget in EQ will still be charged and you will lose shooting privileges which may impact finishing your class. Do NOT be late!
- If you don't show up for your equipment reservation, the first time you will be warned, the second, you lose all check out privileges.
- If you are late for a check in you will be fined \$10 for every half hour late.
- You will need to charge your batteries before returning them to the cage. There will a \$10 fine for each uncharged battery.
 - **Batteries that need to be charged:**
 - Camera batteries
 - Monitor batteries
 - Litepanel batteries
 - **Batteries than DO NOT need to be charged:**
 - AA, AAA, 9V, etc. (we do not guarantee these will be charged/included)
 - Laptop (we do not guarantee these will be charged)
 - Taskforce
- If you don't keep your contact info up to date in EQ and we are unable to contact you about your order, your order may be canceled.
- You must get permission before you shoot! Shooting on location requires permits. If you do not have the proper permits you could be arrested.

Cage Procedures and Equipment Check-out (cont.)

- Lab Techs are NOT available to answer computer software questions. Please ask your professor for assistance or report problems to cfs support by logging into coloradofilmschool.net and following the directions for reporting a problem.
- Remember, Lab techs are students as well. If a lab tech is not on duty, do not bother them. **If a lab tech is not wearing their nametag, they are not on duty.**
- You must be enrolled in a production course to have access to the production equipment. You must be enrolled in a post production course to have access to post equipment. Please see Laffrey Witbrod or Frederic Lahey if you are in need of an exception.
- You may add/delete any items on your order up to **12 hours before pickup**. After that your order is locked and your budget will still be charged for items on your order whether or not you leave items at the Cage or take them with you. Last minute addition of small items during pickup may occur if an item is available AND your project budget has enough to cover the charges.
- You may check out equipment with a lab tech to familiarize yourself with it or schedule training on a specific piece of equipment. In fact, Laffrey Witbrod encourages you to check gear out for a couple of hours, if it is available, to help you familiarize yourself with the large inventory we have.
- Students are **NOT** allowed to check out equipment for non-school shoots. If you get a project outside of class, use a rental house to get your equipment. Limited rental of the equipment based on the project will be considered only after a Special Equipment Access Form has been filled out and submitted to Frederic Lahey.
 - a. **PLEASE NOTE:** Rentals are not available after the first three weeks of the semester. LSI, MP&E, CEAVCO or Peak Media can help you with your rental needs.

Barbizon Lighting (www.barbizon.com)	(303) 394-9875
Lighting Services, Inc. (www.lsidenver.com)	(303) 722-4747
Ceavco Audio-Visual (www.ceavco.com)	(303) 539-3400
MP&E (www.HDgear.tv)	(303) 789-1010
The Tape Place (www.peakmedia.com)	(303) 698-2577
Peak Media (www.peakmedia.com)	(303) 698-2577
The CinemaLab (www.thecinemalab.com)	(303) 783-1020
Crosspoint (www.crosspoint.com)	(303) 233-2700
- **To add equipment not available on your template:**
 - a. Talk to Frederic Lahey or Laffrey Witbrod to get permission to use the item. They will need to make a note on your order approving the item.
 - b. Go to the Equipment Cage and have a Lab Tech manually add the item to your order. This must be done at least 12 hours before your check out time.
- If you have questions or concerns about the equipment or the cage please email Laffrey Witbrod at laffrey.witbrod@cca Aurora.edu.

Student Location and Equipment Rental Insurance Information

Colorado Film School is happy to offer a blanket liability insurance policy for our students currently enrolled in Community College of Aurora who are currently working on a CFS production. In order for a student to obtain an insurance certificate, they must provide/have the following:

1. Each project submitted for insurance coverage **MUST** be green lit in EQ.
2. Student/Project Information
 - a. Student Name & 'S' Number
 - b. Student email address and phone number
 - c. Title of project
 - d. FVT Course project is for
 - e. Instructor's name
3. Student must provide the following for **each location** submitted for insurance coverage:
 - a. Location Owner Name
 - b. Location Address (Address, City, State, Zip)
 - c. Contact phone number for the owner
 - d. Contact email address for the owner
 - e. Shoot Dates
 - f. Is location a Residence or Business? (If a business, please indicate the name of the business)

Please be aware that the **student is liable for a \$2,500 deductible - per incident**. Insurance covers CFS equipment, equipment from rental houses or other approved vendors, and locations. It DOES NOT insure your crew against bodily harm.

Please email the above to **Frederic Lahey** (Frederic.Lahey@ccaaurora.edu) **AND Veronica Sanchez** (Veronica.Sanchez@ccaaurora.edu) **AT LEAST 48 HOURS** before your scheduled shoot. Once received, we will notify the insurance company to issue the certificate. Once we receive the issued certificate, we will email it to you using the same email as the original request. Once we receive all information listed above, you should expect 1-2 days turn around (**please do not expect to submit a request on a Friday and receive a certificate for that weekend - it won't happen**). For additional information regarding insurance details, please speak with your course instructor.

General Guidelines

- The only phone in the school for student use is the courtesy phone on the back reception desk. Please limit your calls to 3 minutes.
- There is a place to lock up your bikes on the back patio. Please lock your bikes up there, not in front of the building, or to any signs, poles, etc. around the school. They may be removed by security.
- Email to schedule an appointment with Laffrey Witbrod (laffrey.witbrod@ccaaurora.edu) or Scott VanOrdstrand (scott.vanordstrand@ccaaurora.edu). Their time is VERY limited so please ensure that they can help you by scheduling time. You may also call Laffrey at **303-340-7337** or Scott at **303-340-7331**.
- CCA grounds and properties are tobacco-free campus. Smoking will be permitted in college parking lots, but it must be a minimum of 25ft from all entrances/doorways and common walkways. ALL OTHER AREAS of the building are NON-SMOKING areas including the FRONT ENTRANCE. The fine for smoking in a non-designated area is \$100.
- All expendables (batteries, gels, diffusion, gaff tape, dulling spray, c47's, bounce boards, Headphones, ETC.) are to be supplied by the student. You can pick these items up at Barbizon Lighting or LSI at your own cost. **Mole Gator bulbs are also considered expendables and need to be supplied by the student.**

<p>Fine Structure</p>	<ul style="list-style-type: none"> • Late equipment check-in \$10 every half an hour late • Food or beverage in computer labs \$100 • Battery not charged \$10 • Not cleaning up a room/studio (you're deposit check WILL BE cashed) • Not showing up for studio reservation \$200 • Broken/Lost equipment (Price charged to fix or replace it) • Rewiring connections on computers \$100 • Smoking in non-designated areas \$100 • Setting off fire alarm* \$5,000
	<p>(*Fire alarm in Bldg 965 cannot be turned off)</p>
	<p>ALL FINES MUST BE PAID BEFORE YOU ARE ALLOWED TO MAKE RESERVATIONS OR CHECK OUT ANY ADDITIONAL EQUIPMENT.</p>
	<p>ALL FINES ARE DETERMINED BY FREDERIC LAHEY, SCOTT VANORDSTRAND, OR LAFFREY WITBROD. YOU MUST HAVE FREDERIC OR LAFFREY UNLOCK YOUR ACCOUNT IF YOU'VE BEEN FINED.</p>
	<p>Note: Broken, damaged and lost equipment takes approximately five to six weeks to either be repaired or replaced. Please treat the equipment with respect. If you break it, you not only hinder your production, but all the other students' as well.</p>
<p>Studio and room usage information</p>	<ol style="list-style-type: none"> 1. Studio and room reservations are made with Scott VanOrdstrand. NO RESERVATION with Scott VanOrdstrand NO ROOM. Please understand our enrollment is up and a number of students will be requesting studio time. Remember a studio or room request form must be filled out and signed by Scott VanOrdstrand. Please be sure and obtain a confirmation form from Scott VanOrdstrand ensuring against any computer glitches. Scott will make every effort to have updated information on www.coloradofilmschool.net regarding Studio or Room availability, however it is best to check with Scott to be absolutely sure. 2. Studio and Room request forms can be found at www.coloradofilmschool.net. A Studio or Room request MUST BE accompanied by a \$50 deposit for a casting call, audition, or rehearsal and \$200 deposit for a shoot AND must be present 24 hours in advance or NO reservation will be made. Studio requests are turned in to Scott VanOrdstrand. 3. To reserve and edit bay (Rooms 143 – 146) use EQ. Your budget will be charged. If you need help with this please contact Laffrey Witbrod. 4. Studios and Rooms are available for use by the students with a \$50 deposit for a casting call, audition, or rehearsal and \$200 deposit for a shoot. You must reserve the studio or room in advance. If you do not show for your studio or room reservation, you will lose your deposit. You must have the studio or room cleaned up and ready for the next class/shoot by the agreed to time or you will forfeit your deposit. Please follow the Studio and Room request guidelines mentioned above. 5. A \$200 deposit is required for the studio regardless of use.

Studio and room usage information (cont.)

6. Studio 965 is a teaching Studio and as such has very limited access. You **MUST** submit a Studio request form for use of 965. Please remember that you will be granted access only during the hours of **9am to 10pm Monday through Thursday and 9am to 6pm on Friday. Lighting Services, Inc.** -- (303) 722-4747 -- has extensive sound stages and their rent is cheap!
 - a. Weekend shoots may be granted to select projects meeting certain criteria. When so granted the student production must arrange for a qualified lab tech, not involved in the production, to be present on the stage for the entire shoot.
 - b. Additional areas of 965 may be reserved using the same request form as for Studio 965. However, building 965 is **ONLY** available during the posted building hours. Please see Scott VanOrdstrand with questions.
 - c. We encourage you to utilize the High Bay in 905 as well as locations off-campus. The High Bay is available for after hours and weekend shoots and all other times when a class is not in session except between semesters.
7. Obtain permission from Scott VanOrdstrand to use candles or a smoke machine in the High Bay, Building 905. Failure to do so could result in a Fire Department Fine, which can run into the thousands of dollars. Smoke and candle use in 905 **ONLY**, the fire systems in 965 **CANNOT** be shut off therefore don't even ask to use smoke or candles.
8. Classes have priority in **ALL STUDIOS** and classrooms. If you want to shoot in a studio during a class, you will not be allowed to unless cleared with the instructor and Scott VanOrdstrand.
9. Students are not allowed in the school when there is no lab tech on duty. Plan to shoot/edit during the times the school is open. The High Bay in building 905 **IS** available for after hours shooting and other needs. Please arrange with Scott VanOrdstrand for access to 905 High Bay after hours. All requests for access **MUST BE 24 hours** in advance. A lab tech can be hired to be on duty, contact Laffrey Witbrod for more info.
10. Do not leave tape on the floor or the green screen, if we find tape on the floor after you have used the studio your deposit **WILL BE CASHED**, even if you did not put the tape down, make sure it is gone when you are done.
11. The Fisher dolly is on loan to the school. You must complete a course and be signed off to use the dolly. You will be required to sign a waiver form releasing CFS from any liability when using the dolly. If unsafe use of the dolly is observed the dolly will immediately be removed from the shoot. The dolly never leaves the school under any circumstances.
12. **DO NOT** attempt to rewire, touch or otherwise move equipment (A/V, computers, projectors, etc.) Please find Scott VanOrdstrand as he knows the systems the best and can quickly help you. If you are caught behind a rack or computer rewiring or moving equipment you will be fined \$100.

Labs and Post Production

- ⇒ There are four computer labs at the Colorado Film School: Open lab in room 152, rooms 134, 135 and 136. Equipment for post-production classes is very limited. Students in the 135,136 and 152 rooms may check out an appropriate camera or deck in order to capture their projects into the computers as well as print back to tape, depending on availability. Additionally there are firewire switching stations for students using room 134 which should be used by students to capture their Mini-DV and HDV projects. As more and more projects are shot on the Panasonic HVX-200, Panasonic HMC-40, and the Sony EX-1/EX-3, students should purchase an appropriate firewire drive for backing up as lab computers have been know to fail from time to time.
 - ⇒ If you need the camera to capture video, plan ahead so you have enough time to capture by creating an order in EQ.
- **Don't forget to set your scratch disk in FCP every time you go to edit. By failing to do so, you will lose your work. If you are unaware of the procedure for setting scratch disks, see Scott VanOrdstrand.****
- ⇒ Computers in our labs have failed from time to time and it is recommended you purchase a backup device/drive so that your hard work will not be lost! Make sure it has a rotational speed of 7200 rpm and at least a Firewire 800 connection.
 - ⇒ Computer hard drives are WIPED OUT the day after the last day of the semester. Make sure your work is saved to a removable media such as a Firewire or USB drive. Scott will be glad to assist you in formatting and movement of your data. DO NOT expect your work to be on the computer after the LAST DAY of class.
 - ⇒ If you're curious about a certain piece of software please ask Scott VanOrdstrand and he can direct you to the computer it is on.
 - ⇒ While there is a public disk drive on the 'od' server labeled CFS Public DO NOT expect any files to be there the next time you sit down to your computer! This disk drive WILL BE CLEARED as space is needed!! It is recommended you purchase a suitable Firewire or USB backup system/drive for your work.
 - ⇒ There is now a CFS-Sound server where you can find a music and sound effects library for your use.
 - ⇒ Food and drink are never allowed in any of the edit labs. Food MUST BE kept in the designated area of the computer lab. If you are caught with food or drinks in the lab you will be charged with a \$100 fine.
 - ⇒ If you are unsure about plugging/unplugging Firewire, USB or other devices from the computers please seek out Scott VanOrdstrand for clarification. DO NOT under ANY circumstances plug or unplug cables from the rear of the computers. You MAY plug your USB device into the slots on the back of the iMac computers in Room 135 if the device doesn't work when you plug it into the backside of the keyboard.
 - ⇒ Students may plug USB and Firewire devices into the front of the computers in rooms 134 and 136. If you encounter a problem with your computer workstation or equipment contact cfs support by logging into www.coloradofilmschool.net and following the instructions for reporting a problem.
 - ⇒ Trouble with computers capturing can easily be diagnosed by Scott VanOrdstrand, please seek him out if you are having trouble RATHER than fix the problem yourself
 - ⇒ If you plan on attending the school for at least two years, it would be helpful for you to invest in a Firewire drive. This is a portable hard drive that allows you to save your work. If you have one, you are not locked down on one computer system. It allows you to change computers and still have all of your work. Please contact Scott VanOrdstrand to have your Firewire drive formatted to work best with our computer systems. Also, USB (aka sneaker net or flash drives) is useful for storing your project files and transferring smaller files.

Should you have any questions about lab rules please contact Scott VanOrdstrand at scott.vanordstrand@ccaaurora.edu.

Student Show Submission Information

- The Student Show will be produced in 16x9. If you provide a letterboxed version of your movie and it makes the showing it will be small on the screen compared to the other work. If your work is produced in 4x3 then it will be correctly displayed with side letterboxing.
- Please see Scott VanOrdstrand for technical assistance concerning 16x9 and Anamorphic issues. All Super 16mm transfers should be **Anamorphic** NOT letterboxed. Regular 16mm should be transferred as 4x3.
- Although we cannot show every student project at the end of the semester, it is essential that you attend the student showing. Not only will you see what other students are doing, you may also make good contacts for future projects. In fact, the Student Showing submission and attendance are **mandatory** for all students so plan to attend! (Fall and Spring Semesters only)

Helpful hints and reminders

- 90% of production is pre-production. Use a storyboard and script breakdown to plan ahead and be efficient. Professional standards are expected from all students. Professional standards are to be followed while on location. We DO GET calls from the community, we would rather they be how great our students were on a location instead of how bad everything was. Disciplinary action WILL BE taken if a film crew mistreats a location and people outside of our school.
- The more organized you are on your shoot, the better the crew. No one wants to work on a poorly run set.
- Most students will work on your project for free. In doing so, it is essential you keep them happy; usually all it takes is food. If you feed your crew, they will continue to work for you.
- The school holds open auditions twice a year during the Fall and Spring semesters. This means professional actors come to the school and audition for you, so going to these auditions is a great benefit to you. Failure to compensate an actor as per your agreement will result in your grades being withheld until the contract dispute is resolved. If you obtain the services of a professional actor then you MUST use professional standards yourself. ALWAYS provide the actor with a copy of their performance for you. Failure to do this will result in withheld grades. These auditions are placed in the headshot database on the CFS website.
- Ask questions! Upper level students have more experience. Why not ask them how they did a certain shot? The best compliment is to be copied.
- The Colorado Film School is very much like the entertainment industry; word of mouth. If you mess up, do not treat your crew appropriately, or are very disorganized other students will hear. Your reputation lies with you. The more organized and considerate you are the more people will want to work with you.
- Your thirst for knowledge will get you far. The more equipment you know and the more you work on other students' shoots; the more you grow. Before long you will find you are in demand. That is a great place to be.
- Helping out other students on their shoots will almost ensure that you have help on your shoot. Lower level students, it would benefit you to work on upper level shoots. You will learn tricks to getting a shot or ways around certain issues.
- Utilize the CFS website. There is great information on there that can help you with your productions. www.coloradofilmschool.net. This website has all of the forms for downloading.
- When you use a location it is good to leave it cleaner than when you got there.

<p>Colorado Film School reserves the following rights regarding student work</p>	<p>Student Showing</p> <p>All student work made with CFS equipment and/or facilities MUST be submitted to the Student Show. The faculty will select the top projects for exhibition. Attendance at the screening is mandatory.</p> <p>Student Work – Implied consent</p> <p>All projects made with CFS equipment may be included, without additional permission of the filmmaker, cast or crew, in promotional videos and DVD's about the program, marketed in a "Best of CFS" collection, broadcast on Channel 54 -- Community College of Aurora's TV channel -- and/or streamed on the web. By using CFS facilities and equipment you are giving an implied consent to Colorado Film School and its affiliates permission to use your film in these ways. Nonetheless CFS gives students 1 year to exploit their films in festivals and other venues before putting selected work on our YouTube and Vimeo channels.</p> <p>Students should maintain contact with CFS after graduation in the event that published work brings jobs and contract offers.</p> <p>Student Image/Likeness</p> <p>Students attending classes at CFS or on shoots for CFS projects may have their likeness captured on film or video and have their images distributed in CFS promotional brochures, videos, films, DVD's, and on the world wide web.</p>
<p>Complaints/ Questions/ Comments/ Issues</p>	<p>Any problems, praises, complaints, questions, or suggestions about any policy, the equipment in general, lab tech issues, faculty performance or your courses and requirements should be addressed to the CFS Program Director:</p> <p>Frederic Lahey (303) 340-7322 frederic.lahey@ccaaurora.edu</p>
<p>Keys to a great film</p>	<ul style="list-style-type: none"> - Solid dramatic structure (good storytelling, script, and characters) - Good performances (realization of characters) - Solid technical quality (lighting, sound, and camera) - Careful pre-production and planning of shots - Coverage (variety of shots, close-ups, cutaways, and inserts) - An overall simplicity and focus on story and character for all decisions related to technical and aesthetic issues

HAVE A GREAT SEMESTER!