FILM / VIDEO AND ANIMATION
Department Information

Chairman, Reeves Lehmann
Director of Operations, Salvatore Petrosino

SVA Film / Video and Animation Department Chair’s Office
212.592.2180
209 E. 23rd St. / Room 500
New York, NY 10010

Film / Video Production Office
209 E. 23rd St. / 4th Floor
Phone: 212.592.2190

Hours:
Mon. - Thurs. 8:00 AM - 10:00 PM
Friday 8:00 AM - 7:00 PM
Saturday 10:00 AM - 5:00 PM
Sunday CLOSED

Department Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>E-Mail</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Tien-Li Wu</td>
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<tr>
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<tr>
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<td>Casting Coordinator</td>
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<td>6th Fl.</td>
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</tbody>
</table>
**FILM / VIDEO AND ANIMATION**
**EQUIPMENT & FACILITY ACCESS: FIRST YEAR**

### First Year Equipment

<table>
<thead>
<tr>
<th>CAMERA</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Panasonic AG-AF100 Digital Video Camera Package**</td>
</tr>
<tr>
<td>* Canon 7D DSLR Camera Package**</td>
</tr>
<tr>
<td>* Arri S 16mm Camera Package*/Habby Cam Shoulder Brace</td>
</tr>
<tr>
<td>* Arri SRI Camera Package (Second Semester, Limited basis)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year Kit* contains:*</td>
</tr>
<tr>
<td>* A Sennheiser ME-66 Shotgun Microphone</td>
</tr>
<tr>
<td>* 2 20' XLR Cables, and 1 Breakaway Cable</td>
</tr>
<tr>
<td>* A pair of Headphones, and a Boom pole</td>
</tr>
<tr>
<td>* A Sound Devices Mix Pre Compact Field Mixer</td>
</tr>
<tr>
<td>* (optional) A Roland R-26 Digital Field Recorder</td>
</tr>
<tr>
<td>* (optional) A Sennheiser Wireless Microphone Kit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIGHTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Lowel (500W) Omni Kit**</td>
</tr>
<tr>
<td>* Arri Open Face (1000W/650W), and Arri Fresnel (750W/650W) Light Kits**</td>
</tr>
<tr>
<td>* Matthews C-Vival Road Rags Grip Kit**, and BOA Sandbags, Wheelchair (as dolly)</td>
</tr>
</tbody>
</table>

For additional information regarding equipment, please see the attached First year equipment form.

### Checking Out Equipment
First year students have a choice of two checkout periods:

**PICKUP:** Tuesday between 9:00 AM - 6:00 PM

**RETURN:** Thursday by 1:00 PM

or

**PICKUP:** Friday between 9:00 AM - 6:00 PM

**RETURN:** Monday by 1:00 PM
First Year
Equipment Request Form 2015-2016

DIGITAL CAMERA

- PANASONIC AG-AF100 Camera Package
  w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger, Accessory Cables and Lumix/Nokton Lens Package
  25mm/f1.4 42.5mm/f10.95 75mm/f1.8 12-35mm/f2.8

- CANON EOS 7D DSLR Camera Package
  w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger, Accessory Cables and Canon Lens Package
  50mm/f1.4 24-70mm/f2.8L zoom

FILM CAMERA

- ARRI S 16mm Film Camera Package
  w/ 2x2 Matte Box, Crystal Motor, Bait Belt, Sekonic Deluxe Light Meter

Choose (3) lenses:
- 8mm
- 9mm
- 10mm
- 12.5mm
- 16mm
- 17.5mm
- 20mm
- 25mm
- 30mm
- 35mm
- 40mm
- 50mm
- 75mm
- Zoom

Optional:
- Variable Speed Motor
- Arri S Film Magazine
- Sekonic Deluxe Lightmeter

Choose (5) Arri S filters:
- 80A
- 85
- 85 ND3
- 85 ND6
- 85 ND9
- GREEN #11
- RED #25
- YELLOW
- POLARIZER
- BLACK DIFFUSION 1
- BLACK DIFFUSION 2
- BLACK DIFFUSION 3
- BLACK DIFFUSION 4
- BLACK DIFFUSION 5
- LOW CON 2
- LOW CON 3
- DIFFUSION 1
- DIFFUSION 2
- DIFFUSION 3
- DIFFUSION 4
- DIFFUSION 5
- DAY FOR NIGHT

SOUND PRODUCTION

- First Year Sound Package
  w/ Sennheiser ME-66 Shotgun mic (w/ Clip, Windscreens), Countryman Wired Lavalier Mic, Sound Device 302 Mixer (3-Channel Mixer), 2x XLR Audio Cables (20 ft), Eng Snake Cable, Sony MDR Professional Headset, Telescopic KT Boompole

- ROLAND R-26 Field Recorder
  (Ports Case, Power Supply, SD Card, USB Cable)

- SENNHEISER Wireless Mic Kit (MAX 1)

- Slate

TRIPOD/SUPPORT

- BOGEN 501/502 Tripod

- 3-WHEEL Spreader (Upon Availability)

- WheelChair (Upon Availability)

- HABBYCAM 5D Camera Shoulder Brace
  (One grip - Upon Availability)

LIGHT KITS & GRIP - Choose 1

- LOWEL Omni Light Kit
  (3x 500w Open Faces, 3x Stands, 3x Barndoors, 3x Scrims
  3x Gel Holders, 1x Umbrella, 1x T-Bone, 1x Clamp)

- ARRI 750w/650w Light Kit
  (2x 750w Open Faces, 1x 650w Fresnel, 3x Stands, 3x Barndoors 3x Scrims)

- ARRI 1k/650w Light Kit
  (2x 1000w Open Faces, 1x 650w Fresnel, 3x Stands, 3x Barndoors, 3x Scrims)

- ROAD RAG Kit
  (2x Collapsible C-Stands, Flags, Nets, Clamps)

- BOA Bags (MAX 3)

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Instructor’s Signature __________________________ Date __________________________
### FILM / VIDEO AND ANIMATION
### EQUIPMENT & FACILITY ACCESS: SECOND YEAR

#### Second Year Equipment

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| **CAMERA** | * Canon C-100 Digital HD Camera w/ Lenses**  
| | * Arri SR I 16mm Film Camera Package**  
| | * Habby Cam Shoulder Mount Brace  
| | * Canon 5D DSLR Camera Package (Upon Availability)**  |
| **SOUND** | A Second Year Kit contains:*  
| | A Sennheiser 416 Shotgun Microphone, and Rycote softie  
| | * A Sound Devices 302 Mixer  
| | * 2 20’ XLR Cables, and 1 Breakaway Cable  
| | * A pair of Headphones, and a Boom pole  
| | * (optional) A Sound Devices 702T Flash Recorder  
| | * (optional) A Sennheiser Wireless Microphone Kit |
| **LIGHTING AND GRIP** | * Arri Fresnel / Chimera Lighting Kit  
| | * Mole Richardson Tweenie Kit  
| | * Matthews C-Vival Road Rags Grip Kit  
| | * Wheelchairs, Skateboard Dolly and track  
| | * Mole Richardson lighting fixtures (Inkys, 1K Fresnels & 1K Soft lights only)***  |

**For additional information regarding equipment, please see the attached Second year equipment form.**

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**Checking Out Equipment**

**PICKUP:** Friday between 9:00 AM - 6:00 PM

**RETURN:** Tuesday by 3:00 PM
Second Year
Equipment Request Form 2015-2016

Check Out Date: Fiday.

Return Date: Tuesday.

- All equipment is due back by 12PM.
- Accessories, including lenses, CAN NOT be checked out separately from the camera package or be substituted.
- The check out and return dates need to match the dates on the instructor's Booking Form.

DIGITAL CAMERA

- Canon EOS C100 Cinema Camera Package
  w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger, Accessory Cables, Handle Unit, Rods and Follow Focus
  24mm/1.5, 50mm/1.5, 35mm/1.5, 85mm/1.5
- CANON EOS 5D Mark II DSLR Camera Package
  w/ 32GB SD Card, SD Card Reader, 2x Batteries, Battery Charger, Accessory Cables and Canon Lens Package
  14mm f/2.8, 50mm/f/1.2, 24-105mm/f4 zoom

SOUND PRODUCTION

- Second Year Sound Package
  w/ Sennheiser MKH-416 Shotgun mic (w/ Clip, Windscreen), Rycote Softie, Sound Device 302 Mixer (5-Channel Mixer), 2x XLR Audio Cables (20 ft), Eng Snake Cable, Sony MDR Professional Headset, Telescopic KT Boompole

FILM CAMERA

- ARRI SR1 16mm Film Camera Package
  w/ 4x4 Matte Box, 2x Mags, Lightweight Rods and Follow Focus, Pistol Grip, Extended Viewfinder, Variable Speed Control, 2x Batteries, Battery Charger, Battery Belt, Changing Belt, Slate, Sekonic Delux Lightmeter
  Choose (3) lenses:
  - 5.7mm
  - 16mm (SS)
  - 385mm
  - 9.5mm (SS)
  - 25mm (SS)
  - 9-50mm (SS)
  - 12mm
  - 50mm* (SS)
  - 10-100mm
  - 40/90mm Macro
  *Only Available in Standard Mount

TRIPOD/SUPPORT

- BOGEN 501/502 Tripod
- O'CONNOR 515 or 1030 Tripod (Arri SRI)
- SACHTLER 7+7 Tripod (Arri SRI)
- HABBYCAM 5D Camera Shoulder Brace (Upon Availability)

GRIP & ELECTRIC

- AC Extensions (MAX 3)
- 4-WAY Hubbell Quad Box (MAX 1)
- C-Stand (MAX 2)
  (Gobo Arm with 2x Heads)
- Lightweight Stand
- Sand Bag 15 Lbs.
  (MAX 1)
- BOA Sand Bag 10 Lbs.
- Spring Clamp
- Mafer Clamp
  (MAX 2)
- Cardellini Clamp
  (MAX 2)
- Gator Grips
- Pigeon
- Long Valley Skate Dolly
  (16x Straight & 4x Curved Tracks)
- Tweenie Light Kit
  (3x Fresnels, 15 Scrim, 3x Stands, 3x Barndoors)
- Arri Chimera Light Kit
  (3x 650w Fresnel, 1x 300w Fresnel, 1x 1K Open Face w/Chimera)
- 200W Inky
  (Barndoor, Scrim Set)
- 750W Baby Soft Light
  (Egg Crate)
- 1K Baby Fresnel Light
  (Barndoor, Scrim Set)

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Instructor’s Signature ___________________________ Date ____________

SVA FILM/VIDEO PRODUCTION OFFICE 209 EAST 23RD STREET, 4TH FLOOR NEW YORK, NY 10010 (212) 592-2190 Reservations Coordinator: nsammatter@sva.edu
# FILM / VIDEO AND ANIMATION
## EQUIPMENT & FACILITY ACCESS: THIRD YEAR

### Third Year Equipment

#### CAMERA
- * Sony NEX-FS700 HD Digital Video Camera Package w/ Zeiss Distagon lens kit**
- * Sony NEX-FS100 HD Digital Video Camera Package w/ Zeiss Distagon lens kit**
- * Sony PMW-F3K Super 35mm HD Video Camera Package w/ Sony lens kit**
- * Arri SR II Super 16mm Camera Package w/ Zeiss PL Mount Lenses**

#### SOUND
- * Sound Devices 702T Flash Recorder
- * Sound Devices 442 Mixer (limited basis)
- * Sennheiser Wireless Microphone Kit
- * Lectrosonics Wireless Microphones 400 Series (Limited Basis)
- * Sennheiser 416 Shotgun Microphone, and (optional) Zeppelin
- * Sound Devices 302 Mixer

#### LIGHTING AND GRIP
- * Desisti 1200K HMI
- * Mole Richardson lighting fixtures***
- * Lowel Custom and Lowel Chimera DP Kits
- * 1 and 2K Dimmers
- * Lowel Sunguns
- * Glidecam 4000 (Approval Required)***
- * Kino Flo Single Diva Kit
- * Matthews wooden cucoloris / 18”x24” and Flag/Net Kits
- * Matthews Doorway Dolly**
- * Jib Arm**/ Assorted Gripware

**For additional information regarding equipment, please see the attached Third year equipment form.

(***Thesis priority ends on February 1st, 2016).**

### Checking Out Equipment

<table>
<thead>
<tr>
<th>PICKUP</th>
<th>RETURN</th>
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<tbody>
<tr>
<td>Friday by appointment</td>
<td>Wednesday by appointment</td>
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<table>
<thead>
<tr>
<th>Equipment Request Form 2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Third Year Camera &amp; Sound</strong></td>
</tr>
<tr>
<td><strong>SAMPLE</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td><strong>School</strong></td>
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<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td><strong>Return Date</strong></td>
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<tr>
<td><strong>Check Out Date</strong></td>
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<tr>
<td><strong>Instructor</strong></td>
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<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Check Out Date</strong></td>
</tr>
<tr>
<td><strong>Instructor</strong></td>
</tr>
</tbody>
</table>

- **Camera Package**: Sony PMW-200 Camera Package
- **Sound Package**: Lectrosonics Wireless Mic Kit

**Equipment Details**

- **Camera**: Sony PMW-200
- **Sound**: Lectrosonics Wireless Mic Kit

**Instructor's Signature**

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

**Check out and return dates need to match the dates on the instructor's booking form.**
# Third Year Lighting & Grip

**Equipment Request Form 2015-2016**

**Name**

**SVA ID#**

**Phone**

**Email**

**Instructor**

**Check Out Date**

**Return Date**

- All equipment is due back by 12PM.
- Accessories, including lenses, CAN NOT be checked out separately from the camera package or be substituted.
- The check out and return dates need to match the dates on the Instructor's Booking Form.

## LIGHTING FIXTURES

| 200w INKY | (Barn Door, Lockdown, Scrim Set) |
| 1K BABY | (Barn Door, Lockdown, Scrim Set) |
| 2K BABY JUNIOR | (Barn Door, Lockdown, Scrim Set) |
| 650w TEENIE | (Barn Door, Lockdown, Scrim Set, Ring) |
| 1K MICKY | (Barn Door, Lockdown, Scrim Set, Ring) |
| 1K BROAD "NOOK" | (Barn Door, Lockdown, Scrim Set) |
| 1K MOLEPAR | (Barn Door, Lockdown, Scrim Set) |
| 2K MIGHTY | (Barn Door, Lockdown, Scrim Set, Ring) |
| 2K JANERO | (Barn Door, Lockdown, Scrim Set) |
| 6K BARGER BACKLIGHT | (3x Grid Cloths & Fabric Gob, Chimera) |
| 1.5K BABY | (Barn Door, Lockdown) |
| 2K ZIP LIGHT | (Bag, Crate, Lockdown) |
| DESI 1.2K HMI | (Bailast, Head Cable, Door) |
| DESI 2.5K HMI | (Bailast, Head Cable, Door) |
| DIGI MOL 200w HMI | (Battery Belt, Chimera) |
| 250w Open Face | (Battery Belt) |
| 200w LOWELL | (Battery Belt) |

## LIGHTING KITS

| TWEENE MOLE | (3x 650W Fresnels) |
| CUSTOM Kit | (2x 2000W, 650W Fresnel, 1x Open w/ Chimera) |
| KINOFLO Dual Diva Kit | (2x 2 ft, 2x Bank) |
| CHIMERA Kit | (2x 1K Open w/ Rings & Roda) |

## ELECTRICAL DISTRIBUTION

| AC Extensions (MAX 10) |
| 4-WAY Hubbell Quad Box (MAX 4) |
| 1.2K Rheostat Dimmer |
| 2K Rheostat Dimmer |

## LIGHTING ACCESSORIES

| Small Flag Net Kit | (18"x24" Flag, Single Net, Double Net, Silk) |
| Large Flag Net Kit | (24"x24" Flag, Single, Double, Silk)) |
| 4x4 Hard Reflector (w/ Frame) |
| MATTHEWS Cucolores "Cookie" |
| 6x6 BUTTERFLY Frame with: |
| TIN |
| Single & Double Nets |

## STANDS

| C-Stands (MAX 6) | (Gobo Arm w/ 2x Heads) |
| Short C-Stands (MAX 2) | (2x Short Arm w/ 2x Heads) |
| Short Arm (w/ 2x Heads) |
| Lightweight Stand |
| Polecat 8’-16’ (99'-187') |
| Polecat 4’-8’ (68'-96') |
| Baby Roller |
| Beefy Baby Stand |

## HARDWARE & CLAMPS

| Sand Bag 15 lbs. (MAX 10) |
| BOA Sand Bag 10 lbs. |
| Apple Box Set |
| Safety Chains |
| Pigeons |
| Wall Plate 3’ |
| 750 OFFSET arm |
| MATTHEWS K-S Stacker |
| C-Clamps 6’ |
| Studded C-Clamps 6’ |
| C-Clamps 12’ |
| SWIVEL Grip Head |
| LOLLIPOP Head |
| POLY Holder |
| SPRELING |
| GATOR Grips |
| MAFFER Clamps (MAX 4) |
| CARDELLINI Clamps 3’ (MAX 4) |

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I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

**Instructor’s Signature**

**Date**
### FILM / VIDEO AND ANIMATION

#### EQUIPMENT & FACILITY ACCESS: FOURTH YEAR

**Fourth Year Equipment**

<table>
<thead>
<tr>
<th>CAMERA</th>
</tr>
</thead>
<tbody>
<tr>
<td>* xx-RED Epic Mysterium-X 5K RAW Digital Cinema Camera Package w/ CP2 lens kit**</td>
</tr>
<tr>
<td>* xx-Sony PXW-FS7 XDCAM Super 35mm Camera Package w/CP2 lens kit*</td>
</tr>
<tr>
<td>* Sony PMW-F3 Super 35mm HD Video Camera Package w/ Sony or Zeiss CP2 lens kit**</td>
</tr>
<tr>
<td>* Sound Devices PIX 240i Video Recorder</td>
</tr>
<tr>
<td>* Arri Super 16mm SR3 Camera Package Video Tap w/ Zeiss PL Mount Lenses**</td>
</tr>
<tr>
<td>* GoPro HD HERO4 4K Camera Package with Feiyu Gimbal*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Sound Devices 664 Recorder/ PSC Mini Mixer Solis Package/Lectro G Series wireless package</td>
</tr>
<tr>
<td>* Sound Devices 744T Hard Disc Recorders, Deneke Timecode Slate</td>
</tr>
<tr>
<td>* Sennheiser 416 Shotgun Microphone and Neumann 82i Shotgun Microphones</td>
</tr>
<tr>
<td>* Lectrosonics Wireless 400 Series Microphone Kit</td>
</tr>
<tr>
<td>* 4 Channel Mixers: Sound Devices 442, PSC, and Wendt</td>
</tr>
<tr>
<td>* 5 Channel Mixer: Sound Devices 552</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIGHTING AND GRIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Matthews Doorway Dolly with track/ Hot Buttons</td>
</tr>
<tr>
<td>* Kessler CineSlider</td>
</tr>
<tr>
<td>* Seven Compact XL Jib Arm**</td>
</tr>
<tr>
<td>* Steadicam Flyer (Certification Only)</td>
</tr>
<tr>
<td>* Litepanels 1’x1’ LED Light Fixtures / Litepanels Sola 4 &amp; 6 LED Fresnel Light Fixtures</td>
</tr>
<tr>
<td>* Nila LED / Mole NLYTN LED Lights</td>
</tr>
<tr>
<td>* Joker Bug 400 and 800 HMI Par Kits</td>
</tr>
<tr>
<td>* Mole Richardson 1200 watt Daylite HMI Par kits / Desisti 1200 and 2500 HMI Lights</td>
</tr>
<tr>
<td>* Barger Bag Light / DigiMole HMI Sungun</td>
</tr>
<tr>
<td>* Kino Flo Light Kits: Dual Diva, Gaffer Select and Mini Flo</td>
</tr>
<tr>
<td>* Matthews 48”x48” Floppy Cutter, 48” x 48” flags, and 48” x 48” empty frames</td>
</tr>
<tr>
<td>* “Set In One” apple box kit</td>
</tr>
<tr>
<td>* Chimera 20” Lantern w/ skirt (Teenie Mole) and Medium Chimera Pancake ( Mickie Mole)</td>
</tr>
<tr>
<td>* Lowel Rifa eX small triple soft kit / Matthews Reflectors 6x6 Butterflies</td>
</tr>
</tbody>
</table>

**There are limited quantities of lens kits; For specifics about lens kits and available lights, see attached order forms.**

**THESIS PRIORITY ENDS ON FEBRUARY 1ST, 2016.**

xx-Because of limited inventory, RED Epic and FS7 camera package have additional Policies and Procedures.

Please see Nina Summermatter for specifics.

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**Reserving Equipment**

Submit an equipment request to Nina Summermatter, our Reservations Coordinator. She can be reached at x-2183. Prepare for at least one hour of checkout time to go over your equipment. You risk losing your checkout time if late. See the next page for regarding Thesis shoots.

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**Checking Out Equipment**

<table>
<thead>
<tr>
<th>PICKUP</th>
<th>RETURN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday or Friday* by appointment</td>
<td>Wednesday* by appointment</td>
</tr>
</tbody>
</table>

*All checkouts must begin between 9:00 AM - 4:00 PM.*
DIGITAL CAMERA

- RED Epic Mysterium-X Camera Package w/ 3x L2BGRED Maps, Download Station, Bridgeplate, +1 Module, REDMote, 2x RED Vols Balls, Quad Ball Charger, AC Adapter, 4x4 Mattebox, Rods and Follow Focus, Trip Handle, Focus and Zeiss CP2 Lens Package (Choose below)

- SONY PXW-FS7 Super 35 Camera Package w/ 2x SD Card, SD Card Reader, 6x Batteries, Batt Charger, AC Adapter, Accessory Cables, 4x4 Mattebox, Rods and Follow Focus and Zeiss CP2 Lens Package (Choose below)

- SONY PXW-FZ3 Super 35mm Camera Package w/ 2x 32GB SD card, 5x SD Card Reader, 2x Batteries, Batt Charger, AC Adapter, Accessory Cables, 4x4 Mattebox, Rods and Follow Focus and Zeiss CP2 Lens Package (Choose below)

- SOUND DEVICE PX 240i 5" Recorder

PL LENS Package

Wide Angle
- ZEISS CP2 Prime 15mm/T2.9
- ZEISS CP2 Prime 18mm/T2.6
Mid Range
- ZEISS CP2 Prime 25mm/T2.9
- ZEISS CP2 Prime 35mm/T2.1
50 mm
- ZEISS CP2 Prime 50mm/T2.1
Telephoto
- ZEISS CP2 Prime 85mm/T2.1
- ZEISS CP4 Prime 100mm/T2.1
Zoom
- ANGENIEUX Optimo Zoom 16-42mm/T2.8
- ANGENIEUX Optimo Zoom 30-76mm/T2.8

- GOPRO 4K HERO 4 Camera Package w/ 32GB SD Card, SD Card Reader, 2x Batteries, Batt Charger, Waterproof Housing, Suction Cup Mount, C-Mount Conversion

FILM CAMERA

- ARRI SR3 Super 16mm Film Camera Package w/ 4x4 Matte Box, 3x Maps, Lightweight Rods, Arr Studio Rods, Follow Focus, Whip & Crank, Piston Grip, Shoulder Brace, Extended Viewfinder (7.5"), Variable Speed Control, 2x 24V Batteries, 24v Charger, Battery Belt, Changing Tent, Slate, Flickerless Video Tap, Onboard Monitor and Zeiss MKI Lens Packaged

CAMERA ACCESSORIES

- TV Logic 5.5" Full HD Monitor
- MARSHALL 7" LCD Monitor
- IKAN VX17e 17" Field Monitor w/ 2x Anton Bauer Hytron 50 Batteries
- TERADEK Bolt 300 Wireless Monitoring
- REDROCK MicroRemote Wireless Focus Kit w/ handheld controller, torque motor, basestation
- SEKONIC L758C Lightmeter
- PENTAX Digital Spot Meter
- APPLE MacBook Pro
- LITEPANELS LP50 On-board LED Light
- CHROSZIEL Whip

SOUND PRODUCTION

- "NEW" Sound Devices 664 Kit Thesis Sound Package w/ Sound Devices 664 Recorder/Mixer, CS-664 bag with strap, 4x XL-9f type cables, 2x XL-2 type cables, 1x XL-ESU timecode sync cable, 16GB CF Card, 16GB SD card, CF and SD Readers, Anton Bauer Battery plate, 2x Anton Bauer Batteries, Anton Bauer Charger, Sennheiser Mini Audio Mixer, Lectrosonics Wireless Mic Set

- SENNHEISER MKH-416 Shotgun Mic
- NEUMAN 823 Shotgun Mic
- RYCOTE Zeppelin Windjammer Kit
- SOUND DEVICES 744T Recorder (4x Batteries, Pötta Case, Power Supply, Charger, RGB CF Card)
- 744T Accessory Cables
- SOUND DEVICES 552 5-Channels Mixer
- SOUND DEVICES 442 4-Channels Mixer
- LECTROSONICS Wireless Mic Kit (Includes 2x Lectro Wireless Sets Up)
- SONY MDR Professional Headset
- ROLLS PM50 Headphone Amp
- DENEHE Timecode Slate
- KT Telescopic Boom Pole
- Slate
- Duplex Cable w/ Mini adaptor
- ENG Snake Cable
- XLR-XLR Shortie Cable (10")
- XLR-XLR Cable (20")
- Sound Blanket

TRIPOD/SUPPORT

- SACHTLER DV12 Tripod (Sony F3, Sony F5)
- SACHTLER 7+7 Tripod (Sony F5)
- SACHTLER VID 18P or 20 Tripod (RED Epic, Sony F5)
- Hi Hat (Not compatible with Rogen Tripod Heads)

CAMERA MOBILITY

- KESSLER Slider Dolly w/Tripod Head
- MATTHEWS Doorway Dolly
- MATTHEWS Straight Track w/Hot Buttons (MAX 3)
- MATTHEWS Curved Tracks w/Hot Buttons (MAX 3)
- LONG VALLEY SEVEN Jib w/Weights and Stand
- GLIDECAM Pro 4000 Camera Stabilizer
- GENUS Shoulder Mount
- STEADICAM Flyer (Requires Qualification)

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Student’s Signature ___________________________ Date ____________
Thesis Lighting & Grip
Equipment Request Form 2015-2016

Name
SVA ID#
Phone
Email
Instructor

Check Out Date
Return Date

- This form is a request and you are not guaranteed all items.
- Please specify the time and date of your requested check out (Thu-Fri, 9am-5pm) and return (Mon-Wed 9am-5pm).
- Please submit the completed form to the Reservation Coordinator in person.

LIGHTING FIXTURES

FRESNEL
- 200w INKY
  (Barndoor, Lockdown, Scrim Set)
- 1K BABY
  (Barndoor, Lockdown, Scrim Set)
- 2K BABY JUNIOR
  (Barndoor, Lockdown, Scrim Set)
- 650w TEENIE
  (Barndoor, Lockdown, Scrim Set, Ring)
- 1K MICKEY
  (Barndoor, Lockdown, Scrim Set, Ring)
- 1K BROAD "NOOK"
  (Barndoor, Lockdown, Scrim Set)
- 1K MOLEPAR
  (Barndoor, Lockdown, Scrim Set)
- 2K MIGHTY
  (Barndoor, Lockdown, Scrim Set, Ring)
- 2K IANERO
  (Barndoor, Lockdown, Scrim Set)
- 6K BARGER BALIGHT
  (3x Grid Cloths & Fabric Gr, Chimera)

OPEN FACE

- 750w BABY
  (Egg Crate, Lockdown)
- 2K ZIP LIGHT
  (Egg Crate, Lockdown)

SOFT
- DESISTI 1.2K HMI
  (Balast, Head Cable, Door)
- DESISTI 2.5K HMI (Studio only)
  (Balast, Head Cable, Door)

HMI
- JOKER BUG 400w HMI PAR
  (Par Light, Balast, 4x Diffusion Lenses, Barndoor, Chimera Bank)
- JOKER BUG 800w HMI PAR
  (Par Light, Balast, 4x Diffusion Lenses, Barndoor, Chimera Bank)
- MOLE DAYLITE PAR 1.2 HMI
  (Par Light, Balast, 5x Lenses, Scrim Set Barndoor, Chimera Bank)
- MOLE "NYLYN" 1K LED
  (150w Max)

LITEPANELS
- LITEPANELS 1x1 LS Daylight LED
  (40w Max, 200w HMI equivalent)
- LITEPANELS SOLA 6 Daylight LED
  (110w Max, 550w HMI equivalent)
- LITEPANELS SOLA 4 Daylight LED
  (39w Max, 125w HMI equivalent)

SUNGUN
- DIGI MOLE 200w HMI
  (Battery Belt, Chimera)
- 250w Open Face
  (Battery Belt)
- 200w LOWELL
  (Battery Belt)

SHOTS
- INKY
- 1K
- 2K

LIGHTING KITS

- TWEENIE MOLE
  (3x 560w Fresnels)
- CUSTOM Kit
  (2x 200W/650W Fresnel, 1K Open w/ Chimera)
- CHIMERA Kit
  (2x 1K Open w/ Rings & Rods)
- LOWELL Rifa Kit
  (2x 500W, 1x 200W, 1x Lampak)

KINOFO Miniflo Kit
(2x 1 ft, 1x Banks)
KINOFO Dual Diva Kit
(2x 2 ft, 2x Banks)
KINOFO Caffer Kit
(2x 4 ft, 4x Banks)

ELECTRICAL DISTRIBUTION

- AC Extensions (MAX 10)
- 4-WAY Hubbell Quad Box (MAX 4)
- 1.2K Rheostat Dimmer
- 2K Rheostat Dimmer

LIGHTING ACCESSORIES

- Small Flag/Net Kit
  (18x24" Flag, Single Net, Double Net, Silk)
- Large Flag/Net Kit
  (24x36" Flag, Single, Double, Silk, Empty Frame)
- 4x4 Floppy (Bottom Hinge)
- 4x4 Floppy (Top Hinge)
- 4x4 Solid

- 4x4 Empty Frame

- 4x4 Hard Reflector (w/ Frame)

- MATTHEWS Cucurbitis "Cookie"
  (6x6" BUTTERFLY FRAME)
- Solid
- Grid Cloth
- Lame Gold/White Bounce
- Single & Double Nets
- Silk
- Ultra Bounce
- Lame Silver / White Bounce

STANDS

- C-Stands (MAX 8)
  (3x-4 Arm w/ 1x Heads)
- Short C-Stands (MAX 8)
  (2x Arm w/ 2x Heads)
- Lightweight Stand
- Beefy Baby Stand
- Polecat 8'-16' (99'-187')
- Combi Stand
- Polecat 4'-8' (48'-96')
- Hi Boy
- Baby Roller
- Low Boy

HARDWARE & CLAMPS

- Sand Bag 15 Lbs. (MAX 10)
- BOA Sand Bag 10 Lbs.
- Apple Box Set
- Safety Chains
- Pigeons
- Wall Plate 3" (MAX 2)
- 750 OFFSET arm
- MATTHEWS K-S Stacker
- MATTHEWS K-S Stacker
- C-Clamps 6"
- MAVER Clamps (MAX 4)
- CARDELLINI Clamps 3" (MAX 4)
- QUACKER Clamps (MAX 2)
- SWIVEL Grip Head
- LOLLIPPOP Head (w/ Stud)
- Poly Holder

I, the undersigned, fully understand that this form is only a request and that I am not guaranteed to receive all items.

Student’s Signature ___________________________ Date ___________________________
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. Thesis students will be allowed a maximum booking period of 21 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 Reservations Coordinator during office hours), and confirm your order one week prior to the reservation. Thesis students lose priority (in regard to equipment and studios) on February 1st, 2016.

All thesis students must contact the Reservations Coordinator, Nina Summermatter (at extension 2183) to discuss projects and reserve equipment.

The Reservations Coordinator’s office hours are: Monday – Friday, from 3:00PM - 5:00 PM.

Bring your completed thesis approval sheet when you meet with Nina.

You must have a completed and signed approval form before you can reserve equipment. For details on all approvals, see Thesis Student Guidelines; available at the Film Chair’s Office.

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 and filters, and only for a reservation period of Friday to Monday. We highly recommend tests 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. Refer to the Thesis Guidelines booklet for specific instructions (available in the Dept. Chair’s office: see pg.1). Test shoots for Red Epic and Sony FS7 are possible, but depend on camera availability, and must be conducted in one of our department’s studios over a single weekend.

Thesis Crowd-Funding Shoots
Equipment requests for crowd-funding will be limited to a camcorder and a tripod for Friday to Monday check-outs only!
RESERVING EQUIPMENT PROCEDURES

Present a valid, up-to-date S.V.A. identification card. All students picking up equipment must show ID; You are prohibited from lending your name to other students for the purpose of taking equipment.

You must be registered in a **PRODUCTION class** in order to reserve equipment (or to use the studio facilities). Also you must be a student in good standing.

All equipment reservations must be submitted via your class folder on the **DAY OF** your production class; a minimum of one week prior to the reservation date. Availability is based on your class allotment. Instructors must sign all Instructor Booking Forms.

Equipment insurance, although not mandatory, is STRONGLY suggested (see pg.19 for insurance information). You are responsible for any loss or damage of equipment when you sign your contract, and any loss or damage must be paid for or replaced.

Pick-up or return of equipment outside the official hours (see Prod. Office hours, pg.1), will be evaluated on an individual basis. Students must contact the Reservation Coordinator at x-2183.

Note: Failure to cancel in advance, as well as not showing up to pick up your equipment on time, will result in a fine of $25.00.

Film, Video and Animation equipment is for use by School of Visual Arts students producing School of Visual Arts projects (unless approved by the Film, Video and Animation department Chairman)

*Any Saturday equipment return requests must be approved and scheduled by Nina.

*Students who are on a Student Accounts Schedule hold will not be allowed access to equipment or facilities until the hold is removed. These holds are usually from tuition payments that are not up to date. If you have two or more fines you will not be able to take out equipment or reserve studios. Students who have already lost or damaged equipment must complete payment or replacement of equipment before taking out any gear.
EQUIPMENT CHECKOUT PROCEDURES

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 PROCEDURES

First and Second Year:
• All equipment must arrive on time and complete to the 4th floor Production Office. First year by 1:00pm. Second year by 3:00pm. Third and fourth year by appointment.
• 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 has 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 prior to your return day.

We require that all cards are formatted and returned with the rest of your equipment. Production Office staff does format all cards upon return so make sure all footage and sound is accounted for on your end.

Third and Fourth:
• 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. All media must be downloaded prior to your return day.
• We require that all cards are formatted and returned with the rest of your equipment. As a procedure, Production Office staff does format cards upon return so make sure all footage and sound is accounted for on your end.
RESERVING FACILITIES

Facility reservation forms must be submitted to the manager in question at least one week in advance. Additionally, please see these managers for their Policies and Procedures regarding individual facilities.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Manager</td>
<td>Michael Del Vecchio</td>
<td>212.592.2184</td>
<td><a href="mailto:mdelvecchio@sva.edu">mdelvecchio@sva.edu</a></td>
</tr>
<tr>
<td>Protools Lab Manager</td>
<td>Jason Gambrell</td>
<td>212.592.2185</td>
<td><a href="mailto:jgambrell@sva.edu">jgambrell@sva.edu</a></td>
</tr>
<tr>
<td>Avid Lab manager</td>
<td>Tien-Li Wu</td>
<td>212.592.2270</td>
<td><a href="mailto:twu@sva.edu">twu@sva.edu</a></td>
</tr>
<tr>
<td>FCP Lab Manager</td>
<td>Kamil Dobrowolski</td>
<td>212.592.2285</td>
<td><a href="mailto:kdobrowolski@sva.edu">kdobrowolski@sva.edu</a></td>
</tr>
</tbody>
</table>

FINES

Regarding Equipment

- **$25.00** Failure to cancel equipment before 5pm the day before check-out. 1st & 2nd Year.
- **$50.00** Failure to cancel equipment before 5pm the day before check-out. 3rd & 4th Year.
- **$50.00** *Late or partial return of equipment (per day)* 1st and second year only
- **$100.00** *Late or partial return of equipment (per day)* 3rd and 4th year students.
- **$50.00** Improperly packed equipment packages or bins.
- **$50.00** Mixed Equipment return per student.
- **$50.00** **Excessive dropping of equipment at time of check out.**

This will be up to the Production Office Managers discretion.

* Extreme lateness over a course of time that affects other students reservations will result in an outside rental fee posted to the offenders Student Account.
* If you anticipate a late return, please notify the Prod. Office before 10:00 AM on the due date.

Regarding Damage to Equipment ★

Damage to equipment will result in a cost of $50.00 per hour for labor, in addition to replacement part costs. 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 pg.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 able to reserve equipment or facilities until it is 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 of your departmental privileges. This behavior will also be considered a violation of the Student Code of Ethics.

Reinstatement of privileges requires a meeting with the Chairman 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 from such behavior.

Regarding Facilities
Fines differ based on facility. You must contact the studio supervisor for the facility in question for specifics. (contact info on pg.1). Fineable Offenses include, but are not limited to:
- $100.00  Leaving studio disorganized and/or in disrepair*
- $25.00  Eating, drinking, or smoking in any department facility*
- $25.00  Late, lost, or unauthorized exchange of facility keys*
- $25.00  Leaving facilities unlocked*

*Students are also held financially responsible for the cost of any damage or loss that occurs as a result of negligence.

Regarding Damage to Facilities
Report unacceptable studio conditions to the appropriate manager immediately.
Failure to report such conditions will make you accountable.

Paying Fines
Fines must be paid directly to the Student Accounts Office (located on the 2nd floor of 209 East 23rd St.), and must be posted to your account 2 days before your equipment pick up. (contact the Student Accounts Office for details).
PREVENTATIVE MEASURES

Precautions that Safeguard Equipment and Improve Performance

• Avoid the beach/sand (and the water in close proximity to it) at all costs! Sand floats freely in the wind and penetrates throughout the camera, tripod, sound recorder, and lens creating damage to internal mechanics. If this happens, equipment will have to be rebuilt at great cost. Equipment exposed to salt water must also be avoided. Wrap all equipment thoroughly to protect it when anywhere near salt water, sand or dirt. It’s better to be safe than sorry so don’t shoot at the beach.
*Clean Lenses with professional lens cleaning tissue and cleaning solution ONLY.

Do not try any cleaning procedures without asking our advice.

• Avoid inappropriate voltage, since most cameras require specific DC voltage. NEVER attempt to feed electrical current to film or video camera connectors using nonstandard power sources, as it will damage camera motor and electronics. Never connect a battery belt to a camera while charging.

• Never leave a camera unattended on a tripod and walk away. If you take a break from shooting, take the camera down from the tripod. Place it back in the case or somewhere safe where it cannot be dropped and damaged.

• THEFT is an ever present danger. Be aware of your surroundings, and always assign a crew member the specific task of watching equipment. Rope off the area where equipment will be stored and NEVER WORK ALONE or LEAVE EQUIPMENT UNATTENDED. This includes cars, vans, trucks, and any other vehicles. Theft is common, and YOU ARE RESPONSIBLE FOR REPLACING ANY ITEMS LOST DURING PRODUCTION.

• Exchanging and/or sharing equipment with other students is a bad idea. Never exchange or lend equipment listed on your contract with other students. YOU are responsible for any damage or loss of equipment checked out under your name on the contract.

• Air Travel. Please consult your carrier ahead of time when travelling with production equipment. You can also speak to the the Production Office for advice on this matter.
EQUIPMENT INSURANCE

The School of Visual Arts strongly suggests that students have equipment insurance for their productions, although it is not mandatory. Every project and policy is different so no quotes are printed here. Please call an insurer to get all details and prices for a policy. Make sure you understand what is and what is not covered. Students are responsible for all equipment signed out under their name and will be held financially responsible for any lost or damaged equipment.

SUGGESTED INSURANCE OPTIONS:

CSI Insurance
http://www.collegestudentinsurance.com/
888.411.4911
A policy PDF can be downloaded here: http://www.collegestudentinsurance.com/CSIPolicy.pdf
Contact their office for assistance with any questions regarding the insurance protection afforded by this policy; you can also email your questions to info@CollegeStudentInsurance.com.

Fractured Atlas
http://www.fracturedatlas.org/site/liability/Film
A good option for third year and thesis students, Fractured Atlas is a non-profit organization that offers many services to the artist community.

Film Emporium
http://www.filmemporium.com/
Premium short term production insurance. Applications are evaluated individually. Higher limit coverage, additional liability coverage, and longer term annual coverage’s are also available.

LOCATION INSURANCE

Location insurance can be obtained through the SVA Film/ Video and Animation Chairman’s Office (209 E. 23rd St., Room 500; see HOW TO OBTAIN A SHOOTING PERMIT section on page 17).
HOW TO OBTAIN A SHOOTING PERMIT
The following section on permits pertains to New York City area only!

1) Check your with the Student’s Accounts Office to make sure you are a student in good standing.
   Then fill out a “Request for location Insurance” form from the Film/Video Chair’s Office (Room 500).

2) The Film Chair’s office will provide you with an insurance certificate and a letter of good standing.
   You will need your policy number, a digital copy of the letter of good standing, and specific information
   regarding your film shoot including (but not limited to) the exact location addresses, your shooting dates,
   the names of your cast and crew, and a brief description of the nature of the shoot.

3) Start your application with Mayor’s Office of Film, Theatre and Broadcasting by using the
   Make sure that you only choose drop down options that describe your shoot as a student film.
   After you have completed your application, you may need to pay a fee; see the chart below for details.

<table>
<thead>
<tr>
<th>Permit Required:</th>
<th>Permit Not Required:</th>
<th>Optional Permit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300 permit fee</td>
<td>$300 permit fee</td>
<td>$300 permit fee</td>
</tr>
<tr>
<td>applies.</td>
<td>does NOT apply.</td>
<td>does NOT apply.</td>
</tr>
<tr>
<td>Equipment or</td>
<td>Hand-held cameras or</td>
<td>Handheld equipment only.</td>
</tr>
<tr>
<td>vehicles are</td>
<td>tripods are used and</td>
<td>Permit does not include</td>
</tr>
<tr>
<td>used or person</td>
<td>person filming does</td>
<td>special parking privileges.</td>
</tr>
<tr>
<td>filming asserts</td>
<td>not assert exclusive use of City property and does not request parking privileges for its vehicles.</td>
<td></td>
</tr>
<tr>
<td>exclusive use of City property.</td>
<td>Insurance is required for this permit.</td>
<td>Insurance is not required for this permit.</td>
</tr>
</tbody>
</table>

When a Permit Is Not Required
From the Mayor’s Office of Film, Theatre and Broadcasting website:
Permits are not required for casual photographers, tourists, credentialed members of the media
or other members of the public who do not use vehicles or equipment or assert exclusive use of City property.
Optional Permits
A permit is not required for filming that uses hand-held cameras or tripods and does not assert exclusive use of City property. Standing on a street, walkway of a bridge, sidewalk, or other pedestrian passageway while using a hand-held device and not otherwise asserting exclusive use of City property is not an activity that requires a permit.

A free optional permit is available to an applicant when a permit is not required but who wishes to have documentation from the Office of Film, Theatre and Broadcasting. The optional permit must be filled out with dates, times, locations and contact information. Liability insurance is not required for an optional permit. Download the optional permit from the web site. Completed optional permits should be faxed to 212-262-7677.

Liability Insurance
Liability insurance is needed for those who obtain a required permit. However, when an applicant can demonstrate that obtaining the required insurance would impose an unreasonable hardship, MOFTB may waive the need for liability insurance. In addition, student filmmakers can meet their liability insurance obligations through coverage under their school’s insurance program.

Filming in a DCAS Property
The Department of Citywide Administrative Services (DCAS) oversees various City buildings, such as the Manhattan and Brooklyn Municipal Buildings, all Borough Halls, and City and State Courts, that are available to productions as filming locations. When filming in one of these properties, a fee of $3,200 needs to accompany a permit submitted to the Office of Film, Theatre and Broadcasting. Payment may be made by certified bank check, payable to the New York City Department of Finance. Please note that this form of payment should be made separately from the new application fee. For additional information, visit the Department of Citywide Administrative Services website.

For more information:
SOME FINAL NOTES

LOCATION INSURANCE REQUESTS:
All students requesting insurance for outside location shoots must fill out a Request for Location Insurance Form, and submit it to the Film Chairman’s Office (see pg. 16).

ALCOHOL AND DRUG POLICY
The School of Visual Arts expects all members of the College community to assist in maintaining a drug-free environment. The possession, unlawful manufacture, distribution, dispensing or use of a controlled substance, (illicit drugs, etc.) or being under its influence of alcohol or controlled substance on College premises including residence halls is prohibited and grounds for administrative action.

Any student(s) found to be in violation of this policy will be subject to sanctions including, but not limited to, mandatory referral for counseling and/or treatment and termination of enrollment.

SPECIAL EFFECTS SHOOTING POLICY, ETC.
The School of Visual Arts Film Department does NOT approve the use of special effects equipment outside of the Film Production Office inventory. Nor does it condone the use of special effects when achieving the effect places a risk on the safety of human life or the equipment in use.

A shoot is considered to be dangerous or unsafe if the individual actors or crew members are put at risk of possible injury. This policy extends to the use of equipment when there is a risk of damage to the equipment. In addition, any student or crew member that feels that the safety or ethics of a production have become questionable should contact a department administrator or the Production Office. Should a violation be discovered, the administration will take disciplinary action against all crew members involved in dangerous activities. The decision to impose disciplinary action will be determined by the Film Chairman, and is final. As with all assignments, students must consult with instructors or advisors for exact guidelines and final script approval.