

MEMO

September 7, 2004

FROM: Michael Rollo, Production Coordinator

TO: Marielle Nitoslawska, Emmet Henchey, All First Year Graduate Students

RE: Graduate Student Resources and Equipment

The following is a list of equipment and resources reserved for all film production graduate students in the MFA program. Equipment and resources are available at the Mel Hoppenheim School of Cinema, the MFA Bourget building, the VA (Visual Arts) building, and the GSA (Graduate Students' Association) building.

The Mel Hoppenheim School of Cinema

Below you will find a listing of equipment, which is dedicated to grad use only. In addition, the school has a large equipment base for general use of all undergraduate courses. The peak periods of undergrad usage are: mid-October to early December and from January to the end of March. During these periods, grads can book equipment depending on the availability. For the remaining 7 1/2 months of the year, graduate students have priority. All equipment must be reserved with the Production Coordinator 3-4 working days before pick-up. A returnable \$100 damage deposit (bank draft or money order) must be handed in to the equipment depot.

***All equipment must be signed for by either the professor (if requested equipment is for class assignments) or thesis advisor. Equipment sheets must then be handed to the Production Coordinator for processing and scheduling.**

****THE EQUIPMENT DEPOT RESERVES THE RIGHT TO MAKE ANY NECESSARY CHANGES TO THE FOLLOWING LIST AT ANY GIVEN MOMENT DURING THE ACADEMIC YEAR.**

PRODUCTION

Camera Packages

(FILM)

- AATON S-16 w/ Lenses (9.5 mm, 12 mm, 16 mm, 25 mm, 50 mm, Zoom 12-120 mm)
- Sun Shade
- Universal Matte Box

- Filters
- BOLEX w/ Lenses (25mm, 50 mm, 75 mm) + Accessories (rewind crank, motor, etc.)
- Sachtler Tripod
- Hi-Hat

(DIGITAL)

- AG – DVC 15 Panasonic DV Camera
- Sony PD 150 DV Camera
- Sony TRV 900
- Nikon SLR Camera w/ 50 mm lens

Lighting / Grip

- Lighting Kit:
(2) 650 Open Face / (1) 1K Fresnel / (2) 200W Inkies w/ Scrims
- Grip Kit
- Manfrotto Light Stands
- Pole Cats
- Gobbo Stands
- Stove Tie-In

Sound

The grad program does not have dedicated sound equipment. However, outside of peak periods (see above) students will have full access to:

- Nagra 4.2
- Sony DAT Recorder
- Senheiser 416 and 816 / Senheiser K6 / 800 Audio Technica Mic
- Tram Mic
- Boom
- Zeppelin (416 / 816 / K6)
- Audio Cables

POST-PRODUCTION

Editing Suites

FB-447

Apple Powermac G4 Dual processors 1.25 gig ram
 Apple ComboDrive (CD-burner DVD-player)
 Avid Xpress Pro 4.5.1

Dual 21" Viewsonic Hi-Resolution computer display units
Sony DSR 40 Professional DVCAM
14" Sony NTSC Video Monitor
Avid keyboard

FB-445

Proposed Upgrade for old Avid Xpress machine (powermac)

G5 Dual 1.8 processor 1 Gig
Dual 19" Viewsonic Hi-Resolution computer display units
Avid Xpress Pro 4.5.1
Superdrive (DVD-Burner)
DVCAM deck
14" Sony NTSC Video Monitor
Avid keyboard

***STUDENTS MUST PROVIDE THEIR OWN EXTERNAL HARD DRIVE FOR VIDEO STORAGE TO BACK UP THEIR PROJECTS**

Booking is made via a signup calendar that is posted on the door of the editing suites. Graduate students reserve the suite in blocks of time (4 hours) on a first come, first serve basis. Students are expected to limit their editing time to allow other MFA students equal access. Post-Production periods should be scheduled in consultation with an academic thesis advisor and deadlines must be respected. Students should keep their advisors updated as to their editing process in order to facilitate over-all access to the editing suites. **Editing periods are not open-ended.**

No Media should be left on the editing stations. No unauthorized software should be installed on any station. If you have special requests, check with the Post-Production Coordinator.

Food and beverages are not allowed in the editing suites.

Access to the editing suite is granted from the Post-Production Coordinator upon approval from an academic thesis advisor. With concern to after-hours access, students must have a security pass signed by the Technical Supervisor or Post-Production Coordinator, which informs security to allow the student access to the editing suites.

In the suites, a key is provided to allow the student to leave the room **temporarily** for breaks. However the key is to remain in the room when the student is finish his/her editing session (i.e. not taken home). If the key is removed, then the room will be locked with the security dead bolt and no student will have access until the key is returned. Failure to respect any of the above

conditions may result in loss of privileges.

RESOURCES

Here is a list of equipment reserved for graduate students at the Visual Arts Depot (see attached sheet for the regulations and guidelines):

Production:

- (3) Sony TRV 900 Mini DV Cameras
- (1) Sony PD 150
- (1) Sony PD X10
- (1) Epson video projector
- (2) Lowel brand P1-10 Pro Lights w/ barndoors and Manfrotto stands

For more information see attached sheet

Mini DV cameras are also available at the IITS AV depot on the 4th floor of the Hall Building.

Post-Production (Centre for Digital Arts)

CDA Video Labs

Concordia University's The Centre for Digital Art's video labs is located in the basement of the Visual Arts building. The office for reservations open 10am - 6pm is located in VA037. Access is available to all Fine Arts students who have paid a CDA lab fee. Graduate students do not have to pay the CDA fee.

The facility currently houses Final Cut Pro video editing stations as well as a few other specialty stations. Phil Hawes who can be reached at 514.848.4912 or phawes@alcor.concordia.ca currently coordinates the facility

Phil works from 10am-6pm but the facilities are open from 9am-10pm.

Bookings for those stations can be made online at

www.cda.concordia.ca/video.html

Four hours is the maximum amount of time per day that you can reserve a station for.

The video labs support only MiniDV as a standard.

Digital Video requires a large amount of hard drive space, which is limited. You will be assigned space on a drive for a period not exceeding one month (you should have shot everything by the time you get here). If drive space is full you must bring in your own Firewire hard drive or wait for the next available hard

drive space.

Students wishing to add professional sound to their films should use the CDA Sound labs in the Hall building (H-333, x. 3449).

McConnell Lab

The McConnell lab VA-037 is now open to all Fine Arts faculty and grad students. Bookings can be done online. There is a four-hour limit per day unless no one else needs it that same day.

To get access you can sign out a key from security. It is key #6D. For anyone wishing to have key access, you must give Phil Hawse your student ID number so he can add you to the list.

The Mac is plugged into a UPS unit, which will give you about 10 mins of time to save your work and shut down in case of power failure. The following is a general list of the hardware and software.

Macintosh-867Mhz Quicksilver with 60 and 120Gig drives.

The Mac is equipped with a Superdrive (DVD and CD-RW burning)
It also has a 250MB Zip drive and an Epson 1250 Perfection scanner.
A Nikon Supercoolscan 4000ED 35mm film scanner is also attached. For video, there is a mini-DV deck and NTSC video monitor.

Software:

Illustrator 10
Imageready 7
Photoshop 7
Cleaner 5 EZ
Director 8.5
Dreamweaver MX
Final Cut Pro 3
Fireworks 4
Flash MX
Imovie 3
Media Cleaner 4.0.2
Internet Explorer 5.1
Netscape communicator 4.7
Omnipage pro 8
Realplayer
Toast 5 Titanium
Office 2001 (Word, Excel, Powerpoint)
Protocols Free
DVD Studio Pro (DVD encoding and burning)
Fetch 3.0.3

Quicktime Pro
BBedit lite 6.1.2

The MFA Bourget Building

Power G4 MAC w/DVD-R, Epson Scanner, Canon S330 Inkjet Printer
Software: Final Cut Pro 3, Adobe Photoshop, Microsoft Office, etc.

GSA (2145 Mackay St.)

PC and Mac Labs for Word Processing

For further information please contact Mike Rollo, Production Coordinator, 848-2424 x.4339