

Who	What	Where	Paper Work	Turn Around	Notes
Janice Carbert Operations Manager	Liability Waivers For guest workers Permission for SFX Special Staff assistance	IMA 205		Give yourself 4 weeks, esp. as regards SPX	
Jonathan Duder	Booking; Keys	Film Cage	Completed Sound Stage Application	Give yourself 4 weeks from start to finish	
Valérie Kaelin, Scenography	Reviews Set Design Design advice, including wall coverings, Cost efficient solutions	IMA 351	Scaled Spotting Plan Ground Plan Elevation Story Board Application Package	Give yourself 2-3 weeks from start to finish.	
John Tarver, CSC	Once the spotting is locked down, review Lighting Design. Please note that in the event of post effects, you will need simultaneous advisement with sets and lighting.	IMA 204	Scaled Spotting Plan with the Scenography approval. Story Board Application Package	Give yourself 2- 1 week.	

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Joseph Lammirato, Carpentry & Wood Sculpture	Assists student in modest builds, will check back with Janice regarding project scope.	IMA 305	List of required inventory. A construction drawing. It need not be formal, but it should be dimensioned.	Give yourself 2.3 weeks.	
Bryn Chamberlain	Monitors set safety and professional wrap Safety Liaison	IMA B18		Tues-Friday 3:00-10:00 PM Sat 8:30-6:00	
Locrin Stewart	Monitors Safety Liaison	IMA B18		Mon 3:00-10:00 Sun 12:00-5:00	
Darren Cerkownyk	Monitors Safety Liaison	IMA B18		Mon-Fri 8:00-4:00	