

The Soundstage (IMA 301) is a complex working machine for shooting film, hence a valuable resource to the School of Image Arts. It is primarily a teaching space and when not in use for teaching Cinematography courses, it becomes available to students to further their training on their thesis films, which cannot reasonably be executed on location.

This shared facility is in high demand by competing projects. The space itself, as well as the lighting and rigging equipment; and the stock scenery and properties, require skill and safety consciousness.

The final stage of the greenlighting process for shoots requiring partial or full use of the studio must be vetted through this form. Only with the signatures of the instructor of Scenography, Valérie C. Kaelin, and the Cinematography instructor, John Tarver, will a 3rd or 4th year student film be able to book the facility at the Film Cage.

**Overall Considerations, Scenography & Cinematography:**

1 This is a: 

3rd Year	4th Year	Production.

**(Check appropriate box.)**  
**(Attach script.)**

2 Name of Production:  Genre:

3 Please cite the rationale for using the soundstage rather than a location:

a What script features prevent a location shoot?

b What script features require a build?

c How are studio sequences to be cut into location sequences?  
(You may attach some storyboard frames to explain.)

4 How many hours / days are required for: (Also attach In-Out Schedule.)

		Days off-site	Days 301	Hrs 301
a	Prep / Build / Pre-paint / Shopping			
b	Load-in <b>Projected Date:</b>			
c	Dress			
d	Basic Hanging / Patching of Lighting Equipment			
e	Shoot <b>Projected Date:</b>			
f	Wrap <b>Projected Date:</b>			

5 **Scaled Spotting Plan** [A template is available at the Film Cage for \$2.00. Flats should be indicated including breaklines; platforms, if required with a diagonal line from corner to corner, making an "X". Measurements, including heights of platforms. Indicate scale. The title block must indicate the name of the production, the producer, designer, drafter and construction manager, with contact information.]

- a. One full-scale drawing. Submitted to the instructors.
- b. One reduced to 8 1/2" x 11", attached to this form.
- c. Rough lighting plan superimposed over the Scaled Spotting Plan (8 1/2" x 11").
- d. Full-scale Elevations. Submitted to the instructors.
- e. Reduced elevations to 8 1/2" x 11", attached to this form.

Comments, Scenography Instructor:

Comments, Lighting Instructor

**Scenography**

4 List of Art Department Personnel

	Name	Yr taking Sceno I	Yr Taking Sceno II	Position not requ'd	Guest CV attchd
a	Production Designer				
b	Art Director				
c	Construct'n Mgr. / Paint				
d	Set Decorator				
e	Properties Manager				
f	Costume Designer				
g	Make-up & Hair				
h	Crew Members				

\* Are you bringing in guests to assist with construction or set building?

If so, approval is required and a liability waiver must be signed.

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5 Attach a schedule of set pieces in chart form: It should look something like this:

		IMA	Rental	Borrow	Build
1	2	Door flats 10'-0" x 4'-0"			
2	1	Window Flat...			
3	8	Wall Flats...			

6 Attach a schedule of Set Dec Pieces in chart form. These Items would include:

		Be sure to include:	IMA	Rental	Borrow	Purchase	Build
a	Wall Paper	(Number of rolls)					
b	Furniture						
c	Soft Goods						
d	Art Work						
e	Table Settings and Flowers						

7 Attach a schedule of Properties in chart form. These items would include:

		Be sure to include:	IMA	Rental	Borrow	Purchase	Build
a	Electronics						
b	Working Props						
c	SFX						

8 Attach a set of Environmental Needs

		Be sure to include:	IMA	Rental	Borrow	Purchase	Build
a	Backdrops						
b	Green Screen						

**Budgetting**

- a For every Rental, Purchase and Build, itemize the price.
- b What budget has been allocated by your producer to the production's scenography?

- c What will you be personally contributing to the budget?
- d Can you identify your budget stressors?
- e How do you expect to offset these?

Scenography Approvals:

Approved as is	
Approved pending revisions	
Rejected:	

Comments, Scenography Instructor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Cinematography**

9	List of Camera, Lighting & Grip Personnel	Yr taking Cinema I	Yr Taking Cinema II	Position not requ'd	Guest CV attchd
a	Director of Photography				
b	Operator				
c	Focus Puller				
d	Gaffer				
e	Key Grip				
h	Crew Members				

10 Schedule of Required Equipment

		Be sure to in Cage	IMA 305A	Rental	Cost
a	Camera				
b	Lighting				
c	Grip Stands				
d	Flags				
e	Track				
f	Scaffold				
g	Skyjack Scissor Lift				
h	Etc				

- 11 In the event of Dolly or Crane, the Name of the Operator and proof of competence is required.
- 12 In the event of the Skyjack - this can only be operated by a certified individual. A minimum of one week's notice is required, the name of the operator and proof of certification is required. Several IMA staff and faculty are certified and one must be present when lift is in use.
- 13 In the event of working at heights - under the Occupational Health & Safety Act, anyone working at heights over 3 meters/10 feet must wear a fall arrest harness and lanyard, and have attended a safety orientation in proper use and must be approved and cleared by the instructor. Note that this does not apply to use of the scaffold as long as guardrails are in place.
- 14 If using the scaffold, see attached addendum.
- 15 Storyboards may be required.
- 16 Prepare shot list & expected shoot ratio.

17 Reshoot Policy:

- a In the event of unavoidable circumstance, the Instructor of Cinematography and the Film Cage must be notified immediately to accommodate the difficult.
- b In the event of mismanagement, the shoot application must be resubmitted for consideration.



**Budgetting**

- a For every Rental, Purchase and Build, itemize the price.
- b What budget has been allocated by your producer to the production's cinematography?
- c What will you be personally contributing to the budget?
- d Can you identify your budget stressors?
- e How do you expect to offset these?

Cinematography Approvals:

Approved as is	
Approved pending revisions	
Rejected:	

Comments, Cinematography Instructor

Signature:

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Date:

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