

Section 1: Overall Profile

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

Be aware that the average turn-around from submission of this application to completion of prep prior to the first day of shooting is three weeks. (See: p. 7: "Who's Who.")

Overall Considerations, Scenography & Cinematography:

Please check and/or fill-in appropriate box.

1. This is a 3rd Year 4th Year Production. **(Please attach your script)**

2. Name of Production: _____ Genre: _____

2B. Name of Production Professor/Supervisor: _____

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. **Please also attach In-Out Schedule.**

How many hours/days are required for:	Days off-site:	Days 301:
a. Prep/Build/Pre-paint/Shopping		
b. Load-in Projected Date:		
c. Painting		
d. Dress		
e. Basic Hanging / Patching of Lighting Equipment		
f. Shoot Projected Date:		
g. Wrap Projected Date:		

5. **Scaled Spotting Plan**

[A template is available at the Film Cage for \$2.00. Flats should be indicated including break lines; 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.]

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This is the labor of the scenographer/production designer/art director. These technical drawings can be drafted by hand or generated electronically through SketchUp Pro 2018. Students who have completed either FPN 501 or CFPN 501 [formerly CDMP 123] have been taught both.

IMA 301 and some of its inventory have been stored on the warehouse of SketchUp Pro 2018, under "Ryerson Sound Stage." SketchUp Pro 2018 is available in IMA 234.

Additional tutorials are available both through SketchUp Pro 2018 and lynda.com"

- a. One full-scale drawing. Submitted to the instructors.
- b. One reduced to 8.5"x11", attached to this form.
- c. Rough lighting plan superimposed over the Scaled Spotting Plan (8.5"x11")
- d. Full-scaled Elevations. Submitted to the instructors.
- e. Reduced elevations to 8.5"x11", attached to this form.

Faculty Design Feedback

Comments, Scenography Instructor:

Comments, Lighting Instructor:

Scenography

6. List of Art Department Personnel:

	Name:	Yr taking Sceno I	Yr taking Sceno II	Position not required	Guest CV attached
a.	Production Designer				
b.	Art Director				
c.	Construction Mgr./Paint				
d.	Set Decorator				
e.	Properties Manager				
f.	Costume Designer				
g.	Make-up & Hair				
h.	Crew Members:				

i. 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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1. 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 Flats...				
3	8	Wall Flats...				

2. 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 (# of rolls)					
b. Furniture					
c. Soft Goods					
d. Art Work					
e. Table Settings					
f. Greenery and Floral					

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

Be sure to include:	IMA	Rental	Borrow	Purchase	Build
a. Working Props					
b. Electronics					
c. SFX					
d. Breakaway/Sugar Glass only					

4. Attach a set of Environmental Needs

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

Budgeting

- a. For every Rental, Purchase and Build, itemize the price.

- b. What budget has your producer allocated 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?

- f. Do any scenes require the use of broken glass? If so, specialized breakaway glass must be used.

Scenography Approvals:

Approved as is	
Approved pending revisions	
Rejected	

Comments, Scenography Instructor:

Signature: _____

Date: _____

Section 3: Cinematography Profile

11. List of Camera, Lighting & Grip Personnel:

	Name:	Yr taking Cinema I	Yr taking Cinema II	Position not required	Guest CV attached
a.	Director of Photography				
b.	Gaffer				
c.	Key Grip				

All personnel must be approved for use of motorized grid, overhead rigging, scaffold and electrical distribution.

12. Schedule of Required Equipment:

	Be sure to include:	Cage	IMA 305A	Rental	Cost
a.	Lighting				
b.	Track				
c.	Scaffold				
d.	Jib Arms				
e.	Skyjack Scissor Lift (see #14.)				
f.	Overhead Rigging				
g.	Special Effects (water/smoke/etc.)				

13. In the event of Dolly or Crane, the name of the operator and proof of competence is required:

14. In the event of the Skyjack – only a certified individual can operate this. 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.

15. In the events of working at heights – under the Occupational Health and 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. Any individual who is certified in fall arrest safety may provide this training.

16. *Storyboards may be required.*

17. Prepare shot list and expected shoot ratio.

18. 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.

Section 3: Cinematography Profile

Protocols for Duration and End of Shoot

- a. Users assume responsibility for following Soundstage rules and protocols with regards to access, key returns and managing the cast and crew while on site
- b. The Soundstage must be returned to a clean condition (swept and mopped floors) at the end of the shoot and as per the posted notice near the door indicating proper location of all items.
- c. Set aside any equipment that is faulty with a taped note and report immediately to staff.

Cinematography Approvals:

Approved as is	
Approved pending revisions	
Rejected:	

Comments, Cinematography Instructor:

ATTENTION: SPECIAL POLICIES AND GUIDELINES

Please check guidelines applicable to your production, print and sign, and return with Soundstage Application form to the Cage or to the Operations Manager

Film Production Who's Who

<http://www.imagearts.ryerson.ca/wp-content/uploads/2018/06/Sound-Stage-Whos-Who-2018.pdf>

Ryerson Liability Waiver

http://www.imagearts.ryerson.ca/wp-content/uploads/2016/07/Ryerson_Liability_Waiver.pdf

Guidelines for using Scaffold

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/07/Guidelines-for-Use-of-Scaffold-.pdf>

Guidelines for using Props

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/07/Guidelines-for-Using-Props.pdf>

Guidelines for Sound Stage Painting

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/11/Guidelines-for-Sound-Stage-Painting-.pdf>

IMA Policy for Weapon Use in Productions

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/07/IMA-Policy-for-Weapon-Use.pdf>

Guidelines for using Fog/Smoke Machine

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/07/Guidelines-for-Use-of-Fog-or-Smoke-Machine.pdf>

IMA Policy for Animals in Productions

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/07/IMA-Policy-for-Animals-in-Productions.pdf>

Guidelines for using Greenscreen

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/07/Guideline-for-using-Greenscreen.pdf>

Guidelines for Craft Service

<http://www.imagearts.ryerson.ca/wp-content/uploads/2017/07/Guidelines-for-Craft-Service.pdf>

Signature: _____

Date: _____