

Miami Dade College
School of Entertainment & Design Technology

Production Handbook

An equipment and facilities policy guide to
film and television production

PREFACE

Welcome to the School of Entertainment & Design Technology (SEDT). This handbook will help you understand your privileges as a student in the School of Entertainment & Design Technology at Miami Dade College.

It is our desire and intention for your time at SEDT to be productive and we work diligently to provide you with access to the latest state-of-the art professional equipment and facilities. Access to these resources is a privilege that will help you achieve your goals as a professional in the entertainment business. However, these privileges can be suspended or revoked at any time for reasons including but not limited to: abuse or neglect of equipment, unprofessional or discourteous conduct, and failure to follow instructions associated with the use of equipment. The granting or withholding of privileges is at the discretion of the Director of SEDT or his/her designees.

We expect you to act professionally and to treat the resources available to you with care and respect.

School of Entertainment & Design Technology

LOCATION

Miami Dade College, North Campus

11380 N.W. 27th Avenue

Room 2235

Miami, Florida 33167

OFFICE HOURS

Monday through Friday 9:00 AM to 5:00 PM

PHONE NUMBER

(305) 237-1696

FULL-TIME FACULTY

Ece Karayalcin, Film Faculty

ekarayal@mdc.edu

Holly Anderson, Film Faculty

landerson@mdc.edu

Billy Oliver, Television Faculty

boliver@mdc.edu

Josh Ellis, Film Faculty

jellis@mdc.edu

Tommy Demos, Film Faculty

tdemos@mdc.edu

Agustin Gonzalez, Film Faculty

agonza29@mdc.edu

FULL-TIME STAFF

Deana Williams, Equipment Room Manager

dwillia6@mdc.edu

Philip Colodetti, Recording Studio Manager

pcolodet@mdc.edu

Reid Van Voris, BAS Coordinator

jvanvori@mdc.edu

Alex.Osorio, Department Secretary

lvanvori@mdc.edu

FACILITIES POLICIES

SECURITY IS EVERYONE'S RESPONSIBILITY

EQUIPMENT & FACILITY ACCESS

YOU MUST BE CURRENTLY ENROLLED IN A SCHOOL OF ENTERTAINMENT & DESIGN TECHNOLOGY **PRODUCTION COURSE** TO USE EQUIPMENT AND/OR FACILITIES FOR COMPLETING CLASS ASSIGNMENTS AND PROJECTS.

FOOD AND DRINK POLICY

Students are not allowed to have food or drink of any kind while working in:

TV Studio 2131 (Control Booth and Stage)

Sound Recording Studio and Foley Stage 2140

Editing Rooms and Labs (2136, 2225, 3207, 3213, 3215)

Color Correction Suite (2136-2)

Motion Picture Screening Room (2147)

MDC CAMPUS-WIDE NO SMOKING POLICY

Smoking, including the use of e-cigarettes, is prohibited in all college buildings and outdoor campus areas including parking lots, grounds, rooftops, plazas, courtyards, and entrance and exit ways.

EQUIPMENT ROOM INFORMATION

LOCATION

North Campus, Building 2, Room 2137

OFFICE HOURS

Monday through Friday 9:00 AM to 5:30 PM

CONTACT

(305) 237-8224

SERVICES

You will use this office to reserve, check in/out film and video equipment.

IT IS THE STUDENT'S RESPONSIBILITY TO READ THIS HANDBOOK AND SIGN THE SIGNATURE PAGE ATTESTING THAT YOU UNDERSTAND AND WILL FOLLOW THE RULES AND POLICIES SET, WITHIN. THE SCHOOL OF ENTERTAINMENT & DESIGN TECHNOLOGY WILL HOLD YOU RESPONSIBLE FOR THE INFORMATION PROVIDED IN THIS BOOKLET.

Security of equipment is everybody's responsibility. Please keep a watchful eye and report any suspicious persons and/or behavior to the equipment room, immediately.

EQUIPMENT ROOM STANDARDS

RESPONSIBILITIES AND EXPECTATIONS

Use of equipment is a privilege that may be suspended or revoked at any time for reasons including but not limited to; abuse or neglect of equipment, unprofessional or discourteous conduct, and failure to follow instructions for the proper use of the equipment.

You are responsible and will be held accountable for all equipment that you check out of the Equipment Room.

You will be held to a professional standard of behavior when dealing with the Equipment Room and SEDT Staff.

NEGLIGENCE

Any student who leaves film equipment unattended at the production site or in a production/private vehicle in view or in the trunk, unlocked or locked, or in an unattended apartment, or in any location which is not attended by a responsible guardian, is considered being **negligent**.

If the student is found to be negligent in the handling or use of equipment, the student will lose the privilege of using the equipment in the future and be financially responsible for the cost of the damaged or stolen equipment.

SEDT understands that accidents do happen. However, accidents happen most often as a result of negligent behavior. In order to cut down the number of accidents, it is the student's responsibility to know how to properly operate the equipment and to seek help should they need assistance.

All equipment loss or damage will be thoroughly investigated by Equipment Room personnel and forwarded to the SEDT administration for evaluation. In the case that equipment is stolen while in the student's possession, it is the responsibility of the student to immediately file a police report and notify the SEDT Equipment Room Personnel of the loss.

The granting or withholding of privileges and any decision pertaining to financial penalties that the student might incur as the result of negligent behavior is at the discretion of the the School of Entertainment & Design Technology and its designees.

GENERAL SAFEGUARDING TIPS

GENERAL PRECAUTIONS

Students should follow these rules closely to avoid negligent behavior.

NEVER FORCE ANY EQUIPMENT PARTS. This includes switches, buttons, lens mounts, zoom and focus rings, tripod legs, screws, nobs, handles or ANY MOVING PARTS. Contact the Equipment Room or your Professor if you have any questions or problems.

DO NOT OVER-TIGHTEN TRIPOD LEGS, LENSES, OR ANY SCREW-TYPE ATTACHMENT.

NEVER CHANGE THE POLARITY OF BATTERIES. Insert batteries according to instructions and diagrams on equipment. Attach any auxiliary equipment to poles according to the instructions.

DO NOT LET RAIN, SNOW, SLUSH OR SPILLED LIQUIDS TOUCH THE CAMERA BODY. Protect the camera body and lenses with plastic when shooting outside in wet weather. Wipe any wet spots immediately.

FILMING ON THE BEACH IS NOT PERMITTED UNDER ANY CIRCUMSTANCES. Sand and salt water will destroy equipment.

DO NOT LEAVE EQUIPMENT OUT IN HOT OR HUMID WEATHER. Return the equipment to its case immediately after use under these circumstances.

DO NOT LEAVE THE CAMERA SITTING ON THE TRIPOD WHEN IT IS NOT IN USE. Even if you have an eye on it, it can get knocked over.

DO NOT LEAVE THE CAMERA AND EQUIPMENT CASES OPEN.

ONLY SEDT STUDENTS WHO CHECK OUT EQUIPMENT CAN USE THE EQUIPMENT.

DO NOT TRY TO REPAIR DAMAGED EQUIPMENT YOURSELF. You will do more harm than good. Please see the professor or the equipment room.

ONLY USE EQUIPMENT FOR THE PURPOSE IT WAS INTENDED FOR.

GENERAL SAFEGUARDING TIPS: SPECIFIC EQUIPMENT

GENERAL PRECAUTIONS WHEN USING CAMERA EQUIPMENT:

- All pieces and accessories are present and functioning.
- The gate is clear and clean. (Film Cameras Only)
- The camera interior is clean - no emulsion buildup or film Chips. (Film Cameras Only)
- Do not remove pressure plate when loading a Film Camera.
- Make sure that all camera attachments are securely locked.
- Viewfinder is clear and clean.
- Eyepiece diopter focuses easily to the eye of the operator and locks in place. (Film Cameras Only)
- Camera body accommodates and locks securely to tripod head.
- Do not dangle cameras from string, rope, wire, chain, bungee cords, knotted sheets, or anything else.
- Never handle or pick up a camera by the lens.
- Always have a rain cover handy when you are filming outdoors or filming in a dusty environment.
- When you are filming outdoors and your eye is away from the viewfinder, angle the viewfinder down towards the ground, away from direct sunlight, and close it.
- Do not allow anyone to bring food or drink anywhere near film or video equipment.
- Do not leave your camera in the sun.

GENERAL PRECAUTIONS WHEN USING MAGAZINES:

- Fits snug into the camera body. Make sure you hear it snap and lock into place.
- Magazine doors fit and lock securely
- Make sure that throat, film channels, and interior are clean and clear of dust or film chips.
- Make sure core adapters are present.
- When unloading the film, make sure you leave the core adaptors in the magazine and not in the core.
- Unload all magazines before transporting them. Load magazines at the location of shooting. If you have only used up half a roll of film, and need to transport the magazine, hold it in your lap.
- When a magazine is not in use make sure there is a cover to prevent damage to the film channel and always transport it in a secure case.

GENERAL PRECAUTIONS WHEN USING LENSES:

- Put lens cap immediately into the camera case after removing it from lens.
- When removing a lens from a camera, immediately cover the back element with a rear lens cap, and put a body cap on the camera.
- Make sure front and rear elements are clear and clean before and after use.
- Never use canned air spray on a lens. It will drive dust behind the lens elements.
- Clean lenses only with lens tissues and lens cleaner solution or a lens pen.
- Never spit on the lens.
- Never smear Vaseline (OR ANY OTHER SUBSTANCE) on lenses for special effects.
- Never touch the lens element with your bare finger. The oil on your skin will destroy the special coating on the lens.

GENERAL PRECAUTIONS WHEN USING LIGHT METERS:

- Make sure round and flat discs are present and clean inside and out.
- Keep the Sekonic hi-slide in its slot in the body of the meter when not in use. Keep any other discs and accessories in their compartment and not laying out.
- Test the meter (see if it functions properly, look for cracks in the body, etc.)
- Wear light meter holsters on a belt around your waist. Keep the meter in this holster when not in use. When in use, keep the meter cord around your neck.
- Do not point the photoelectric cell of a light meter at the sun unless it has a white collecting sphere in place. You can burn out the cell.

GENERAL PRECAUTIONS WHEN USING TRIPOD & SPREADER

- Test if each leg extends smoothly and locks in all positions.
- Make sure Tripod has a handle.
- Never stand the tripod when it is closed. Lay it gently on the ground.
- Make sure that the spreader is present (check if the runners slide smoothly and locks in all positions).
- Make sure the tripod plate locks in place.
- Make sure that the pan and tilt mechanism is smooth.
- Check the balance bubble.
- Always use a tripod spreader on any surface into which you cannot sink the tripod legs. Always use a spreader on carpets to prevent slipping or damage to carpet.
- Always check (gently) before tightening or loosening all nobs or screws.
- Pin the tripod legs into the spreader cups. Don't just set them there.
- Tripod plate should be placed back on tripod once shooting is complete.
- Make sure that the base adjusts smoothly and locks securely in any position.
- Top plate is included and should fit properly and securely onto the fluid head and the camera.
- Test if the pan and tilt movement is smooth, drag knobs and counterbalance function properly, and if brake levers lock securely in all positions.
- Never force the head movement when movements are locked. This will cause permanent damage.
- Always lock heads when not holding the camera.

- If camera is on tripod make sure that pan and tilt mechanisms are locked before you move the tripod.

GENERAL PRECAUTIONS WHEN USING LIGHTS & GAFFER EQUIPMENT

- Plug in each light to check bulb.
- When inserting a new bulb into a quartz lamp, never touch the bulb with your bare hand. When the lamp heats up, the oil residue left by your hand can cause the lamp to explode.
- Use a glove, or a tissue, that the bulb is wrapped in.
- Check to see if the cord is properly attached to the housing and not frayed or torn.
- Test if the spot/flood knob functions properly.
- Barn doors are included – they should fit securely to the light housing and should stay in place
- The stands should extend and retract smoothly and lock in the set positions.
- Scrims and snoots should be accounted for.
- Tape all lights cables to the floor with gaffer tape or string them up overhead with metal clamps.
- Never put gaffer tape on barn doors. It melts and burns, leaving permanent damage. Use wooden clothespins or the metal frames that are included in certain kits.
- Do not leave gaffer tape wrapped around light stands, cords, or tripods.
- Do not tape anything over, or in any way cover the vents on lamp housings. The vents are there to permit air circulation. By covering them you can burn the housing or even start a fire.
- Do not attach diffusion material or gels to the lamp housing itself.
- Do not drape electrical cable over lamp housing when in use. This can lead to a short circuit and/or fire.
- Do not use ordinary, lightweight extension cords with any lamp pulling more than 4.15 amps (500 watts).
- Do not pull the grounding prong out of a 3-prong plug. Use an adaptor if necessary.
- Keep electrical connections dry and away from potential water spills.
- When hanging lights, use a safety chain.
- Do not wrap lights before they have cooled down. Hot filaments are fragile and can break easily.
- When wrapping lights on stands, hold on to the stand's extending rods while loosening the knobs and then lower the light gently. Do not let the light slam as you lower it. Several injuries have resulted from students, unprepared for the weight of the light, absent-mindedly loosening screws on stands without holding onto the corresponding rods (particularly in the case of 2K stands).
- Students are not allowed to use a tie in box unless they have explicit written permission from their professor and a professional and certified electrician to oversee the tie in procedure. A photocopy of the electrician's certification must be provided to the professor before the procedure is approved.
- Keep lights on stands secured and well-protected from traffic.
- Do not allow un-instructed persons to handle the equipment while it is set up and in use.

GENERAL PRECAUTIONS WHEN USING SOUND EQUIPMENT

- Make sure headphones are working properly.
- Check that Battery and Phantom power works.
- Audio cables are properly functioning and coiled.
- Plugs connect securely to sound recorder.
- You should test the sound before your shoot - record the sound with all microphones and double check that it works by playing back.
- Do not bang on the microphones with your hand to improvise a slate.
- Attach and detach microphone cables gently. Do not yank microphone cords or plugs from recorder.
- Do not walk on microphone cables.
- Remove microphones gently from shock mounts.
Place cables safely away from pedestrian areas of your set.

CHECK-OUT AND CHECK-IN POLICIES

GUIDELINES

You must be enrolled in a production course to have access to the production equipment.

Students are NOT allowed to check out equipment for non-school shoots.

All appointments (Check-Out, Check-In, and Training) must be made with the Equipment Room at least 24 Hrs in advance.

Check Out forms must be signed by your professor prior to your scheduled appointment.

Read and follow the rules in the General Safeguarding Tips section of this handbook.

If you do not know how to use a piece of equipment, you will not be able to check it out. The Equipment Room staff reserves the right to ask you to demonstrate your knowledge and can withhold equipment.

Time can be scheduled with the Equipment Room to train on equipment approved for your class.

Check all of the equipment and make sure it is functioning properly. If you do not note that equipment is not functioning properly at the time of check out, you will be held responsible for it upon check in.

Wait until all equipment is checked in by the Equipment Room staff. You may not leave the Equipment Room until the Equipment Room staff has cleared you and the appropriate paperwork has been completed.

Equipment must be checked out and checked in during your reserved time. Do not be late!

Missing your first appointment will result in a warning. Missing your second appointment will result in suspension of privileges.

Keep your contact information up to date on all Equipment Room forms. If we are unable to contact you about your reservation, it may be canceled.

Equipment must be returned in the same condition as it was provided.

Before returning equipment to the Equipment Room make sure that:

- Equipment is organized and in its appropriate case.
- All wires/cables are wrapped.
- Lenses and cameras are capped.
- Tripod plate has been removed from the camera and placed on the Tripod.
- All equipment has been powered off.
- All settings are returned to how they were at Check Out.
- Battery is off the camera.
- No cords or wires are connected to equipment.
- You have your check-out paperwork with you.

In addition it would be helpful to the Equipment Room if the student recharges camera batteries prior to Equipment Return.

AUTHORIZED EQUIPMENT LIST:

Equipment for each course is specifically allotted. Please consult with your professor for information regarding what specific packages are available for your production class.

CHECK-OUT & CHECK-IN OUT PROCEDURES: FIL1420C

All Check-Outs & Check-Ins are conducted in class by the Professor for all examinations and projects.

The student should consider the Professor their main point of contact regarding equipment, crew, and set issues.

CHECK-OUT & CHECK-IN OUT PROCEDURES: FIL1431C

In Class Exercises & Demonstrations:

All Check-Outs & Check-Ins are conducted in class by the Professor for all Class Exercises and Examinations.

The student should consider the Professor their main point of contact regarding equipment, crew, and set issues.

Final Class Projects:

For final projects students must check out equipment directly from the Equipment Room.

Students must schedule a Check-Out and a Check-In appointment with the equipment room at least 24 hours in advance of when the equipment is needed.

The student must fill out a Temporary Custody Receipt for Loan of College Property to College Students. (CLF Form)

At the time of the Check-Out appointment:

Student must bring back the CLF Form signed by the professor.

During the Check Out process students and Equipment Room Staff will make annotations regarding the equipment's condition directly on the CLF Form. **PLEASE CHECK THE EQUIPMENT THOROUGHLY. YOU WILL BE HELD RESPONSIBLE FOR ITS CONDITION AT THE TIME OF CHECK-IN.**

The student will receive a copy of the CLF form that they **MUST** bring back at the time of the Equipment Check-In.

At the time of the Check-In Appointment

The student must wait for the Equipment Room Staff sign the CLF Form confirming that the equipment was received and in good condition.

Equipment Allotment Time for FIL1431C: 4 Hours

CHECK-OUT & CHECK-IN OUT PROCEDURES: FIL2480C

In Class Exercises & Demonstrations:

Check-Outs & Check-Ins procedures will be determined by the Professor. Certain activities will require students to follow the full Check Out and Check In procedures listed below.

The student should consider the Professor their main point of contact regarding equipment, crew, and set issues.

Class Projects:

For all class projects students must check out equipment directly from the Equipment Room.

Students must schedule a Check-Out and a Check-In appointment with the equipment room at least 24 hours in advance of when the equipment is needed. As we service many students and availability is limited, it is important to put your request in early.

The student must fill out a Temporary Custody Receipt for Loan of College Property to College Students. (CLF Form)

At the time of the Check-Out appointment:

Student must bring back the CLF Form signed by the professor.

During the Check Out process students will receive a Miami Dade College Film Department Check-Out Form (Check-Out Form) listing in detail all of the equipment contained in the package the student requested at the time of the reservation.

The student will make annotations regarding the equipment's condition directly on the Check-Out Form. **PLEASE CHECK THE EQUIPMENT THOROUGHLY. YOU WILL BE HELD RESPONSIBLE FOR ITS CONDITION AT THE TIME OF CHECK-IN.**

The student will receive a copy of the CLF form that they **MUST** bring back at the time of the Equipment Check-In.

At the time of the Check-In Appointment

The student must wait for the Equipment Room Staff sign the CLF Form confirming that the equipment was received and in good condition.

Equipment Allotment Time for 2480C: 3 Days

CHECK-OUT & CHECK-IN OUT PROCEDURES: FIL2515C

In Class Exercises & Demonstrations:

Check-Outs & Check-Ins procedures will be determined by the Professor. Certain activities will require students to follow the full Check Out and Check In procedures listed below.

The student should consider the Professor their main point of contact regarding equipment, crew, and set issues.

Class Projects:

For all class projects students must check out equipment directly from the Equipment Room.

Students must schedule a Check-Out and a Check-In appointment with the equipment room at least 24 hours in advance of when the equipment is needed. As we service many students and availability is limited, it is important to put your request in early.

The student must fill out a Temporary Custody Receipt for Loan of College Property to College Students. (CLF Form)

At the time of the Check-Out appointment:

Student must bring back the CLF Form signed by the professor.

During the Check Out process students will receive a Miami Dade College Film Department Check-Out Form (Check-Out Form) listing in detail all of the equipment contained in the package the student requested at the time of the reservation.

The student will make annotations regarding the equipment's condition directly on the Check-Out Form. **PLEASE CHECK THE EQUIPMENT THOROUGHLY. YOU WILL BE HELD RESPONSIBLE FOR ITS CONDITION AT THE TIME OF CHECK-IN.**

The student will receive a copy of the CLF form that they **MUST** bring back at the time of the Equipment Check-In.

At the time of the Check-In Appointment

The student must wait for the Equipment Room Staff sign the CLF Form confirming that the equipment was received and in good condition.

Equipment Allotment Time for 2515C: 3 Days

CHECK-OUT & CHECK-IN OUT PROCEDURES:

DIG3347C, FIL4585C, FIL4586C

In Class Exercises & Demonstrations:

Check-Outs & Check-Ins procedures will be determined by the Professor. Certain activities will require students to follow the full Check Out and Check In procedures listed below.

The student should consider the Professor their main point of contact regarding equipment, crew, and set issues.

Class Projects:

For all class projects students must check out equipment directly from the Equipment Room.

Students must schedule a Check-Out and a Check-In appointment with the equipment room at least 24 hours in advance of when the equipment is needed. As we service many students and availability is limited, it is important to put your request in early.

The student must fill out a Temporary Custody Receipt for Loan of College Property to College Students. (CLF Form)

At the time of the Check-Out appointment:

Student must bring back the CLF Form signed by the professor.

During the Check Out process students will receive a Miami Dade College Film Department Check-Out Form (Check-Out Form) listing in detail all of the equipment contained in the package the student requested at the time of the reservation.

The student will make annotations regarding the equipment's condition directly on the Check-Out Form. **PLEASE CHECK THE EQUIPMENT THOROUGHLY. YOU WILL BE HELD RESPONSIBLE FOR ITS CONDITION AT THE TIME OF CHECK-IN.**

The student will receive a copy of the CLF form that they **MUST** bring back at the time of the Equipment Check-In.

At the time of the Check-In Appointment

The student must wait for the Equipment Room Staff sign the CLF Form confirming that the equipment was received and in good condition.

Equipment Allotment Time for DIG3347C: 3 Days

Equipment Allotment Time for FIL4585C: 6 Days

Equipment Allotment Time for FIL4586C: 6 Days

CHECK-OUT & CHECK-IN OUT PROCEDURES: RTV2245C & RTV2246C

In Class Exercises & Demonstrations:

Check-Outs & Check-Ins procedures will be determined by the Professor. Certain activities will require students to follow the full Check Out and Check In procedures listed below.

The student should consider the Professor their main point of contact regarding equipment, crew, and set issues.

Class Projects:

For all class projects students must check out equipment directly from the Equipment Room.

Students must schedule a Check-Out and a Check-In appointment with the equipment room at least 24 hours in advance of when the equipment is needed. As we service many students and availability is limited, it is important to put your request in early.

The student must fill out a Temporary Custody Receipt for Loan of College Property to College Students. (CLF Form)

At the time of the Check-Out appointment:

Student must bring back the CLF Form signed by the professor.

During the Check Out process students will receive a Miami Dade College Film Department Check-Out Form (Check-Out Form) listing in detail all of the equipment contained in the package the student requested at the time of the reservation.

The student will make annotations regarding the equipment's condition directly on the Check-Out Form. **PLEASE CHECK THE EQUIPMENT THOROUGHLY. YOU WILL BE HELD RESPONSIBLE FOR ITS CONDITION AT THE TIME OF CHECK-IN.**

The student will receive a copy of the CLF form that they **MUST** bring back at the time of the Equipment Check-In.

At the time of the Check-In Appointment

The student must wait for the Equipment Room Staff sign the CLF Form confirming that the equipment was received and in good condition.

Equipment Allotment Time for RTV2245C & RTV2246C: 3 Days

EQUIPMENT ROOM FORMS

The Equipment Room has a variety of different booking forms. The students (group or individual) who sign the forms used to check out equipment is/are responsible for the equipment. In signing, these persons take on full responsibility for returning the equipment as scheduled and in the same condition as when it went out (with the exception of burnt bulbs).



TEMPORARY CUSTODY RECEIPT FOR LOAN OF COLLEGE PROPERTY TO COLLEGE STUDENTS

Division/Department: *School of Entertainment Technologies*

DESCRIPTION OF PROPERTY	QUANTITY	MDCC DECAL NO.	SFV DECAL NO.	CONDITION OF PROPERTY

SAMPLE FORM

Borrower Agreement of Conditions

I understand the above listed property I am receiving on temporary custody is required for use in conjunction with official college business or with a course of instruction. I agree to return this property on the date listed below. I further understand and agree that I am personally accountable for this property in the event of loss, theft, damage, or mysterious disappearance, and I will reimburse the College at fair market value. I have checked to ensure the property is in good (operating) condition.

Borrower Name (print)	Signature (Mandatory)	Student Number/Social Security No.
Home Address	Telephone (home)	Pickup Date/Time Requested

Faculty Name (Print)	Course	Faculty Signature Approval	Property Custodian Approval
Date/Time Checked Out	Checked Out By	Date/Time Due For Return	
Date/Time Received	Checked in by	Property Custodian Acceptance	

Condition of Property	Engineering Workorder? Date	Date Missing/Damaged Items Reported

YELLOW COPY OF FORM MUST REMAIN WITH EQUIPMENT AT ALL TIMES

Miami-Dade Film Department Check Out Form

Canon 5D (DSLR)

Class:

Item	Quantity	Checked and Comments	Transfer 1	Transfer 2	ER
Camera & AC Department					
Camera Case #					
DSLR Body #					
Compact Flash 32GB card	2				
Zacuto Z Finder					
Canon Zoom Lens 70-200mm					
Zeiss Lens 18mm					
Zeiss lens 35mm					
Zeiss Lens 50mm					
Fotodiox step up adapter					
Battery Charger #					
Battery #'s	2				
Card Reader / USB cable					
1/8 to RCA					
Mini HDMI adapter					
Color Checker Chart					
Camera USB					
Camera Manual					
Sound Department					
Sound kit bag					
Zoom H4N recorder + case #					
Zoom power adapter #					
Zoom USB cable					
Rode Boom mic #					
Fuzzy wind sock					
Samson Headphones #					
Lg XLR cable					
Sm XLR cable					
Boom Pole #					
Handheld shockmount #					
Did you test Zoom?					
Extra AC Department					
Sekonic Light Meter & highslide #					
Light Meter extra Filters					
Slate					
Gaff tape					
External Monitor					
Small HD DP6 #					
Bracket & screen protector					
Hot shoe ball mount					
DP6 sun hood					
HDMI 3 ft cable					
HDMI 1.5 ft cable					
Battery #'s	2				
Power supply charger/adaptor for Battery					
Power supply charger/adaptor for DP6					
DC cable (from DP6 to Battery)					
DP6 quickstart guide					
Tripod					
Tripod Body #					
Tripod Head					

POST-PRODUCTION LAB USE

GUIDELINES:

Students are responsible for maintaining a clean work area.

Food or Drink is not permitted under any circumstances.

The use of cell phones is prohibited while in the lab.

Save project and media files to your personal external hard drive. Any files saved to the local drive on the lab computer will be deleted.

Shut down your computer when you are finished.

Printing is not permitted from post-production laboratory computers.

The Protocols HD Stations and Sound Booth can only be used with permission from the Professor or the Lab Manager.

All equipment that is checked out should be returned to the lab assistant or the Equipment Room.

Students may not disconnect anything from their stations.

Students must treat Lab Assistants with respect.

Any equipment failure or malfunction must be reported immediately to the instructor on duty or the lab assistant.

SEDT EQUIPMENT ROOM

ACKNOWLEDGEMENT & SIGNATURE PAGE

By signing this page below, I acknowledge and abide by the rules set forth in the Miami Dade College, School of Entertainment & Design Technology Production Handbook regarding production equipment use and check out and check in procedures. This acknowledgement covers all SEDT courses that the student has completed or will complete while enrolled at MDC.

If, in the course of my having custody of any equipment checked out to me from the SEDT equipment room, the property is lost, damaged, (intentionally or through negligence) or stolen, I understand that it is my complete responsibility to report the incident immediately to the SEDT Equipment Room manager and to the authorities (in the case of theft). I will then meet with SEDT administration to make arrangements for the equipment's repair, replacement and/or repayment to the school.

In addition, a "hold" will be placed on my College records, and I will neither be allowed to register for classes nor have access to my transcripts until the equipment repair, replacement and/or repayment arrangements have been made and the College clears the academic "hold."

Student Name (Please Print)

MDC Student ID

Student Signature

Date

SEDT USE OF STUDENT WORK

ACKNOWLEDGEMENT & SIGNATURE PAGE

By signing this page below, I acknowledge that all work created at the School of Entertainment & Design Technology is the property of the students who create it, however, The School of Entertainment & Design Technology reserves the right to permanently archive and use student work for promotional purposes. Student work may be used in publications such as catalogs, brochures, posters, advertisements, recruitment materials, film screenings and presentations, development materials, national and international media outlets, and online websites promoting the School of Entertainment & Design Technology. All student work must include the following credit at the end of the end-credits: Produced in the School of Entertainment & Design Technology at Miami Dade College.

Student Name (Please Print)

MDC Student ID

Student Signature

Date