

HUNTER COLLEGE FILM PRODUCTION CODE OF PROFESSIONAL CONDUCT

As a film production student at Hunter College you are expected to abide by the Hunter College Film Production Code of Professional Conduct. The purpose of this code is to assure equality, safety and respect among students, a professional attitude toward your work and the work of others and courtesy toward the faculty and staff. It is also intended to protect the film production equipment so that it is available to all students and finally, to foster an awareness of film as it is most commonly practiced in the "real world;" as a cooperative and collaborative art form.

The Program:

The film majors sequence in The Hunter College Department of Film & Media Studies offers a logical and effective sequence of courses designed to progressively add technical, conceptual, aesthetic and historical information from course to course, year to year. The result is a thorough knowledge of basic filmmaking practices and techniques from both hands-on courses as projects become more complex and demanding. To this end, pre-requisites are strictly enforced and the sequence of courses must be adhered to. We are not a private equipment resource nor a technical skills school nor a personal film studio. There are no independent studies available for film/video production projects. The place to produce your final (an often most involved) project is in the Film and Video Production Seminar.

Students, Faculty, and Staff:

Students in production programs are expected to maintain a professional demeanor when relating to fellow students, faculty and staff. This means treating others with fairness and respect. Abuse or inequitable treatment for any reason toward your fellow students will be factored into your grade (this includes compromising safety through unsafe demands, practices or actions on a set). Abuse of faculty or staff can cause termination of all equipment access and will adversely affect your progress in this program.

Beyond Hunter:

Professionalism also extends to conduct on location, with outside vendors, with the Mayor's Office, with the NYPD, or with any other outside entity involved in the production of your projects. Remember, you are an ambassador for Hunter's Film & Media Studies Department and your behavior reflects on the program. Unprofessional or abusive conduct will no doubt close opportunities for future Hunter students. Private property must be respected and all city, state and federal laws must be obeyed.

Equipment:

In exchange for the privilege of access to some very sophisticated film/video production equipment, there are concomitant responsibilities. The film and video production equipment at Hunter College MUST be treated with care and respect. Our program has fully adequate but limited equipment resources. One person's negligence, carelessness or indulgence inevitably jeopardizes other students' access. Abuse, loss, theft or late return of equipment will result in a fine for the student under whose name the equipment is reserved. A stop WILL be placed on grades and/or transcripts until remuneration has been received. The film CLT will determine (often with the aid of an authorized technician) if damage is due to negligence or a result of wear and tear. The CLT's assessment is the final word.

Every student enrolled in a production class is required to become familiar with and abide by the Equipment Loan Procedure & Policy sheet

FILM/VIDEO PRODUCTION LOCATION PERMITS

- When you are shooting on the streets, parks, or public buildings or in any New York City facility, you need a permit.
- Permits must be obtained in person from the Mayor's Office from the person whose film it is.
- You must bring a letter from your instructor stating that you are registered in a Hunter College film production class and your current Hunter I.D.
- Contact your instructor for the letter ahead of time, not at the last minute.
- Permits must be completed and submitted by noon of the business day before shooting begins.
- Film office is only open from 9am to 5pm.
- Locations should be as accurate as possible, scout your location beforehand.
- Permits must be typed.
- Do not "white out" errors on the permit. "X" over them.
- The Mayor's Office for Film has printed guidelines for students applying and filling out permits, check them out.

New York City Mayor's Office
For Film, Theater and Broadcasting
1697 Broadway, 6th floor
(entrance on 53rd Street)
(212) 489-6710

- Some public areas are not controlled by the film office, notably the subway and bus systems (call the transit authority 718-694-5130).
- Shooting on the Hunter College Campus or in Hunter buildings requires notification and permission from Buildings & Grounds.

SHORT FILM BUDGET SUMMARY

TITLE:	LENGTH
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FORMAT:	SHOOT:	EDIT:	DISTRIBUTE:
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PERSONNEL:	PHONE#:
<i>Director:</i>	
<i>Producer(s):</i>	
<i>Prod. Manager:</i>	
<i>Dir. of Photog.:</i>	
<i>Sound:</i>	
<i>Editor:</i>	

BUDGET SUMMARY:

1) Pre-Production Total	_____
2) Production Total	_____
3) Post-Production Total	_____
4) Contingency (10%)	_____
 <i>GRAND TOTAL</i>	 _____

PROJECT TIMETABLE:

	<i>Begin:</i>	<i>Complete:</i>
1) Pre-Production		
2) Production		
3) Post-Production		

PROJECT DESCRIPTION:

SHORT FILM BUDGET BREAKDOWN CONT'D

TITLE:	LENGTH
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FORMAT:	SHOOT:	EDIT:	DISTRIBUTE:
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LENGTH:	SHOOTING RATIO	SHOOTING DAYS:
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1) PRE - PRODUCTION BREAKDOWN:

Item / Service / Personnel	Unit price / rate	Cost:
Advertising (casting)		
Transportation (scouting)		
Photocopying		
Audition facility / equip.		
Hospitality		
Legal		
Research		
Production Asst.		
Miscellaneous		
1) PRE-PRODUCTION TOTAL		

2) PRODUCTION BREAKDOWN:

Item / Service / Personnel	Unit price / rate	Cost:
<i>SUPPLIES:</i>		
Film Stock 1		
Film Stock 2		
Audio Tape Stock		
Batteries		
Gels & Diffusion		
Miscellaneous		
<i>EQUIPMENT RENTAL:</i>		
Camera / Lenses		
Camera Support (tripod)		
Camera Support (dolly)		
Misc. (meters/bag/slate)		
Sound recorder		
Microphones		
Misc. Audio (boom/cable)		
Lighting		
Grip		
Misc. Lighting & Grip		

SHORT FILM BUDGET BREAKDOWN CONT'D

<i>ART DEPARTMENT:</i>		
Set construction/material		
Set dressing (rental)		
Set dressing (purchase)		
Signage		
Prop (rental)		
Prop (purchase)		
Wardrobe		
Set Strike		
Miscellaneous		
<i>LOCATION EXPENSES:</i>		
Location Rental -1		
Location Rental -2		
Studio Rental		
Truck / Van Rental		
Car Rental		
Fuel		
Meals		
Phone		
Public Transport		
Insurance		
Location Stills		
Miscellaneous		
<i>PRODUCTION PERSONNEL:</i>		
Director		
Director of Photography		
Asst. Camera		
Production Manager		
Gaffer		
Grips		
Production Designer		
Art Director		
Sound Recordist		
Asst. Sound (boom op.)		
Make-Up / Stylist		
Talent #1		
Talent #2		
Talent #3		
Extras		
Production Asst.		
2) PRODUCTION TOTAL		

SHORT FILM BUDGET BREAKDOWN CONT'D

3) POST - PRODUCTION BREAKDOWN:

Item / Service / Personnel	Unit price / rate	Cost:
<i>LAB WORK:</i>		
Process & workpoint		
Flashing		
Edge coding		
<i>FILM EDIT SUPPLIES & FACILITY:</i>		
Flatbed Edit Room		
Magnetic Stock		
Leader		
Misc. (tape, cores, etc.)		
<i>SOUND:</i>		
Sound Transfer		
Music License Fees		
Sound Effects		
Studio (foley/ADR/etc.)		
Sound Mix		
<i>LAB PRINTING:</i>		
Negative Matching		
Optical effects		
Titles		
Optical Audio Master		
1st Answer Print (A/B)		
Corrected Answer Print		
Master Positive (A/B)		
Release Print		
Film to Tape X-fer		
VHS copies		
Packaging		
Miscellaneous		
<i>POST PERSONNEL:</i>		
Editor		
Foley		
Musicians		
3) POST-PRODUCTION TOTAL		

**EQUIPMENT LOANS: RESERVATIONS FORM AND AGREEMENT
FILM PROGRAM COPY**

logged
taken

HUNTER COLLEGE/CUNY
DEPT. OF THEATRE AND FILM/FILM PROGRAM
695 PARK AVENUE
NEW YORK, NY 10021
ROOM 520 TH TEL: (212) 772-4248

DATE EQUIPMENT WILL BE TAKEN OUT:	_____ / _____ / _____ (DAY) / (MO) / (YEAR)
Day of Week:	_____
Time (if other than between 2-4:30 P.M.)	_____

INSTRUCTIONS: Carefully read equipment loan procedures on reverse side of this form. Please read and sign agreement at bottom of this page.

MAXIMUM TERM OF LOAN IS TWO DAYS ON WEEKENDS ONLY.

NAME (Please print): _____ I.D. No.: _____ - _____ - _____

ADDRESS: _____ Phone No.: () _____

CITY: _____ STATE: _____ ZIP _____

Class: _____ Instructor's Signature: _____

Date reservation was made: _____ Return Date: _____

EQUIPMENT DESCRIPTION - PRINT ONE ITEM PER LINE		QTY	S/N	Office Use	RTD
1					1
2					2
3					3
4					4
5					5
6					6
7					7
8					8
9					9
10					10
11					11
12					12
13					13
14					14
15					15
16					16
17					17
18					18
19					19
20					20

If you need more space, please use a second set of forms. Cross this box if continued on a second set of forms:

AGREEMENT FOR ALL EQUIPMENT LOANS: I, the undersigned, agree to act in accordance with the equipment loan procedures/departmental policy outlined on the reverse side of this form; to keep and maintain the above-loaned equipment and supplies in good condition and assume full responsibility for the value of such equipment and supplies until they are returned in good order. I agree to report any equipment malfunctions; I agree to report and replace any missing items at my own expense, and broken items due to negligence will be replaced or repairs paid for by the undersigned.

Borrower's Signature: _____

Today's Date: _____

EQUIPMENT LOAN PROCEDURES / DEPARTMENTAL POLICY

Completely fill out both forms and return them to the Film Program Resource Center to confirm your reservation. Both copies will be kept on file until you take out your equipment. You will receive the **campus security copy** so that you may present it to campus security upon leaving the Hunter College campus. You must present your currently validated Hunter College I.D. S/he may inspect and compare the equipment items with those listed in the security form; any equipment in your possession which is not listed on the form will be withheld.

RESERVATIONS MUST BE MADE AT LEAST FIVE (5) DAYS IN ADVANCE. EQUIPMENT LOANS ARE SUBJECT TO EQUIPMENT AND PERSONNEL AVAILABILITY.

- ¥ You must be currently enrolled in a film/video production class. Rental procedures and fees apply otherwise. See Equipment Rentals sheet for information and prices.
- ¥ Your instructor must approve the loan and sign the reservation form before your reservation may be considered.
- ¥ Equipment is distributed between the hours of 2:00 and 4:30 p.m. Tuesdays and Fridays. On Tuesdays, equipment is available on a limited basis pending class schedules. Requests for pick ups before 2:00 p.m. are subject to availability and at the discretion of the Technical Director of the Film Program.
- ¥ Equipment may be reserved up to four (4) times per semester per student, free of charge. Rental fees and rental procedures will apply thereafter. See Equipment Rentals sheet for information and prices.
- ¥ Request only the equipment and supplies you plan to use; last minute additions or cancellations deny others use of the equipment. List exactly what you will need; do not assume that the Technical Director knows what you will need (i.e. if you need an Arri-16S camera with constant speed motor, list as such).
- ¥ If you fail to pick up reserved equipment without notification, or fail to cancel you reservation by 5:00 p.m. of the previous day of pick up, you will incur a fine of \$5.00 (five dollars.) You may cancel your reservation in person or by phone; answering machine is activated Monday through Friday, 9:00 a.m. - 5:00 p.m. If equipment is being rented, equipment rental policy applies. See Equipment Rentals sheet for more information. **NO EXCUSES, PLEASE.**

THE EQUIPMENT OPERATOR IS REQUIRED TO THOROUGHLY CHECK ALL EQUIPMENT PRIOR TO PICKING IT UP. THE EQUIPMENT OPERATOR MUST BE COMPLETELY FAMILIAR WITH THE EQUIPMENT FOR THE FOLLOWING REASONS:

1. To insure that all accessories asked for are included.
2. To acknowledge that all equipment and accessories are in good working order and safe for use.
3. To demonstrate proper handling of the equipment.

WE RESERVE THE RIGHT TO CANCEL ANY EQUIPMENT LOANS IF WE ARE NOT FULLY SATISFIED WITH THE OPERATOR'S COMPETENCE AND PROFICIENCY IN OPERATING THE EQUIPMENT. We will not teach you how to use the equipment on the day you are taking it out.

Equipment out on loan on a Tuesday must be returned by 11:00 a.m. the following Thursday. Equipment out on loan beginning on Friday must be returned by 11:00 a.m. the following Monday. All equipment must be returned promptly as promised, or upon request.

YOU ARE FULLY RESPONSIBLE FOR THE EQUIPMENT YOU BORROW. Replacements and/or repair costs are determined solely by the Technical Director of the Dept. of Theatre and Film/Film Program.

IF EQUIPMENT IS NOT RETURNED ON STATED DATE OR UPON REQUEST, A LATE FEE OF \$2.00 (TWO DOLLARS) PER ITEM, PER DAY WILL BE CHARGED. EQUIPMENT RETURNED AFTER 11:00 A.M. WILL BE CONSIDERED LATE AND WILL BE SUBJECT TO LATE FEES. Note: A lighting kit is not considered a single item, but the sum total of its accessories (i.e., a Lowel DP Kit contains 12 items). Call (212) 772-4248 if you will be returning the equipment late.

NO RESERVATIONS/EQUIPMENT LOANS WILL BE CONSIDERED FOR ANYONE WHO HAS ABUSED THESE GENERAL PRINCIPLES (e.g., no reservations will be considered until late fees are paid.)

Failure to comply may result in any or all of the following:

1. No equipment reservations will be considered until the matter is resolved.
2. You will not receive a final grade from your instructor.
3. A STOP will be placed on your records in the Registrar's Office. This may in turn prevent you from registering for future classes, getting a transcript, using the Hunter College Library, etc.
4. The security office will be notified of non-returns and equipment will be considered stolen.

PLEASE REPORT ANY EQUIPMENT MALFUNCTIONS. Renato Tonelli,
Chief Technical Director, Film Program

OFFICE USE ONLY

Late fee: No of days late: _____ x No. of Items _____ x \$2.00 = _____

DESCRIPTION OF ITEMS MISSING OR BROKEN	COST
Late Fee:	

Received by: _____ Date: _____ Total Due/Paid: _____

Student was consulted re above on _____ by Phone/Letter/In Person.

Response of student: _____ Action taken: _____

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DEPT. OF THEATRE AND FILM/FILM PROGRAM
695 PARK AVENUE
NEW YORK, NY 10021
ROOM 520 TH TEL: (212) 772-4248

DATE EQUIPMENT WILL BE TAKEN OUT: <u>26</u> <u>Mar</u> <u>1999</u>		
(DAY) / (MO) / (YEAR)		
Day of Week: <u>FRIDAY</u>		
Time (if other than between 2-4:30 P.M.) _____		

INSTRUCTIONS: Carefully read equipment loan procedures on reverse side of this form. Please read and sign agreement at bottom of this page.

MAXIMUM TERM OF LOAN IS TWO DAYS ON WEEKENDS ONLY.

NAME (Please print): JOHN DOE I.D. No.: 123 - 45 - 6789

ADDRESS: 1234 Main Street, Apt A Phone No.: (212) 555-3434

CITY: New York STATE: NY ZIP 10000

Class: Film Production I Instructor's Signature: _____

Date reservation was made: Today's Date Return Date: March 29, 1999

EQUIPMENT DESCRIPTION - PRINT ONE ITEM PER LINE		QTY	S/N	Office Use	RT#
1	Filmo w/Ratchet Key; Strap; Take-up Spool	1			1
2	Wratten Filter Holder (Optional)	1			2
3	Lense: Wide Angle	1			3
4	Normal	1			4
5	Telephoto	1			5
6	Carrying Case	1			6
7	Slate	1			7
8	Changing Bag	1			8
9	Sekonic Light Meter	1			9
10	Tape Measure	1			10
11	Bogen 3020 Tripod w/Ball Leveler, Case	1			11
12					12
13					13
14	<i>NOTE: If you need lighting equipment, you may request one LOWEL DP KIT Additional lighting is available on a rental basis. Ask for information.</i>				14
15					15
16	<i>Additional accessories are available. For a complete list of available equipment please check the Production Equipment Rental Sheet.</i>				16
17					17
18					18
19					19
20					20

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If you need more space, please use a second set of forms. Cross this box if continued on a second set of forms:

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Borrower's Signature: _____ Your Signature _____

Today's Date: _____

HUNTER COLLEGE/CUNY
 DEPT. OF THEATRE AND FILM/FILM PROGRAM
 695 PARK AVENUE
 NEW YORK, NY 10021
 ROOM 520 TH TEL: (212) 772-4248

DATE EQUIPMENT WILL BE TAKEN OUT:	<u>31</u>	<u>Mar</u>	<u>1995</u>
	(DAY)	(MO)	(YEAR)
Day of Week:	<u>FRIDAY</u>		
Time (if other than between 2-4:30 P.M.)	_____		

INSTRUCTIONS: Carefully read equipment loan procedures on reverse side of this form. Please read and sign agreement at bottom of this page.

MAXIMUM TERM OF LOAN IS TWO DAYS ON WEEKENDS ONLY.

NAME (Please print): JOHN/JANE DOE I.D. No.: 123 - 45 - 6789

ADDRESS: 1234 Main Street, Apt A Phone No.: (212) 555-3434

CITY: New York STATE: NY ZIP 10000

Class: Cinematography 2 Instructor's Signature: _____

Date reservation was made: Today's Date Return Date: April 3, 1995

EQUIPMENT DESCRIPTION - PRINT ONE ITEM PER LINE		QTY	S/N	Office Use	RT#
1	Arriflex 16S/B w/cavity; take-up spool	1			1
2	Motor (variable or constant speed) - <i>please specify</i>	1			2
3	Lense: Wide Angle	1			3
4	Normal	1			4
5	Telephoto	1			5
6	Matte box w/2x2 filter holder, two slides, support rod	1			6
7	Battery pack w/charger, power cord	1			7
8	Shipping case	1			8
9	Changing Bag	1			9
10	Sekonic Light Meter	1			10
11	Tape Measure	1			11
12	Slate	1			12
13	Camera reports	1			13
14	Bogen 3020 Tripod w/Ball Leveler, Case	1			14
15					15
16					16
17	<i>NOTE: If you need lighting equipment, you may request one LOWEL DP KIT Additional lighting is available on a rental basis. Ask for information.</i>				17
18					18
19	<i>Additional accessories are available. For a complete list of available equipment please check the Production Equipment Rental Sheet.</i>				19
20					20

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Borrower's Signature: _____ Your Signature _____

Today's Date: _____

ARRI-16S