Sound Stage Application (Final Green-Lighting Process)

Academic Year 2018/19

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 3 rd Year	4 th 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.

Но	w many h	nours/days are required for:	Days off-site:	Days 301:
a.	Prep/Bu	ild/Pre-paint/Shopping		
b.	Load-in	Projected Date:		
c.	Painting			
d.	Dress			
e.	Basic Ha	nging / 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:
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Comments, Lighting Instructor:

Sound Stage Application (Final Green-Lighting Process) Section 2: Scenography Profile

Academic Year 2018/19

Scenography

6.	List	of.	Art	Depa	rtment	Person	inel:
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	6.	List of Art Department Pers	onnel:								
		N	ame:		Yr tak	ing	Yr tal	king	Positi	on not	Guest CV
					Scenc	1	Scen	o II	requi	red	attached
a.	Pro	duction Designer									
b.	Art	Director									
c.	Cor	nstruction Mgr./Paint									
d.	Set	Decorator									
e.	Pro	perties Manager									
f.	Cos	stume Designer									
g.	Ma	ke-up & Hair									
h.	Cre	w Members:									
•											
•											
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i.		you bringing in guests to ass						•	,		
L	IT SC	o, approval is required and a	паршту	wai	ver mu	st be	signed	l			
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	1.	Attach a schedule of set pi	eces in	cnar	τ torm.					ing like th	
1	2	Door flats 10'-0" x 4'-0"				IM	IA	Ren	tai	Borrow	Build
2	_										
3	_										
3	- 11	Attach a schedule of Set De	o Dioco	c in a	chart fo) nrm		Thosal	tome	vould incl	ludo:
	۷.	Be sure to include:		s in o MA		orm. ntal		rrow		<i>rouid ilici</i> irchase	Build
_	Γ		- ''	VIA	1101	itai	1	ITOW	1	ilciiase	Build
a.	<u> </u>	Wall Paper (# of rolls)									
b.	<u> </u>	Furniture									
c.	-	Soft Goods									
d.	-	Art Work									
e.		Table Settings									
f.		Greenery and Floral									
	3.	Attach a schedule of Prope	rties in (char	t form.	. Th	ese ite	ms wo	ould inc	:lude:	
	_	Be sure to include:		IM	IA	Rent	al	Borrov	٧	Purchase	Build
а		Working Props									
b	١.	Electronics									
С		SFX									
d	l.	Breakaway/Sugar Glass only	,								
	L	,. 5		1					<u> </u>		
	4.	Attach a set of Environme	ntal Nee	ds							
		Be sure to include:	IMA		Rental		Borro	W	Purc	hase	Build
a.	ſ	Backdrops									
b.		Green Screen	+								
υ.	L	Green Jereen									

Sound Stage Application (Final Green-Lighting Process) Section 2: Scenography Profile

Academic Year 2018/19

Budgetin

a.	
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.
Scanog	raphy Approvals:
Approv	
	ed pending revisions
Rejecte	
	ents, Scenography Instructor:
Signatu	re:

Sound Stage Application (Final Green-Lighting Process)

Academic Year 2018/19

Section 3: Cinematography Profile

11. List of Camera, Lighting & Grip Personnel:

		Name:	Yr taking	Yr taking	Position not	Guest CV
			Cinema I	Cinema II	required	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.

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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:

School of Image Arts

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:			