



Student Handbook

**The Policy Manual for
Production, Equipment,
Facilities, & Safety
for the
Film Production Technology Program**



CONTACT INFORMATION

VISUAL & PERFORMING ARTS DEPARTMENT

LOCATION

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OFFICE HOURS

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PHONE NUMBER

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ADMINISTRATION

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Film Production Technology

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FILM CAGE

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Associate of Science and Technical Certificates Film Production Technology Program

Visual and Performing Arts Department of Broward College introduced the Film Production Degree and Certificates program in the Fall of 2015. It is designed as a hands-on technical degree that focuses on developing professional skills in the areas of Production (camera, lights, sound techniques) and Post Production (editing, sound design, visual effects). Also, the program teaches other important areas of production, such as screenwriting, producing, film business and entrepreneurship.

All courses listed below are 3 credit hours, except for the Internship Course.

Core Courses

- FIL1030 Film History
- FIL1100C Screenwriting Fundamentals
- FIL1131C Screenwriting Workshop
- FIL1420C Introduction to Filmmaking
- FIL1552C Film Editing Fundamentals
- FIL2438C Nonfiction Filmmaking
- FIL2537C Sound Design Fundamentals
- FIL2680 Film Producing and Production Management
- FIL2473C Visual Effects Fundamentals
- FIL2432C Fiction Filmmaking
- FIL2515C Film Capstone: Production
- FIL2611 Film Business and Entrepreneurship
- FIL2572C Post Production Workshop
- FIL2573C Film Capstone: Post Production
- FIL2945 Film Internship (1 Credit hour)
- ARH2021 Art History: Renaissance to Modern (fulfills Humanities General Education Requirement)
- Elective Course Can be one of the following:
Special Topics in Film (FIL2930), Photography I (PGY2401C), Acting I (TTP2110C), Film Acting (TPP2260C), Stagecraft (TPA2200C), Stage Makeup (TPA2248), or Digital Literacy (CGS1060C - based on placement score, this course may be required.)

General Education Courses

- MGF1106 Foundations of Mathematical Reasoning
- ENC1101 English Composition
- SPC1017 Intro to Speech Communication OR SPC1608 Introduction to Public Speaking
- General Education Social/Behavior Science
- General Education Science

Course Prerequisites

The courses below are listed with their prerequisites. Take note of these as this will influence how you take courses in the program.

Seek course enrollement advising with Prof. Jatala or Ms. Rodonis.

- **FIL1030** **Film History**
None
- **FIL1100C** **Screenwriting Fundamentals**
ENC1101 English Composition
- **FIL1131C** **Screenwriting Workshop**
FIL1100C Screenwriting Fundamentals
- **FIL1441C** **Film Tech Support**
None
- **FIL1420C** **Introduction to Filmmaking**
FIL1552C Film Editing Fundamentals (as co-requisite)
- **FIL1552C** **Film Editing Fundamentals**
None
- **FIL2438C** **Nonfiction Filmmaking**
FIL1420C Introduction to Filmmaking
- **FIL2537C** **Sound Design Fundamentals**
None
- **FIL2473C** **Visual Effects Fundamentals**
None
- **FIL2432C** **Fiction Filmmaking**
*FIL2438C Nonfiction Filmmaking
FIL1100C Screenwriting Fundamentals*
- **FIL2515C** **Film Capstone: Production**
*FIL2432C Fiction Filmmaking
FIL1131C Screenwriting Fundamentals*
- **FIL2611** **Film Business and Entrepreneurship**
None
- **FIL2572C** **Post Production Workshop**
*FIL1552C Film Editing Fundamentals
FIL2743C Visual Effects Fundamentals
FIL2537C Sound Design Fundamentals*
- **FIL2573C** **Film Capstone: Post Production**
FIL2432C Fiction Filmmaking
- **FIL2945** **Film Internship (1 Credit hour)**
*FIL2438C Nonfiction Filmmaking
Student must obtain Internship before enrolling.*

For certificate information, please visit www.browardfilmprogram.com



Film Production Technology AS – 2510

CAREER PATHWAY: [ARTS, HUMANITIES, COMMUNICATION & DESIGN \(AHCD\)](#)

Location(s): [General Education courses are offered at all BC locations. Program specific courses are offered at Judson A. Samuels South Campus and North Campus.](#)

Program Entrance Requirements: HS Diploma or GED

Program Description: The Associate of Science degree in Film Production Technology is for students who seek entry-level employment in the field of film and video production and desire advancement. Some careers, to which this sequence may lead, are camera operator, video editor, film production crew, sound editor, film and video producer, director and cinematographer. Visit program's [website](#) for additional information.

BUILD YOUR EDUCATION



RECOMMENDED COURSE

Full Time	Part Time	Course ID	Description	Credits	TC1	TC2	TC3	TC4	
Term 1	Term 1	FIL1420C	Introduction to Filmmaking	3	X	X	X	X	
		FIL1552C	Film Editing Fundamentals	3	X	X	X	X	
	Term 2	ENC1101	English Composition	3					
		FIL1043C FIL1030	Film Tech Support Film History	3	X	X	X		
Term 2	Term 3	MGF1106 ³ FIL1100C	Foundations of Mathematical Reasoning Screenwriting Fundamentals	3 3		X			
		Term 4	FIL2438C FIL2537C	Nonfiction Filmmaking Sound Design Fundamentals	3 3	X	X	X	X
	Term 3		Term 5	Elective ² ARH2000	Elective Course ² Art Appreciation	3 3			
Term 4		Term 6		FIL1131C FIL2473C	Screenwriting Workshop Visual Effects Fundamentals	3 3		X	X
	Term 7		AMH2020 or POS2041 FIL2432C	History of the United States Since 1877 or National Government Fiction Filmmaking	3 3			X	
		Term 5	Term 8	FIL2515C FIL2611	Film Capstone: Production Film Business & Entrepreneurship	3 3	X	X	
Term 9	GE Course FIL2572C			General Education Science Core Postproduction Workshop	3 3			X	
	Term 6		Term 10	FIL2573C GE Course FIL2945 ⁶ or FIL Course ⁷	Film Capstone: Postproduction General Education Speech Core Film Internship Or FIL Course	3 3 1	X ⁷		X ⁷ X ⁷
Total Program Credit Hours				64	16	24	16	16	

BROWARD COLLEGE

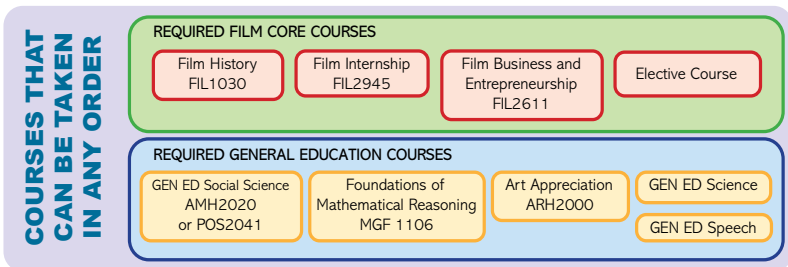
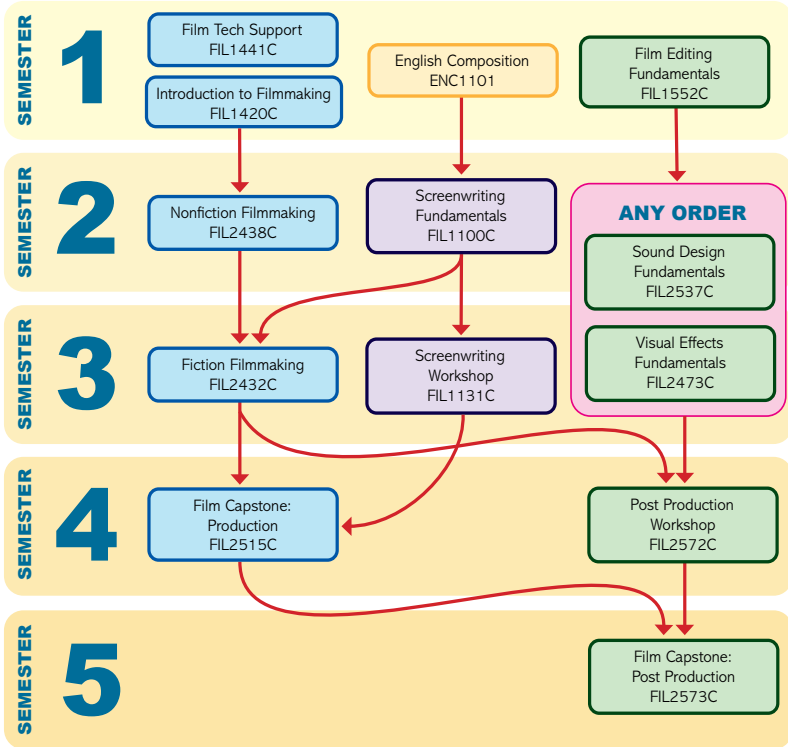
COLLEGE CATALOG 2020-2021
B R O W A R D E D U

To download these, visit www.browardfilmprogram.com



FILM PRODUCTION TECHNOLOGY REQUIRED COURSE ORDER

The rows in the chart below show the courses to be taken each semester in the Film AS Program. The red arrows indicate prerequisites.



To download these, visit www.browardfilmprogram.com

FILM PRODUCTION POLICIES

The Film Production Technology Program and the Visual and Performing Arts Department of Broward College require specific conditions to be met for the film production projects assigned as coursework for the production courses.

All film production projects must follow these rules:

Weapons

- The use of ANY weapons must be cleared by the Film Program Manager.
- Guns - **No projectile weapons on any film project**, this includes BB guns.
- Toy and Rubber Prop guns may be used ONLY indoors and not visible from the outdoors. When these are used, signs must be placed on all entrances with the words, "Alert: Filming in Process. PROP WEAPONS IN USE."
- No weapons on campus.
- Student films with scenes making use of knives, swords, bayonets, etc., are required to use props made of rubber or similar material (normal eating utensils are exempted).
- No horseplay is permitted. They must be kept in a secure place and only taken out for rehearsal and filming.
- Documentaries may show real weapons, but no handling.

Motor Vehicles

- No filming inside of a moving vehicle without instructor approval.
- Filming inside a vehicle is allowed as long as the vehicle is parked and the engine is off.
- Exterior shots of moving vehicles are only permitted with instructor approval.
- Filming of interactions between actors inside and outside of the car can only be done if the car engine is off.
- No filming around busy streets.
- Permitting is required.

Stunts

- No stunts are allowed on any film project.

Nudity and/or Sexual Contact

- No nudity or sexual contact is allowed.
- Any contact of private areas is forbidden.
- No on-camera depictions of sexual activity.
- No depictions of sexual violence or molestation.
- Closed-mouth kissing is allowed only with actors' and instructor's approval. The student filmmaker must obtain contracts with the actors for permission.

Special Equipment

- The use of any special equipment (ie. dollies with jib arms, scissor lifts, condors, cranes and **drones**) is only allowed if the operator is licensed and certified. Instructor approval is required.

Fire

- No use of fire beyond a candle, match or lighter flame.

Electricity

- No Generators.
- No use of damaged cables.
- No use of electricity around water or wet areas.
- Students must find the location circuit breakers and make sure you are not overloading the circuit.
- Students must not touch any equipment using electricity while wet or grounded.

Boats/Water/Beach

- No filming on the beach or on any kind of boat.
- No filming over any body of water. This includes putting the camera or any other equipment over any body of water - from a bathtub to a swimming pool to an ocean.
- Actors may be in the water, but only under direct supervision.

LOCATIONS

All film projects must obtain permission or permits prior to filming, as well as Certificate of Liability Insurance forms from the Film Program.

A Location Agreement Form (See Appendix A) must be obtained at a minimum of five business days prior to filming. If the student does not obtain the agreement by this deadline, the student is in danger of having the production canceled and failing the class.

Students wishing to film on campus must place a request for the use of campus facilities through the Program Manager, Pezhman Jatala at pjatala@broward.edu.

PERMITTING

All filming on public property is only allowed if the student obtains a permit. Permits can be obtained by applying on the county film commission's website or by email. Some cities require their own permitting. It is the student's responsibility to obtain this information and permits.

INSURANCE

The Film Production Technology Program has obtained Production Insurance for student use. Filming without insurance is prohibited.

Students must provide the instructor with the location owner's (or location representative's) contact information at a minimum of five business days prior to production. The course instructor will send this information to the Film Program Manager who will obtain the Certificate of Liability Insurance. (Example in Appendix B).

Below is the procedure:

1. Student emails the instructor a list of locations with the location owners' (or representative) contact information.
2. The Instructor will reply to the email, confirming receipt - this confirmation email will be CC'd to the Film Program Manager.
3. Film Program Manager obtains the Certificate of Liability Insurance and REPLIES ALL with the attachment.

The Film Production Insurance Policy purchased by the Film Technology program is a **Liability Policy ONLY**. This policy does not cover any film production equipment, props, art, wardrobe, etc.

FILM PRODUCTION COURSE POLICIES

All productions must obtain Photographic Consent and Release forms for all people who appear on-camera. (See Appendix C)

FIL1420C Introduction to Filmmaking

- Filmed on-campus exteriors during course studio hours.
- No interiors are allowed.
- Filming must take place on either walkways or grassy areas.
- Parking lots are off-limits.
- Students must not block pedestrian traffic in any kind of way.
- Productions must make an effort to avoid filming bystanders.
- Students are prohibited from moving any college outdoor furniture.
- Students **MUST** wear the supplied vests while filming on campus.
- Film duration of a maximum of two minutes as the final edit.
- Story must show a 3-Act-Structure. Story must be expressed visually. The source of the Conflict must be external.
- No stories about a character being late, hungry, having feelings that are the source of the problem, or using dialogue to express the problem. No conversations.
- Minimum of one character, a maximum of three.
- Each student will be scheduled to film his/her final project on a specific date. After productions begin, dates may not be changed. Prior to production, dates may be changed upon professor's discretion.
- Crew will be assigned by the instructor. Students **CANNOT** reassign crew roles.
- There will be no re-shoots.
- No crew member can leave the set during the scheduled shooting day (except for bathroom breaks).
- The entire film must be shot during one 3.5-hour class period.
- Students can only use equipment provided by the film program.
- The student must present the instructor with a completed Production Notebook the day of his/her scheduled production.
- If it rains, the shoot will be rescheduled to the end of the production cycle.

FILM PRODUCTION COURSE POLICIES

FIL2438C Nonfiction Filmmaking

- Projects are to be filmed off-campus only.
- Students can only use equipment provided by the film program.
- Some footage may be used that was produced without BC Film Program equipment. This is only by permission of the instructor. This does not include interviews.
- Students must check out equipment from the Film Cage. The student must request equipment at a MINIMUM OF 24 hours prior to checkout. Any request made less than 24 hours prior to check out will not be allowed. All equipment is first-come-first-served.
- Students must work with the assigned crew.

FIL2432C Fiction Filmmaking

- Projects are to be filmed off-campus only.
- Students can only use equipment provided by the film program.
- Student Directors of both Saturday and Sunday productions must appear on time for check-out and check-in.
- All students are required to provide transportation for the equipment when the equipment is in their possession.
- Student must acquire all permits and paperwork and present the instructor with a completed Production Notebook the week of his/her scheduled production.
- Students must write their own 5-page script.
- Minimum of two speaking parts.
- At least 60% must be indoor scenes using lighting techniques.
- Each student will be scheduled to film his/her film project on a specific date. After productions begin, dates may not be changed. Prior to production, dates may be changed upon professor's discretion.
- Crew will be assigned by the instructor. Students CANNOT reassign crew roles.
- There will be NO re-shoots.
- Production Call-Times must take place between 8am and 10am.
- Film production must be executed within Broward County or adjacent. Locations south of the Opa-Locka Airport in Miami-Dade county are not allowed. Locations north of FAU in Boca Raton are not allowed.
- Students working on sets on the weekend must conduct themselves as they would while in a class on campus. The film set is an extension of the classroom off-campus. No crew member can leave the set during the scheduled shooting day.

FILM PRODUCTION COURSE POLICIES

FIL2432C Fiction Filmmaking (continued)

- The entire film MUST be shot during ONE 10-hour day on a scheduled weekend (Saturday or Sunday).
- Production MUST begin wrap at the 10-hour mark. A minimum turnaround of 12 hours is REQUIRED.
- A 45-minute lunch must be provided 5-6 hours after Call Time.
- Food and Drink MUST be provided by the Director to his/her cast and crew the day of his/her shoot.
- The Director MUST NOT leave the set to buy food.

FIL2515C Film Capstone: Production

- Projects are to be filmed off-campus. On-campus filming with permission only. This will only be allowed under special circumstances.
- Only BC Film equipment is to be used. If the students wish to provide or rent other equipment, the students in question must obtain written permission by the instructor.

Fiction Capstone Project

- Student teams will pitch their project the first week of class, in a team consisting of a Director, Director of Photography and Producer/Editor. Additional crew roles will be filled by other classmates.
- Each Fiction production team will produce one 10-page script over two weekend days, 12 hours each with 12 hours of turnaround for each production day.
- Each team member will produce a Production Notebook for his/her department and have it ready before day 1 of production.
- Filming must take place in the Tri-County area.
- Any pickups or reshoots will take place either at the end of the semester or the beginning of the following semester in Film Capstone: Post Production.
- Production Procedures applied in the Fiction Filmmaking course are applied here.
- Each team member must contact the Film Cage to arrange for check out of his or her specific equipment package. Team members are required to assist if it is necessary. Team members who are requested but are not able to assist will suffer a grade reduction.

(continued on next page)

FILM PRODUCTION COURSE POLICIES

FIL2515C Film Capstone: Production (continued)

“Probation” of Team member:

Every student assigned to one of the three roles - Director, DP, Producer/Editor - must answer all contact by other team members within 24 hours. On the third occurrence of lack of communication, the other team members must bring this to the attention of the instructor. Also, if the other team members are dissatisfied with the member’s work, they must immediately bring this to the attention of the instructor. All of this must be documented in writing and emailed to the instructor.

This student will then be put on ‘probation’ by the instructor, and has one week to remedy the problems. If the student does not change course to become a fully involved and committed team member, the instructor will then reassign the student to an ‘independent project’ consisting of (unless otherwise specified) a behind-the-scenes documentary of one of the film capstone projects. This documentary must be a minimum of 10 minutes in length, and be produced, directed, shot, and edited by this student. The student will edit the documentary throughout both capstone courses (unless otherwise specified), and turn in a 10 minute version (minimum) and another version that is exactly five minutes in length at the completion of Film Capstone: Post Production. At the end of the Film Capstone: Production course, the student must present a working rough cut to the instructor to earn a C in the course.

The highest grade a student on ‘probation’ can receive is a C in both capstone courses . The student must turn in a professional-quality final product in order to earn this grade. If the student does not manage to do this, the student will fail the Film Capstone: Post Production course.

Non-Fiction Capstone Project

- Students doing a Non-Fiction Capstone Project may work alone or team up with one more student to produce a Non-Fiction film.
- The student or team will pitch the Non-Fiction project the first day of class.
- The project will shoot over the course of the Film Capstone: Production semester and can continue over the first four weeks of the Film Capstone: Post Production semester. Editing will take place over both semesters.
- Students will create a 15-minute documentary, along with a 5-minute version and a trailer.
- If the students work in a pair, the work of each student must be clearly assigned and well-documented.

FACILITIES POLICIES

SECURITY IS EVERYONE'S RESPONSIBILITY

EQUIPMENT & FACILITY ACCESS: YOU MUST BE CURRENTLY ENROLLED IN A V&PA FILM PRODUCTION TECHNOLOGY 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 145 (Control Booth and Stage)
Editing Rooms and Labs (6/209, 6/227)

BC 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.

POST-PRODUCTION LAB (ROOM 6-209) 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 for voice calls 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.

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.

Shut down your computer when you are finished.

Printing is only permitted from post-production laboratory computers with instructor approval.

FILM CAGE INFORMATION

LOCATION

Central Campus, Building 17, Room 149

OPERATING HOURS

Monday - Friday. Hours of operation are posted on the door.

CONTACT

bcfilmcage@gmail.com

(954) 201-4439 (call this number to gain access to the building)

This office is utilized to reserve, check in/out film equipment. BY APPOINTMENT ONLY.

Entry into the Film Cage is RESTRICTED to employees only. No student is allowed entry into the cage without Cage Staff present. Students may not gain access to the Film Cage by contacting Campus Security.

RESPECT FOR FILM CAGE STAFF

ZERO TOLERANCE POLICY FOR UNPROFESSIONAL CONDUCT

Film Cage Staff may file a complaint if treated unprofessionally by a student. Unprofessional conduct consists of raising one's voice, inappropriate language, arguing, threatening or any other kind of interaction that creates a hostile work environment for the Film Cage Staff.

To file a complaint, the Film Cage Staff are not required to provide proof of the incident. If a complaint is filed on a student, his Film Cage privileges are immediately suspended for a period of no less than three months and up to one year, depending on the severity of the infraction. A second filing of a complaint on the same student will result in a permanent suspension of Film Cage privileges.

Students found to have checked equipment out for a student under suspension will face immediate **PERMANENT** suspension of Film Cage privileges.

Students may file a complaint on Film Cage Staff by emailing the **Program Manager, Pezhman Jatala, at pjatala@broward.edu**.

FILM CAGE POLICIES

RESPONSIBILITIES AND EXPECTATIONS

Film Program equipment may only be used for class projects or projects sanctioned by the Film Program Manager or a Film Program Instructor.

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 Film Cage.

You will be held to a professional standard of behavior when dealing with the Film Cage and V&PA 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 any location which is not secured or attended by a 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 may be financially responsible for the cost of the damaged or stolen equipment.

V&PA 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 Film Cage staff and forwarded to the V&PA 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 V&PA Film Cage Staff of the theft.

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 Visual and Performing Arts Department and its designees.

GENERAL SAFEGUARDING TIPS

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 Film Cage or your Professor if you have any questions or problems.

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

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 OR SPILLED LIQUIDS TOUCH THE CAMERA BODY OR ANY ELECTRONIC EQUIPMENT. 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 CIRCUMSTANCE. Sand and salt water will destroy equipment.

DO NOT LEAVE EQUIPMENT OUT IN DIRECT SUNLIGHT, OR 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 V&PA 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 Film Cage.

ONLY USE EQUIPMENT FOR THE PURPOSE IT WAS INTENDED FOR.

STANDS AND TRIPODS MUST BE STORED LAYING DOWN. Never leave stands upright.

LENSES MUST ALWAYS HAVE CAPS ON UNLESS WHEN IN USE.

CHECK-OUT AND CHECK-IN POLICIES

CHECK-OUT PROCEDURE

All Check-Outs will be requested by the student via the website:

www.browardfilmprogram.com

Go to the “LINKS” page and you’ll find a button to access the program’s “Equipment Check-Out Request” Page. On this page, choose the time you wish to check out from the calendar. When completing the request, please put the following information in the text box below Name and Email:

- Course name
- Student ID #
- Any allowed substitutions or deductions.

A minimum one 24-hour business day prior to the requested Check-Out is required. Exceptions will be granted on a case-by-case basis.

The student does not need to indicate specific equipment requested, as they are only authorized to check out the equipment package for the class in which they are enrolled. The student may check out as many items as a single equipment package pertaining to the course will allow. See pages 20-22 for course equipment packages.

Equipment will be allotted in a “first-come-first-served” basis, the Film Cage staff will also indicate to the student whether or not the equipment is available. **The Film Cage DOES NOT guarantee stock.**

Students must give themselves 1-2 hours to conduct checkouts.

Students must set up all the equipment to be checked out and test them to see if everything is operational. If the student does not know how to use a piece of equipment, he/she will not be able to check it out. The Film Cage staff reserves the right to ask you to demonstrate your knowledge and can withhold equipment.

GUIDELINES

- You must be enrolled in a production course to have access to the production equipment. Students must present STUDENT ID to conduct checkout.
- Refusing to provide Identification and phone/address will result in no checkout.
- Time can be scheduled with the Film Cage to train on equipment approved for your class. Request an appointment by emailing bcfilmcage@gmail.com, your instructor and pjatala@broward.edu.
- Equipment must be checked out during your reserved time.
- 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.

CHECK-OUT AND CHECK-IN POLICIES

ON-CAMPUS CHECKOUTS

Students enrolled in production courses (FIL1420C, FIL2438C, FIL2432C, FIL2515C) may check out equipment related to their current course of enrollment for an on-campus practice session for no more than four hours, or 30 minutes prior to the closing time of the Film Cage, whichever is earlier. This is subject to equipment availability, as in-class and off-campus checkouts take priority. Only partial package checkouts can be accommodated.

CHECK-IN PROCEDURE

- NO EQUIPMENT DROP-OFFS. Wait until all equipment is checked in by the Film Cage staff. You may not leave the Film Cage until the Film Cage staff has cleared you and the paperwork has been completed (Appendix D - G).
- Equipment must be 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.
- Checkins may take between 1-2 hours. Schedule accordingly.
- Checkins may be delayed due to inclement weather. Contact Cage staff.
- Keep your contact information up to date on all Film Cage 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 Film Cage make sure that:

- Equipment is organized and in its appropriate case.
- All wires/cables are wrapped. No Gaffer tape on cables.
- 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.

Equipment returned to the Film Cage in a disorderly fashion (cables not properly wrapped, articles haphazardly thrown into the case, etc.) may be grounds for immediate suspension of Film Cage privileges. This will be handled on a case-by-case basis.

<p><i>A POLICE REPORT WILL BE FILED FOR ANY MAJOR PIECE OF EQUIPMENT (COST: \$1000 OR MORE) NOT RETURNED TO THE CAGE.</i></p>
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SUSPENSION POLICIES

LEVEL 1 VIOLATION

Students who do one or more of the following:

- Arrive late to Check-out or Check-in.
- Turn in equipment poorly wrapped.
- Turn in equipment that is dirty or poorly kept.
- Equipment that is hot, or wet but undamaged.

Upon the first occurrence, the student will receive a WARNING by the cage staff. Upon the second occurrence, the student will receive a 10% grade deduction for the Final Grade in the class for which the checkout tool place.

LEVEL 2 VIOLATION

Students who do one or more of the following:

- A third occurrence of a Level 1 Violation.
- Return equipment to the cage more than 24 hours beyond the previous agreed-upon return date without notice.
- Return equipment packages with some equipment (at value of \$100-\$1000) lost or damaged due to negligence.
- Argue or otherwise treat Film Cage staff inappropriately.

With a Level 2 Violation, the student will receive a 20% grade deduction for the Final Grade in the class for which the checkout took place.

LEVEL 3 VIOLATION

Students who do one or more of the following:

- Use Broward College Film Cage equipment for projects that are not sanctioned by the faculty and program manager.
- Return incomplete equipment packages with some equipment (at value of over \$1,000) lost or broken due to negligence or purposeful damage/destruction.
- Fail to call the police AND file a police report if the equipment is stolen.

These students will immediately and PERMANENTLY lose cage privileges AND receive a FAILING GRADE in the course they checked out for. If the student fails to file a police report, the College will file one naming the student.

If it is determined that a classmate damaged the equipment due to negligence or on purpose, the student who checked out the equipment must provide, in writing, a testimony of this account, as well as the written testimony of a witness. If these are determined acceptable, the classmate will receive the violation.

STANDARD EQUIPMENT PACKAGES

FIL1420C Introduction to Filmmaking

Equipment is checked out by the professor. **No off-campus checkouts allowed.**

Camera Kit

1. Panasonic UX-90 Kit
2. Lite Tripod
3. Field Case (Target, Slate, Markers, Eraser)

Sound Kit

1. Boom Kit

Light Kit

1. Reflector

FIL2438C Nonfiction Filmmaking

The student may check out all or fewer of the items listed below as part of the package.

Camera Kit

1. Ursa Mini / Panasonic UX-90 / Lumix GH5S
2. Lite/Medium Tripod
3. Canon 24-104mm Zoom Lens
4. Camera Mounted Light

Sound Kit

1. Boom Kit
2. 1 Wired Lavalier Microphone + XLR Cable
3. Microphone Stand + mini Sand Bag
4. Rode Wireless Go / Saramonic Digital Wireless Lavalier Kit.

Light Kit

1. Flex Light Kit
2. Camera mounted light
3. Battery Kit with 5 batteries
4. Flex Fill
5. Sandbags x 3
6. Stinger

STANDARD EQUIPMENT PACKAGES

FIL2432C Fiction Filmmaking

The student may check out all or fewer of the items listed below as part of the package.

Camera Kit

1. Blackmagic Pocket 6K kit
2. Cine Lens Kit
3. Mattebox Kit
4. Follow Focus Kit
5. Battery Kit with 7 Batteries
6. Field Monitor Kit
7. Medium Tripod
8. Field Case (Target, Slate, Markers, Eraser)
9. Slider Kit with tripod head
10. Hi Hat

Sound Kit

1. Boom Kit
2. Wireless Microphone Kit
3. Sound Devices MixPre-3 Kit
4. Wireless Belts x 2
5. Sound Blankets x 2
6. Wireless Timecode Kit

Light Kit

1. Tweenie Kit
2. Light Panel Kit with stands
3. Stingers x2
4. Gel Kit
5. Light Meter

Grip Kit

1. Apple Box Kit
2. C-Stands x 2
3. Clamp Kit
4. Flag Kit
5. Sandbags x 6
6. Slider Stands x2
7. Flex Fill
8. Medium Duty Stand

STANDARD EQUIPMENT PACKAGES

FIL2515C

The student may check out all or fewer of the items listed below as part of the package.

Camera Kit

1. RED Kit
2. RED Cage Kit
3. Dual Follow Focus Kit
4. Wireless Follow Focus Kit
5. Mattebox Kit with Filters
6. Battery Kit
7. Field Monitor Kit - Large
8. Field Monitor Kit - Small
9. Wireless Monitor Transceiver kit
10. Tripod
11. Field Case (Target, Slate, Markers, Eraser)
12. Steadicam Kit
13. Ronin 2 Kit
14. FlyCam "EasyRig" Handheld Kit
15. GoPro Kit
16. Hi Hat
17. Additional Camera Kit (Pocket/Ursa/UX-90) plus tripod.

Sound Kit

1. Boom Kit
2. 2 Wireless Lavalier Kits
3. Zoom F8 Kit
4. Sound Devices MixPre-6 Kit
4. Mic Stand
5. Wireless Timecode Kit
6. Wireless Belts x 4
7. Sound Blankets x 4

Light Kit

1. 2K Light + Stand
2. Tweenie Kit
3. Light Panel Kit with stands
4. Lightpanel small light kit
5. Stingers x2
6. Gel Kit
7. Light Meter

Grip Kit

1. Apple Box Kit
2. C-Stands x 4
3. Clamp Kit
4. Flag Kit
5. Sandbags x10
6. Dolly
7. Dolly Track
8. Green Screen Kit
9. Flex Fill
10. Dana Dolly Kit
11. Walkie Talkie Kit
12. Large Reflector
13. Heavy Duty Stands x 3
14. Medium Duty Stand x2
15. Light Duty Stands x5
16. Slider Stands x2
17. Smoke Machine

APPENDIX A

This form is required for all off-campus filming.

Location Agreement for Broward College Productions

As owner and/or authorized representative of the premises located at _____

I hereby grant you (Broward College and its successors, assigns, and licensees) the right to bring personnel and equipment on to the premises for the purpose of photographing (by use of still photography, video tape, motion picture film, or any other means) the exteriors and interiors of said premises.

This is in connection with the motion picture photoplay tentatively entitled:

I also hereby grant to you the perpetual right to reproduce and use the photography in any such manner that would benefit exhibition, advertising, and exploitation of this motion picture photoplay in all present and future mediums.

I understand that, as this is a student production, this photoplay in part or whole may also be used to support and promote Broward College in general and its Film Department in particular.

You may have possession of the premises during the following dates and times:

I represent that I am the owner and/or authorized representative of said premises, and that I have the authority to grant the permission and rights herein granted and that no one else's permission is required.

Signed: _____ Date: _____

Name: _____ (Title) _____

APPENDIX B

Certain locations may require Liability Insurance. To get this form, email pjatala@broward.edu with the name and address of the location, at least 5 days prior to filming.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** (REV. 06/2015) 19/06/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.

INSURED: Film Emporium, Inc.
1890 Palmer Ave #600
Larchmont, NY 10538

AGENT: Land Owner
SUN AM, 914 833 2430
SUN AM, 914 833 2400
Email: land@filmemporium.com

INSURANCE ENDORSEMENTS:

NUMBER 1: EPL - Equity Pts and Notes Broward County - 2/2018
NUMBER 2:
NUMBER 3:
NUMBER 4:
NUMBER 5:

Phone No. (954) 501-0346 Fax No.

COVERAGE **CERTIFICATE NUMBER: 00003** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FROM THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT NOTY HEREIN TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE	TYPE OF INSURANCE	POLICY NUMBER	INSURANCE COMPANY	PERIOD OF INSURANCE	LIMITS	
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> LIABILITY <input type="checkbox"/> OTHER	GENERAL LIABILITY	ERY1034107-00	10000000	1/1/2018 - 12/31/2018	BODILY INJURY AND PROPERTY DAMAGE (each) \$ 1,000,000 BODILY INJURY (each) \$ 100,000 MED EXP (each) \$ 5,000 AUTOMOBILE LIABILITY \$ 1,000,000 COMMERCIAL AUTOMOBILE \$ 1,000,000 PRODUCTS/COMPLETED OPERATIONS \$ 1,000,000	
	<input checked="" type="checkbox"/> AUTO LIABILITY <input type="checkbox"/> AUTO BODILY INJURY <input type="checkbox"/> AUTO COLLISION <input type="checkbox"/> AUTO COMBINED SINGLE LIMIT <input type="checkbox"/> AUTO UNINSURED MOTORIST <input type="checkbox"/> AUTO UNDERWRITING	<input type="checkbox"/> BODILY INJURY <input type="checkbox"/> PROPERTY DAMAGE <input type="checkbox"/> UNINSURED MOTORIST				BODILY INJURY (each) \$ BODILY INJURY (each) \$ BODILY INJURY (each) \$ BODILY INJURY (each) \$ BODILY INJURY (each) \$ BODILY INJURY (each) \$ BODILY INJURY (each) \$
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DESCRIPTION OF OPERATIONS: (Check one) General liability only General liability with Other cover as required
 FOR GENERAL LIABILITY ONLY THE CERTIFICATE HOLDER IS NOTED AS ADDITIONAL INSURED WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED.

All coverages expire at 12:01 a.m. Standard Time.

CERTIFICATE HOLDER: Broward County
115 South Andrews Avenue
Fort Lauderdale, FL 33301
United States Of America

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AGENT SIGNATURE: *[Signature]*

Phone No. Fax No.

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ACORD 20 (01/09) The ACORD name and logo are registered marks of ACORD
This certificate of insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

APPENDIX C

Any person who appears in the video image and is recognizable must sign this form.



PUBLIC AFFAIRS AND MARKETING
Willis Holcombe Center, Building 32
225 East Las Olas Blvd., Fort Lauderdale, FL 33301
Phone 954-201-7550

PHOTOGRAPHIC CONSENT AND RELEASE FORM

I hereby authorize BROWARD COLLEGE ("BC") and those acting pursuant to its authority to:

- (a) Record my likeness and voice on a video, audio, photographic, digital, electronic or any other device or medium;
- (b) Use my name in connection with these recordings; and
- (c) Use, reproduce, exhibit or distribute in any medium (including but not limited to, print publications, video tapes, CD-ROM, Internet, social media, or any other medium) these recordings for any purpose that BC, and those acting pursuant to its authority, deem appropriate, including promotional or advertising efforts.

I release BC and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of BC, and that I will not receive any compensation for the use of such recordings. I have read and fully understand the terms of this release.

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Email: _____

Phone: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if under 18):

_____ Date: _____

Photo consent form
9/2014

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

APPENDIX D

This is the itemized checkout form. All items must be checked by the student checking out to verify receipt, and then the form is to be signed by the student, confirming receipt.

1 of 1

BROWARD COLLEGE CENTRAL CAMPUS
DEPARTMENT OF VISUAL AND PERFORMING ARTS
FILM PRODUCTION TECHNOLOGY



COLLEGE FILM EQUIPMENT TEMPORARY CUSTODY RECEIPT

From Date/Time

May 05, 2021 17:29

Borrower

[REDACTED]

Borrower's Email

[REDACTED]

To Date/Time

May 10, 2021 05:00

Created By

[REDACTED]

Borrower's Phone

[REDACTED]

ID Number	BC Asset ID	Item Name	Item Description	Quantity
-		DIGITAL JUICE 20x24" Color Correction Gel Kit	DIGITAL JUICE 20x24" Color Correction Gel Kit in Fabric Pouch. Each with these gels (One of Each): Double CTB, CTB, 1/2 CTB, CTB, 1/4 CTB, 1/8 CTB, GTO, 1/2 GTO, 1/4 GTO, CT Straw, Plusgreen, 1/2 Plusgreen, 1/4 Plusgreen, Minusgreen, 1/2 Minusgreen, 1/4 Minusgreen.	1
-		Dracast V-Mount Battery (Small)		6
ELE-5003		V-Mount Battery Charger Kit 3	(1) Dracast Dual Charger (1) Power Cable (1) Case	1
ACC-4001	0060817	Cine Lens Kit 1	(1) Case (1) 14mm Lens (1) 24mm Lens (1) 35mm Lens (1) 50mm Lens (1) 85mm Lens (1) 135mm Lens (1) Variable ND Filter	1
ELE-1010		Flex Light Kit 3	All Lens Caps and Sun Shades included. (1) Lens Cleaning Kit (3) Flex Lighting Units (3) Controller Units (3) Power Supply (3) Stands - Reverse leg (1) Case	1
GRP-3003		Flag Kit 3	(1) Case (1) Flag (1) Silk (1) Single Net (1) Double Net (1) Wood Cookie (1) Metal Cookie	1

Comments (0)

Borrower Signature Date

Co-Borrower Signature Date

I understand the 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 indicated. I further understand and agree that I am personally accountable for this property in the event of loss, theft, damage or mysterious disappearance. I have checked to ensure the property is in good operating condition.

Broward College Film Production Technology / 3501 SW Davie Road Building 17, Room 149 / bcfilmcage@gmail.com

APPENDIX F

This form indicates that Broward College may archive any material filmed using Broward College equipment and use it for marketing purposes. This does not imply ownership. The work belongs to the student.

V&PA USE OF STUDENT WORK

ACKNOWLEDGEMENT & SIGNATURE PAGE

By signing this page below, I acknowledge that all work created at the Visual and Performing Arts Department is the property of the students who create it, however, V&PA 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 Department of Visual and Performing Arts. All student work must include the following credit at the end of the end-credits: Produced in the Department of Visual and Performing Arts at Broward College.

Student Name (Please Print)

BC Student ID

Student Signature

Date

SAMPLE

APPENDIX G

This form is to be signed by any student who wishes to check out equipment from the Film Cage. It acknowledges the student read the Student Handbook in its entirety and understands the students' responsibilities regarding equipment.

V&PA Film Production Technology Program

Student Handbook

ACKNOWLEDGEMENT & SIGNATURE PAGE

By signing this page below, I acknowledge and abide by the rules set forth in the Broward College, Visual and Performing Arts Student Handbook regarding all policies regarding production course requirements, production equipment use, check out and check in procedures, facilities rules and Film Cage regulations. This acknowledgment covers all V&PA courses that the student has completed or will complete while enrolled at BC.

If, in the course of my having custody of any equipment checked out to me from the BC Film Cage, 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 V&PA Film Cage staff, to the Film Program Manager and to the authorities (in the case of theft).

I understand that if I fail to follow the Policies listed in the Production Handbook, I may be in violation of Film Cage policies (see page 19). This will result in the final grade for the course I'm checking equipment out being reduced based on the violation.

I understand that damage to any personal property that I volunteer for usage on a student project is my personal responsibility and that Broward College will not be responsible for any costs incurred in the repair or replacement of said property.

I have read and understood the contents of the Broward College Film Production Technology Production Handbook.

Student Name (Please Print)

BC Student ID

Student Signature

Date

Notes

