

MAINE MEDIA WORKSHOPS

Dear Young Artist Parent and Participant,

We are pleased that your child is joining us in Rockport as part of this summer's Young Artists Program. This workshop is a special course of study for serious and committed young imagemakers and storytellers, and has proven to be an important step for many young people in expanding their creative vision and/or pursuing artistic academic goals. This course provides your child with an opportunity to be involved in a professional setting, benefiting from the advice and expertise of the numerous working professionals surrounding them.

There are several policies that we have in place for Young Artists on campus in order to ensure that all of our students have an enjoyable and safe experience this summer. It is important for you and your child to understand that the Workshops is *not* a traditional summer camp. Rather, it is a center for extended education for students of all ages, from around the world. Please take a moment, together with your child, to review the following policies. You will find additional information on the following pages. Some important things to note:

1. Students live in a 25-room residence (former motel) managed by the Workshops. Maximum occupancy is four same-gendered students per room/bath. There are counselors living in the facility to provide supervision and guidance. Students may not have overnight guests.
2. **This is a Smoke-Free Program.** While we understand there may be students in the Young Artist Program who may smoke with their parent's knowledge, *we require that all participants agree to a smoke-free environment while on our campus.*
3. We provide transportation around the campus as well as during field trips. Students are not permitted to drive *their own nor anyone else's automobile* during their stay in our program, and may ride only in MMW vehicles.
4. Please inform us of any prescription medications your child requires while in our care, and a medication schedule, by completing the enclosed information form.
5. The use and/ or possession of illegal drugs, alcohol, or tobacco, and the abuse or sharing of prescription drugs, is not tolerated and will lead to **immediate dismissal without refund.**
6. Students may not leave classes or campus without the accompaniment of a Workshops' staff member.
7. Respectful behavior and language is expected at all times towards fellow students, faculty and staff.

8. There is a midnight lights out curfew. We expect students to be conscientious roommates and respect the privacy and property of others.

The two forms titled *2010 Young Artists Student Information Sheet* and *Campus Policy for Young Artists* must be completed and signed by both student and parent/guardian and returned to us prior to arrival.

We are looking forward to seeing your child on campus this summer while providing a catalyst for creative growth and self-expression. Thank you for joining the Young Artists Program at Maine Media Workshops!

Sincerely,
The Workshops Staff

*******Information continues on following pages *******

MAINE MEDIA

WORKSHOPS

Preparing for your 2010 Young Artists Workshop

Information on what to bring, how to prepare and what to expect as you plan to attend your workshop.

Photographers

What to Bring

All students are required to bring their own SLR camera with the manual functions of adjustable shutter speeds and f/stop controls. Digital have the opportunity to check out additional Canon or Olympus lenses from the Digital Service Bureau to use during their workshop if compatible with their camera systems. Students should also plan to bring equipment they are familiar with such as a tripod, variety of lenses, handheld flash, light meter, and cable release. Digital students should also bring some type of external drive to upload finished work to take home.

Film

Plan to shoot a minimum of 20 rolls of film each week. Acceptable film types are Ilford HP-5 and FP-4, Kodak Tri-X, Plus-X, and Neopan 400. Participants should plan to bring a minimum of 200 sheets of 8x10" fiber-based, glossy, double weight, multigrade paper such as Ilford Multigrade IV. *****IF FLYING DO NOT CHECK YOUR FILM & PAPER. PLEASE KEEP IT WITH YOUR CARRY-ON.*****

Digital

Digital photographers should bring their digital camera and several memory cards, approximately 16 - 32 Gigabytes of memory. Students are equipped with a G5 or iMac station with the appropriate software installed. One printer is provided for every two workstations and students produce all of their own prints in class.

As digital files add up quickly in terms of storage space, an external hard drive is suggested.

Supplies

[B&H Photo Video Pro Audio](http://www.bhphotovideo.com/bnh/controller/home?mode=edu) has designated The Workshops as an "Official Training Partner." Students can purchase equipment and materials at competitive prices through the B&H EDU Advantage <http://www.bhphotovideo.com/bnh/controller/home?mode=edu> program. A "B&H Hotline" phone located in the lobby area of the Registration Office in the Haas Building connects directly to B&H's Educational Sales Department in New York City.

Sharing Work

The Workshops provides an excellent environment for sharing work with instructors and peers. It is strongly recommend students bring up to 20 images of previous work on a hard drive, CD, DVD, as prints or slides. Prints do not need to be mounted, however slides should be brought in sleeves for lightbox viewing.

Filmmakers, Multimedia, Screenwriters, Editors, Actors and Animators

All necessary equipment is provided. Multimedia students should bring some type of external drive to upload work and take home. DVD's of the Friday night screenings are sent to all students. It is recommended that, where possible, students bring an external hard drive to download additional projects, raw footage, etc., that may be produced during the class.

Filmmaking and Multimedia students who have a DV camera and wish to bring it are welcome to do so. The Workshops will maintain no insurance on it, however, and is not responsible for any loss, damage or theft.

Screenwriters will work in the classroom with one of our Macintosh computers. Screenwriters should come prepared with ideas. For those students with their own laptops, we recommend that you bring it with you.

Editors will also work in our Macintosh labs. Editors who have footage that they would like to work with during the class are welcome to bring it for potential use in the class.

Actors should have a prepared monologue or two at their disposal. Bringing along a favorite costume or two might be beneficial, but not required.

Music

The Workshops has a licensing agreement with American Music Company (AMC) (<http://www.americanmusicco.com/>) and the music in their collection is freely available for students' use in workshops projects. Work including AMC music can be presented by the Workshops for in-house, non-broadcast, student project, in-classroom presentation, public exhibition, local broadcast purposes and via web sites owned by Maine Media Workshops. Students wishing to submit work containing tracks licensed by (AMC) to film festivals or other media outlets must contract with AMC directly.

Additionally, royalty-free music tracks are included on editing workstations in Soundtrack Pro. Students are encouraged to bring self-authored or licensed music with them if they have it. They may also purchase licensed music from online sources such as Revostock (<http://www.revostock.com/>).

Maine Media Workshops discourages the use of non-licensed music in multimedia and film projects as neither the student nor Maine Media Workshops may lawfully publish works containing non-licensed music.

*******Information continues on following pages *******

General Information – All Young Artist Students

When to arrive

All one-week workshops begin Sunday evening at 8 PM. Please arrive between 3 and 6 PM so you can register, settle into your room and have dinner before the first meeting at 8 PM.

Registration

Registration takes place between 3 PM and 6 PM Sunday in the Registration Office, located in the Haas Building (Bldg 7 on map), 70 Camden Street, Rockport. Check in here first to pick up your Registration packet, which includes the week's schedule, policy information and room assignment, and to pay any remaining balance due.

When to depart?

All Young Artist classes formally end on Friday evening with a screening of student work, following our festive lobster dinner. Parents are welcome to attend the screening and may also purchase tickets for the lobster dinner (just give us advance notice). Students may leave on Saturday morning as early as needed to catch flights home. All students should be on their way home by Noon.

Spending Money

Students should bring some additional spending money with them for fieldtrips and incidentals. The amount a student chooses to bring is discretionary. However, in our experience, we suggest that for a two-week class, a reasonable amount would be \$150. Keep in mind that film-based photography students will generally be on the higher end because of the occasional purchase of additional film and paper. Students may secure their funds by storing them in the registration office fireproof safe. ATM's are nearby.

Travel to Rockport

Getting to Rockport is relatively easy. If you are driving, we are four hours north of Boston, eight hours north of New York City. If you fly, we recommend flying through Portland's Jetport, then taking our van (approximately a two-hour trip) to Rockport. Cape Air operates a commuter airline connection between Boston and the Rockland Airport, just twelve miles from The Workshops. A taxi can bring you to the Workshops. There is also bus service to Rockport from Boston. Call Concord Trailways at 800-639-3317 for information, or visit their website at www.concordtrailways.com

If you fly: Continental, Delta, Jet Blue, Northwest, US Airways, Air Tran and United all service Portland Jetport with several flights daily. Air Canada will begin service this summer with twice-daily flights from Toronto. Airport van service between the Portland Jetport and Rockport is available (see below).

Travel suggestions: Compare ticket prices from your airport to the following: Boston (BOS), Portland (PWM) and Rockland, Maine (RKD). To the ticket price add van, taxi or bus service to Rockport.

Bus service (Concord Trailways www.concordtrailways.com) from Boston's Logan Airport to Camden/Rockport is \$63 round trip (at time of publication) and a 5-hour ride, each way. Be sure to book the Coastal Route! Van service from Portland is \$140, round trip and a 2-hour drive. Bus service (twice-daily Concord Trailways www.concordtrailways.com) from Portland to Rockport is \$37 roundtrip (at time of publication) . We have a local van meet the bus here in Rockport on Sundays, beginning mid- May.

Taxi service from the Rockland Airport to The Workshops is approximately \$25 one-way and is about a 20-minute ride.

*******We do not recommend booking non-refundable tickets, as we cannot be responsible should your workshop be cancelled.*******

The Airport Van

The Workshops can arrange for airport van service for our students flying into the Portland Jetport. Reservations are necessary and should be made at least two weeks in advance. Please call our office if you need transportation from the Portland Jetport. The costs are \$70 one-way, or \$140 round trip (it is a two-hour trip, so plan flights accordingly).

How to get to Rockport

Rockport is halfway up the Maine Coast - Easy to find - just off Route 1, 90 miles north of Portland, between Camden and Rockland. You can find us on most maps.

By car, Rockport is less than a two-hour drive from Portland, less than four hours from Boston, eight hours from New York and Montreal, and five hours from Quebec.

Driving Directions

If you are coming from the South, take Interstate 95 north into Maine. Get off at the South Portland Exit (I-295) and follow I-295 through Portland. Continue on I-295 to Route 1 in Brunswick -- Exit 28. Follow Route 1 through Brunswick, Bath, Woolwich, Wiscasset, Damariscotta and Waldoboro to Warren -- about 35 miles, where you will find Route 90 at a blinking yellow light. Take a left onto Route 90 and follow it 12 miles to an intersection where The Market Basket, a green barn-style deli, will be on your right. Turn left onto Route 1. As you come down over the hill, you will see a road, veering off to the right. -- take it -- this is Camden Street. Continue up Camden Street. When you approach the stop sign, continue through the intersection. The Campus is about 400 yards ahead -- Homestead Campus on the left, Campus Residence on the right.

If you are driving into Maine on a busy summer weekend, Route 1 may be crowded. Here is an alternate route we sometimes take: Driving north on Interstate 95, continue north, past the Brunswick exit, to the Route 201 exit, approximately 35 miles. Follow 201 East into Gardiner and drive through town and over the bridge -- the second bridge. Turn RIGHT at the far end of the big bridge then the next available LEFT onto Route 226. Follow 226 for about ten miles to Route 17. Turn RIGHT and follow 17 for 30 miles to

Route 90 in West Rockport. Turn LEFT and follow Route 90 for three miles until you come to the 2nd stoplight. Turn left onto Route 1. As you come down over the hill, you will see a road, veering off to the right. – take it – this is Camden Street. Continue up Camden Street. When you approach the stop sign, continue through the intersection. The Campus is about 400 yards ahead – Homestead Campus on the left, Campus Residence on the right. A Campus map is included at the end of this document.

Cell phones

Cellular coverage in Rockport is improving constantly. Verizon, US Cellular and Cellular One all work well. Other carriers may or may not. Please check with your local provider to see if they have coverage here.

Bicycles & Skateboards

Students should leave their bicycles and skateboards at home. Skateboarding, while fun, is not appropriate on campus as the terrain is not conducive and traffic patterns are somewhat dangerous

Linens

All linens, including towels, are provided by the Workshops.

Weekend activities

Most 2-week classes will meet until lunchtime on Saturday, the first week, and not resume until Sunday evening or Monday morning. This time is filled, under the guidance of our Counselors, with such activities as hiking, swimming, shopping, movies, visiting local events, volleyball, etc. The Counselors also organize where the group will have their off-campus meals, considering the preferences of the students. Occasionally, a student may wish to visit a family friend or relative (or perhaps the parents will be in the area) over the weekend. Should this situation arise, we require written authorization from the parent/guardian indicating the responsible party, address, contact numbers, times of pickup and return. In all cases, the student is required to be back on campus by 5PM, Sunday. During the week, there are no family/friend overnight visits allowed.

How to Dress

In June, the days are apt to be cool, the evenings chilly and some days wet. Bring warm clothes, foul weather gear (a raincoat), good shoes for walking, a hat and sunglasses. In July and August, the weather is warm, and often hot, so bring shorts—even a bathing suit is handy—the ocean is cold but the nearby lakes are great for swimming. Bring mosquito repellent and sun block. Everything here is informal.

Making Friends

You will find making friends at The Workshops an easy matter. Here, people who share your love and energy for images and stories will surround you. Getting to know other creative people who share your interests is one of the most important aspects of a workshop. Have lunch and dinner with others whom you want to know. We will provide a contact list of everyone in your class by the time you leave. Feel free to chat with members of the faculty at meal times, including those teaching other classes.

Phone, FAX, Mail & Email

Many of you will be receiving mail and phone calls while you are here. Have letters sent to you:

C/O The Workshops
PO BOX 200
Rockport, ME 04856

UPS and FED-EX packages must be addressed to you:

C/O The Workshops
70 Camden Street
Rockport, ME 04856

Mail

Mail is delivered daily and placed in student mailboxes in the Registration Office. It is your responsibility to check daily for mail and phone messages.

Campus Phones

Campus phones require that you use a phone credit card or make collect calls. International calls are possible only by special arrangement with our office. You may use our FAX for incoming and outgoing messages. There is a small charge for this service. Fax number is 207.236.2558

Email & Internet

There is an onsite Internet cafe available for students to check their private email accounts. The Campus is also Wi-Fi friendly. You will not be able to “hardwire” your computer into the network.

Payment, Refunds and Other Policies

Payments

Payment is due 30 days prior to course start. All fees are to be paid in U.S. funds. Acceptable forms of payment include cash, checks, bank draft, VISA, MasterCard and Discover.

Refund Policy

Enrollment in all courses is limited, so once you have enrolled your participation is important to us and to the entire class. We are counting on you to attend. If you find you are unable to attend, please notify us at once by phone. We will refund your deposit and/or fees based on the following policy:

Withdraw more than 30 days prior to the first day of class and we will refund all money paid, less the \$55 application fee.

Withdraw less than 30 days before the start of class and we will refund all money paid, less the \$300 deposit and the \$55 application fee.

No Refunds for:

- We do not refund deposits if you fail to arrive for a class.
- We do not give refunds for unused meals.
- We do not give refunds for unused accommodations.

- We do not reimburse participants for penalties on airline tickets as the result of a cancelled workshop.
- We do not refund unused van reservations.

Liability

In the event that we cancel your workshop, for any reason, the extent of The Workshops' liability is limited to the return of all fees paid. In all cases, we will do everything we can to make it possible for you to enroll in another workshop.

The Workshops will not be responsible for reimbursement of non-refundable airline tickets due to cancellation of a course or replacement of an instructor. We strongly urge you not to purchase non-refundable airline tickets.

The Workshops reserves the right to substitute instructors, and as far as possible, will inform students. Occasionally substitutions are last minute and we are unable to notify students. Substitution of an instructor, except in the case of Master Classes, is not sufficient cause for withdrawal.

College Credit

All of our summer workshops and courses are available for college credit. If you want credit, there is a \$35 per course fee due, in addition to the tuition for the workshop or course. You must register and pay the fee *prior to beginning any course*, in order to receive credit. After attending, we can only provide a statement of completion. The cost for additional transcripts is \$5 each and must be requested in writing. Include the name of the institution to which the transcript is to be sent, your date of birth and social security number.

Campus Map

A campus map may be downloaded at:

<http://www.theworkshops.com/workshops/downloads/campus-map>

*******Information continues on following pages *******

MAINE MEDIA

WORKSHOPS

Campus Policy for Young Artists

You have come to this school to learn a craft: acting, filmmaking, photography, multimedia, animation or editing. We are a serious school for imagemakers and expect you to take your work seriously.

Therefore, we have a list of guidelines you must observe while you are here in order to produce the best work you can.

- **Lights out at MIDNIGHT.** You simply need sleep. If you are used to staying up later, you will now get used to going to bed earlier. You must be rested for your classes. You will be asked to leave if you fall asleep in class. Many photographers will be up by dawn. Please respect others' need to sleep and be quiet.
- **Keep your space clean.** Your room should be straightened up BEFORE you go to breakfast. Any educational experience requires mental discipline. The simple acts of putting your clothes away and making your bed will help you to collect and organize your thoughts before you begin the day.
- **You may not leave the campus without a teacher or staff member assigned to your program:** Program Manager, Counselor or Course Manager/ TA.
- **Do not attend any of the adult parties on or off campus.** If you are found off-campus unsupervised, or at an adult party, **you will be placed on probation.**
- If you are found engaged in any of the following activities, **you will be dismissed from the program:**
 - **smoking**
 - **consuming alcoholic beverages**
 - **using illegal drugs**
 - **abusing or misusing prescription drugs**
- Your work must adhere to the Workshops' **Content Policy:** All High School student work made at The Maine Media Workshops must maintain a PG rating. Nudity, excessive profanity, violence, exploitation and excessive drug use is not permitted. If in question, the appropriateness of content will be determined by members of the Workshops faculty and staff.

Campus Policy for Young Artists (continued)

Procedure for Adjudication: 3 Strike Rule

Any infraction of Workshops policy is to be dealt with using the following procedures:

1. A verbal warning is the first step.
2. If the student in question is not responsive to the staff member's suggestion, or if the infraction is serious, a written probation warning is required.
3. If the student does not change behavior or violates other campus rules, the resulting action will be dismissal.

Dismissal: A student dismissed from the Workshops, for whatever reason, does not receive a refund.

Discrimination: Maine Media Workshops admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Sexual Harassment: The Workshops does not condone the use of sexual pressure on or among students, faculty or staff members. Any student feeling that they have been offended should advise the Program Director in their section.

Image release: Students and parents agree to permit the use of images, which may be captured by Maine Media Workshops staff, faculty and classmates for use in future marketing & publications (print and web).

I have read, understand and agree to the above Campus Policy (page 2 of 2).

Print student name	Student signature	Date

Print parent name	Parent signature	Date

*******Information continues on following pages *******

MAINE MEDIA

WORKSHOPS

2010 Young Artists Student Information Sheet

Name: _____ Date of Birth: _____

Program(s) attending: _____ Start date: _____

Name of Parent or Guardian:

Address of Parent or Guardian:

Phone Number(s):

E-mail:

In addition, we will need the name of two contacts that can be reached, in the event of an emergency:

Contact 1: Name:
 Relationship:
 Address:
 Phone Number:

Contact 1: Name:
 Relationship:
 Address:
 Phone Number:

If your child has any illness or medical condition, please provide us a description of this condition and list any medication that they might bring with them as well as the name and phone number of attending physician.

Physician Name:

Phone Number:

Description of condition and medications:

As a precaution, we will also need the following information (or attach a photocopy, both sides, of your health insurance card):

Medical Insurance Carrier:

Policy Number:

Insurance Agent:

Phone Number:

It is very important that you read and sign this statement: In the event of a medical emergency, I authorize The Maine Media Workshops and its staff to seek medical treatment for my child.

Name: _____

Signature: _____

Relationship: _____

Date: _____

My child and I have read this material, as well as the enclosed document pertaining to the rules of this program. We understand them fully and agree to the conditions as stated.

Student Signature: _____

Date: _____

Parent's Signature: _____

Date: _____

*******Information continues on following pages *******

420 Ninth Avenue
New York, NY 10001



Phone 212/239-7500
Fax 212/239-7746

T H E P R O F E S S I O N A L ' S S O U R C E

Dear Maine Media Workshop Attendee,

B&H Photo, Video and Pro-Audio wishes you a productive and exciting time during your workshop. B&H has been a proud and committed Sponsor of The Workshops and their students since 1999. There are several benefits you can take advantage of as an attendee of The Workshops;

B&H EDU Advantage- A groundbreaking student discount purchase program. As a member of "**EDU Advantage**" you will receive educational discounts, a dedicated website (bhphotovideo.com/edu) and unlimited access to an EDU Hotline featuring B&H premier product specialists (866-276-1435). This free membership program can be yours by filling out one simple form and submitting your student documentation. Once your application is approved, you will be enrolled in EDU Advantage for one year. This same form also eliminates manufacturer-by-manufacturer discount applications and multi-week processing protocols – *an industry first*. Merchandise is shipped from our vast inventory. We sincerely hope you will take advantage of EDU Advantage. Visit bhphotovideo.com/edu to sign-up!
To ensure receiving your discounts during your time attending the workshops, sign up for EDU Advantage before your arrive. **For school I.D., a driver's license is fine and a copy of your invoice is acceptable.**

Red Phone Hotline- If you need to speak to a B&H dedicated representative immediately, we have a dedicated hotline in the foyer of the Hass Building. Just pick it up and it automatically dials B&H and connects you to an educational sales specialist. You can also use our toll free education number: 866.276.1435.

We look forward to providing the professional service that B&H is known for. You will find that B&H, long known as the Professional's Source is also the Student's Source. Once again, have a great workshop and transformational experience.

Warm Regards,

Matt Bourgeois and the B&H Education Team