**Welcome to the Workshops**

**Here is important information to help you prepare for your workshop.**
You are among a group of creative individuals who will be attending classes in Rockport this season. To help you prepare for the experience, we have included some basic information on how the Workshops work. Most of your questions should be answered here—if not, please contact us and we will be happy to provide you with the information.

**When to arrive**
All week-long 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. Shorter term classes should follow the same time frames with their respective start dates.

**Registration**
Registration takes place between 3 PM and 6 PM Sunday in the Registration Office, located in the Ernst Haas Center (Bldg 3 on map), 70 Camden Street, Rockport. Shorter term classes should follow the same time frames with their respective start dates. Check in 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.

**Late Arrivals**
If you arrive after 6 PM, you should come to the Ernst Haas Center (Bldg 3 on map), where you will find your late arrival package and room key in the “Early/Late Arrivals” box adjacent to the front door. If you are in a van or taxi, the driver will then take you to your housing. Please check-in with our Registration Office, located in the Ernst Haas Center, after 8 AM on Monday (or whatever date your class begins) to complete your registration and receive course materials.

**Early Arrivals (week long classes)**
If you arrive on Saturday afternoon or evening, and have previously arranged accommodations through us, please come to the Ernst Haas Center, where you will find your early arrival package and room key, if appropriate, in the “Early/Late Arrivals” box adjacent to the front door. If you are in a van or taxi, the driver will then take you to your housing. Please check-in with us on Sunday afternoon between 3 PM and 6 PM. (Please note: the Homestead kitchen is closed after Saturday breakfast until Sunday dinner) **If you have not arranged lodging previously, you will not be able to do so until Sunday afternoon.**

**When to depart**
One-week, two-week and four-week workshops end Saturday by 11AM. Some classes may elect not to meet on Saturday, but ending with the screenings on Friday evening. End times for short-term classes may vary. Housing checkout time is 11 AM on Saturday (10AM on Sunday). Please have your belongings packed and set aside in your room in order for our housekeeping staff to prepare for Saturday/Sunday arrivals.
Saturday Stay Over
If you wish to stay over on a Saturday evening, please make sure you have registered with our Student Services/Registration office. The rate for Saturday night accommodations is $120 (Economy accommodations are $75). We are unable to book Saturdays in the Deluxe category but may be booked directly with the hotel - Click here. (Please note: the Homestead kitchen is closed after breakfast Saturday until Sunday dinner). We will try to place you in your designated room if you arrive on Saturday, but this is not always possible. You may have to move again Sunday into your regularly assigned room. Sunday checkout time is 10 AM.

Accommodations are Limited
Maine is very popular with tourists in the summer and early fall. Make sure you have confirmed accommodations with us or a local inn before you arrive.

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 the van service (approximately a two-hour trip) to Rockport, fee is $150 roundtrip. Cape Air operates a commuter airline connection between Boston and the Knox County Airport, just twelve miles from The Workshops. A taxi can bring you to the Workshops – about a $35 /20 minute ride. There is also bus service to Rockport from Boston (see below). Local taxis: Joe’s Taxi 207.975.3560 Schooner Bay Taxi 207.594.5000.

If you plan to sail your boat into Rockport harbor, moorings may be arranged by calling 207-236-9651.

If you fly: Delta, Jet Blue, US Airways, Southwest, and United all service Portland Jetport with several flights daily. Airport van service between the Portland Jetport and Rockport is available (see below). Rental cars are also available in Portland. Bangor (BGR) is also an option and rental cars are available, but no van services. The drive is easy and under 2 hours.

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

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

Bus Service
Concord Coachlines http://www.concordcoachlines.com/ with twice daily (summer and early fall) from Boston’s Logan Airport to Camden/Rockport is $65 round trip (at time of publication) and a 5-hour ride. Be sure to book the Maine Coastal Route! Bus service (twice daily summer and early fall via Concord Coachlines http://www.concordcoachlines.com/) from Portland to Rockport is $39 roundtrip (at time of publication) and is a 2.5 hour trip. We have a local van meet the bus here in Rockport on Sundays.

Airport Van Service
The Workshops can arrange for airport van service for our students flying into the Portland Jetport only. Reservations are necessary and should be made at least two weeks in advance. Please call our office (207.236.8581 x 303/304/305) if you need transportation from the Portland Jetport. The costs are $75 one-way, or $150 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, 80 miles north of Portland, between Camden and Rockland. 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
Driving directions may be found on our website at: http://www.mainemedia.edu/workshops/registration/travel

GPS - use our address of 70 Camden Street, Rockport, ME 04856.

Getting Around
Bikes are available for rent from Maine Sport, just around the corner. To reserve a bike rental, call Maine Sport 888.236.8797 or 207.236.7120. Rates start at $20 per day and $72 per week (at the time of publication). Discounts for longer periods are available. For more info, email: bikes@mainesport.com

If you do not bring a car (many do not), there is a campus van, which will ferry you between your accommodations, meals and your classes at meal times and after the evening programs. There may be fellow students with cars with whom you may carpool. If you are enrolled in a workshop that requires fieldwork, location scouting, traveling to nearby towns or the countryside for subject matter, a car will be necessary. We highly recommend cars for students attending documentary & photojournalism classes.

Rental Cars
Avis, National, Budget and Alamo cars can be rented at the Portland Jetport. Budget and Enterprise are available in Rockland.

Additional Expenses
Other expenses you may incur while at the Workshops might include books, supplies & materials, batteries & tapes, weekend meals, drinks and entertainment. You will need cash for personal items, snacks and occasional field trips.

Laundry
There is a small coin-op laundry on the lower level of the Campus Residence, open 24 hours a day. Change is available in the Registration Office during normal business hours and on Saturday mornings, during peak weeks. Commercial laundromats are nearby and offer wash/dry/fold services.

Supplies
Please review the recommendations for specific class needs. A few weeks before your workshop you will receive, if appropriate, a list of materials and texts required or recommended by your instructor. Please note that many instructors have no specific recommendations.

B&H Photo Video Pro Audio has designated The Workshops as an “Official Training Partner.” Students may purchase equipment and materials at competitive (and sometimes discounted) prices through the B&H EDU Advantage Program found here: http://www.bhphotovideo.com/find/eduRootPage.jsp?edu 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.

How to Dress
Everything here is informal. In May, June and September, 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.
Mail
Many of you will be receiving mail and/or packages while you are here. Have letters and packages sent to you:

Maine Media Workshops
Attn: YOUR NAME
70 Camden Street
Rockport, ME 04856

Mail is delivered daily (Monday through Friday) and placed in student mailboxes in the Ernst Haas Center lobby. Packages are held for your pickup. Package delivery notices will also be placed in the student mailboxes. No packages will be delivered to the classroom.

Fax
You may use our fax for incoming and outgoing messages. There is a small charge for this service. Fax number is 207.236.2558

Internet
The entire campus is Wi-Fi ready. You will not be able to “hardwire” your computer into the network.

Payment, Refunds and Other Policies

Payments
Payment is due 45 days prior to course start. All fees payable in U.S. funds. Acceptable forms of payment include cash, checks, bank draft, approved company purchase orders, VISA, MasterCard and Discover. All checks MUST be drawn on a US bank.

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 45 days prior to the first day of class (60 days on destination classes) and we will refund all money paid, less the $55 application fee.
Withdraw less than 45 days before the start of class (60 days on destination classes) and we will refund all money paid, less the $300 deposit ($600 on destination classes) 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.
• Once a workshop has started, if you withdraw by Tuesday at Noon and feel a refund is justified, you must discuss this with our Registrar. The office is located the Ernst Haas Center. No refunds will be made for withdrawal after Tuesday at Noon.

Instructor Replacement
It is the nature of our business that the professionals who teach here are sometimes unable to lead a specific workshop because of last minute professional engagements. In such cases, we make every attempt to find a suitable replacement with equal credentials. We will attempt to notify all those registered for the class, but since replacements are often made only a few days before a class begins, notification may be impossible. Substitution of an instructor, except in the case of Master Classes, is not sufficient cause for withdrawal.
Course Cancellation
Occasionally we must cancel a workshop, usually because of insufficient enrollment. Or, an instructor has been called away and we are unable to find a suitable replacement. In such cases, we will contact you and discuss your options for alternate workshops. If another workshop is not acceptable, we will refund all fees paid, including the application fee. While we do not like to cancel workshops, occasionally it is unavoidable. In such cases, we will do everything we can to accommodate you in another workshop.

Liability
In the event that we cancel your workshop, the extent of The Workshops’ liability is limited to the return of all fees paid. The Workshops will not be responsible for reimbursement of non-refundable airline tickets due to cancellation of a course or replacement of an instructor.

College Credit
Most all of our summer workshops and courses are available for college credit (1 semester credit per week). 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 from MMW+C. After attending, we can only provide a statement of completion. Under Federal privacy laws, transcript requests must be requested in writing, email is acceptable. Include the name and address of the institution to which the transcript is to be sent, your date of birth and last four digits of your social security number.

Campus Map
A campus map may be downloaded at http://www.mainemedia.edu/sites/default/files/downloads/MMW/MMW%2BC_Campus_Map.pdf

*****Continued on the following pages*****
Preparing for your 2014 Photography or Digital Imaging Workshop

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

What to Bring
Students should bring a camera with the manual functions of adjustable shutter speeds, f/stop and ISO. Digital cameras are accepted in all workshops with the exception of darkroom specific courses. The Digital Service Department also has a variety of Canon DSLR cameras to check out during the week of your workshop. Lenses are also available for check out from Zeiss, Lensbaby and Canon.

B & W Film Workshops (No color film processing is available)
Plan to shoot a minimum of 15 - 20 rolls of film each week. The Photo Lab accepts Kodak Tri-X and Plus-X; Ilford FP-4, HP-5; Fuji Acros 100 and Neopan 400. *IF FLYING, DO NOT CHECK YOUR FILM & PAPER. PLEASE KEEP IT WITH YOUR CARRY-ON OR HAVE IT SHIPPED HERE*

Digital Photographers
Digital photographers should bring a minimum of 8gb memory. The Digital Service Department is able to handle all types of memory cards and will produce contact sheets or work prints throughout the week for non-printing workshops. As digital files add up quickly in terms of storage space, an external hard drive is required to take your new images home.

Students shooting digitally that are not in one of our digital lab classes are encouraged to bring their own laptop with viewing/editing software installed for storage, editing, and file management.

Due to the high volume of students on campus, Macintosh computers are not available to borrow.

Darkroom Workshops
Participants in darkroom specific courses such as Introductory B&W Darkroom, Refining Your Darkroom Practice and Young Photographers should plan to bring a minimum of 100 sheets of 8x10” fiber-based, glossy, double weight, multigrade paper such as Ilford Multigrade IV.

Digital Lab Workshops
Students working in a Workshops Digital Lab are equipped with 21”, 24” or 27” iMac workstations with the appropriate software installed. One printer is provided for every two workstations and students produce all of their own prints in class. Bring an external USB/FW800 hard drive to take files home.

Weekly Production – Non Lab Classes
Student work is processed daily by the Photo Lab or the Digital Service Department. Both are equipped with trained Workshops staff to professionally handle and process student work. Workshops held in the Digital Labs are responsible for their own image processing and print output. Darkroom specific workshops are responsible for their own film processing and printing in the Students Labs.
Sharing Work
The Workshops provides an excellent environment for sharing work with instructors and peers. It is recommended, though not required for students bring up to 20 images of previous work on an external USB/FW800 hard drive, mobile device, flash drive or prints.

Prerequisites
For those unfamiliar with using a Macintosh computer, a half-day Introduction to the Macintosh is suggested preparation for any digital course.

Master Digital workshops require previous knowledge of computers as well as Photoshop software. A prerequisite of Advanced Digital Photography, or equivalent, is required for all Master level Digital workshops.

Photojournalism/Documentary Workshops
It is suggested for students to research possible story ideas before arriving for courses requiring a subject to work with. Students may even arrive a few days early to explore the area, interview possible subjects and read the local newspapers.


A car is highly recommended for attendees of photojournalism/documentary workshops.

The following workshops include an extensive list of materials to be sent to participants a minimum of two weeks prior to the workshop: Master Printing, Exploring Alternative Processes, Advanced Alternative Processes and Digital Negatives for Alternative Processes.

Black and White Photo Lab
Each night the B&W Photo lab processes film for review the next morning. Contact sheets, work prints and a CD of low-resolution scans of contact sheets for projected critique are delivered to the classroom in the morning by Teaching Assistants.

Digital Service Department
The Digital Service Department collects memory cards in the evening to produce 8.5x11 luster work prints for the following day’s critique. See the DSD for drop-off times.

The fully equipped Digital Service Department also provides custom printing and scanning for students at a discounted commercial lab rate. The DSD is equipped with a variety of Epson and Canon scanners and printers for images sized up to 44 inches in width.

*****Continued on the following pages*****
Preparing For Your 2014 Filmmaking or Multimedia Workshop

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

What to Bring:

- A notebook for class notes, thoughts, suggestions, etc
- Work clothes appropriate for production, comfortable and loose
- A good pair of walking shoes (closed toe)
- Rain gear
- Samples of your work
- Thumb Drive and/or an External USB/FW800 Hard Drive

Bring a sample of your work in a DVD or other digital format for discussion and critique in the class with both instructor and other class participants. Ten minutes should be the approximate maximum you may have to show in class. However, the instructor may be available for longer amount of material and individual conferencing. Please bring only work to which you made a creative contribution.

Recommended Text for All Film Workshops

*Creative Filmmaking from the Inside Out* by Dannenbaum, Hodge, and Mayer

**Screenwriting Workshops**

For the writing workshops, you should bring a laptop. Your scripts will be copied for review and critique in class. See individual writing workshops for what kind, and amount of material to bring, which ranges from simple story ideas for development to a completed first draft of a script.

Recommended Texts:

*The Anatomy of Story* by John Truby
*Save The Cat!* by Blake Snyder
*Story* by Robert McKee
*The Tools of Screenwriting* by David Howard and Edward Mabley
*How To Build A Great Screenplay* by David Howard
*The Art of Dramatic Writing* by Lajos Egri
*The Screenwriter’s Bible* by David Trottier
*How To Write A Selling Screenplay* by Christopher Keane
*Screenplay* by Syd Field
Screenplays:
*Michael Clayton: The Shooting Script* by Tony Gilroy (Newmarket Press)
*Two Screenplays* by Robert Towne (Grove Press)
*Four Screenplays* by William Goldman (Applause Books)
*Rushmore* by Wes Anderson & Owen Wilson (Faber & Faber)
*3 Screenplays* by Richard Price (Grove Press)
*Inglourious Basterds: A Screenplay* by Quentin Tarantino (Little Brown)

Independent Film & Documentary Workshops
Each workshop instructor may have recommendations for readings before you come. If there are specific requirements before taking the workshop, you will be informed ahead of time.
For these workshops, you may wish to bring a work-in-progress, or an idea or ideas to develop. See the individual workshop descriptions for specific suggestions and requirements on what material you need to bring.

Recommended Text:
Directing the Documentary by Michael Rabiger

Cinematography & Videography Workshops

Your Basic Tool Kit
If you are in a technical cinematography or a video production course such as Documentary Camera, you should bring a basic tool kit that includes the following:
Multi-tool (i.e. Leatherman)
Gloves for handling equipment and hot lights
Small flashlight
Closed toe shoes

Technical, Camera & Lighting Workshops
If your workshop involves shooting film or advanced digital video cameras, in addition to the basic tool kit, you should bring a light meter. An incident light meter is preferred, but reflective meters are also acceptable. Bring work clothes, as you will be pulling cables and rigging lights and cameras. Bring a digital still camera package if you have one. Cinematographers should also be still photographers, and you will shoot many of your assignments and tests using still cameras.

Recommended Reading
Camera Assistant – The Camera Assistant, by Doug Hart
The ASC Manual
The ASC Video Manual
American Cinematographer magazine
Cinematography: Theory and Practice, by Blain Brown
The Five C’s of Cinematography, by Joseph Mascelli
Visions of Light: The Art of Cinematography, DVD

Sound Recording Workshops
Bring as much of your own sound equipment as you can, including recorders, mikes, cables, boom poles, and headphones.
Multimedia Workshops
The Workshops has a significant repository of photographic, audio and video equipment that is available to students during the week. However, it is important that students learn to use the equipment they might already own. For this reason, students are encouraged to bring any equipment already available to them that fit the description of their workshop. Students in an introductory level multimedia workshop should bring a DSLR camera and, if available, a digital audio recorder. Intermediate and advanced multimedia students should bring a DSLR camera and, if available, a digital video camera and digital audio recorder. For workshops specific to video and audio, participants should consider bringing a digital video camera or digital audio recorder. With the exception of the website production workshops, all multimedia workshop participants should plan to bring over-the-ear headphones.

Students enrolled in the Multimedia Production workshop should bring photos, video and audio recordings as digital files with them to use for their in-class projects.

All students should bring an external hard drive. We recommend a USB or Firewire 800 drive with at least 500GB of storage.

Class Projects & Copies
If your class produces work during the week, you will receive a DVD copy within 60 days of the end of the workshop. Original masters of all work produced in the workshop is workshop property to remain with MMW.

If you shoot 16mm or 35mm film in your workshop, you must claim your footage at the end of your class, as no footage will be mailed.

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.

*****Continued on the following pages*****
Preparing for your Animation, Design or Book Arts Workshop

**What to Bring**
There are no specific materials or equipment required for most of these workshops. Please check the course description for specific equipment/supply needs. Each workshop instructor may have recommendations for preparation before you come. If so, the suggestions and other preparations will be sent prior to the class.

We do recommend that all students bring a camera with them to photograph the area, or make images to use for in-class exercises when appropriate. The Digital Service Department has a variety of Canon and Olympus DSLR cameras and lenses for students to check out and use for the week.

Students should bring a notebook for class notes.

**Sharing Work**
The Workshops is a wonderful place for sharing and discussing work. Students are welcome and encouraged to bring a selection of 20 photos in digital or print form, and multimedia projects as media files. Small samples of multimedia or photographic works hosted on websites are also encouraged.

Please check the course descriptions for specific equipment needs. A letter outlining specific course preparation and recommendations may be sent by the faculty prior to each workshop.

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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.

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*****Continued on the following page*****
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.

Reminder! – Identify yourself as a Maine Media Workshop’s student to the salesperson and receive a shipping discount to guarantee delivery of your order in 2 days!

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,

The B&H Education Team