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 workshops 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 3PM 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, ME 04856. Shorter term workshops should follow the same time frames with their respective start dates. Check in first to pick up any workshop information, weekly schedule, policy information and room assignment, and to pay any remaining balance due.

Smoking
For the health of our workshop community, MMW+C is becoming a SMOKE FREE CAMPUS. Beginning in June 2015, there will be ONLY ONE location on our grounds where smoking is permitted. That will be located in the field below the Haas parking lot, away from all regular foot traffic on our campus. While you are visiting us, we welcome your help in reminding anyone who appears to be unaware of the new policy. There will be a $150 cleaning fee automatically charged to your credit card if the policy is ignored in any of our housing units.

Alcohol
MMW+C does serve beer & wine at dinner. Alcohol may be consumed only in designated areas (main dining tent, dining hall, walkway to the Sound Stage, and in the Sound Stage). Our liquor license does not permit alcohol from outside sources to be brought on campus.

Campus Photos & Videos
Maine Media staff are asked to take candid photos and informal videos of students at work on campus and in the field. These images are used for MMW marketing and development efforts, including print and online publications.

Pet Friendly
MMW+C considers itself a pet friendly environment. When necessary, students may bring their well behaved dog with them to campus. However, dogs are not permitted in dining areas, classrooms, or sleeping rooms. At the lower end of the Haas parking lot, there is a walking area/pet station equipped with supplies for cleanup. Dogs must be leashed at all times.
Late Arrivals
If you arrive after 6 PM and have arranged accommodations through us, 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” mailbox adjacent to the front door under the chalkboard on the Haas porch. 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 workshop 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” mailbox adjacent to the front door under the chalkboard on the Haas porch. 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 workshops may elect not to meet on Saturday, ending with the screenings on Friday evening. End times for short-term workshops 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 (PWM), 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 (RKD), just twelve miles from MMW+C. 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 (American), 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(PWM). 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/](http://www.concordcoachlines.com/) with twice daily (summer and early fall) from Boston’s Logan Airport to Camden/Rockport is $62 round trip (at time of publication) and a 5-hour ride. Be sure to book the *Maine Coastal Route into CAMDEN/ROCKPORT not Rockland!* Bus service (twice daily summer and early fall via Concord Coachlines [http://www.concordcoachlines.com/](http://www.concordcoachlines.com/)) from Portland to Rockport is $41 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**
MMW+C 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](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.

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 MMW+C 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 MMW+C 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. See last page of this document for more information.

How to Dress
Everything here is informal. During the months of 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. July and August brings warm and often hot weather, so bring shorts and sunscreen.

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+College
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 has high-speed Wi-Fi.

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, with the exception of Master Classes, is not sufficient cause for withdrawal.

Workshop 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. We make every attempt to finalize the course confirmations 30 days from the class start date. Do not make any unchangeable travel arrangements until you have verified with us.

Liability
In the event that we cancel your workshop, the extent of MMW+C’s liability is limited to the return of all fees paid. MMW+C 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. You must register and pay the fee prior to beginning any workshop, 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 https://www.mainemedia.edu/sites/default/files/Maps2015.pdf

*****Continued on the following pages*****
Preparing for your 2015 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

- A camera with manual functions of adjustable shutter speeds, f/stops and ISO
- 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/light weight jacket for early morning shoots
- Samples of your work (digital or printed)
- External USB/FW800 Hard Drive

B&W Film and Darkroom Workshops

Participants in darkroom specific workshops 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 and plan to shoot a minimum of 15 - 20 rolls of film each week. (suggested film types are - 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*

Black and White Custom Photography Lab

Each evening 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. Your Teaching Assistant will have the specific drop off times and place to drop off your film.

Digital Photographers

Digital photographers should bring a minimum of 1 8GB CF/SD memory card. As digital files add up quickly in terms of storage space, an external hard drive is highly suggested 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.

Digital Photography Shooting Workshops – Non Lab Classes

The Digital Service Department accepts memory cards during meal times to produce 8.5x11 luster work prints for the following day’s critique. See the DSD or your teaching assistant for drop-off times. Student work is processed daily by the Photo Lab or the Digital Service Department. Both are equipped with trained MMW+C staff to professionally handle and process student work.
Digital Lab Workshops
The Workshops Digital Labs 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. Students are encouraged to bring an external USB/FW800 hard drive to take files home. The Digital Services Department is stocked with a wide variety of fine art digital printing papers available for sale during your workshop.

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. Current local news stories are available on the Web at
www.penbaypilot.com
http://freepressonline.com/
http://bangordailynews.com/midcoast/
A car is highly recommended for attendees of photojournalism/documentary workshops.

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.

Digital Service Department
The Digital Service Department also has a variety of Canon DSLR cameras and tripods to check out during the week of your workshop. Lenses are also available for check out from Canon, Zeiss and Lensbaby. A full list of our gear will be available once you arrive on campus. 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 printers for images sized up to 44 inches in width.

*****Continued on the following pages*****
Preparing For Your 2015 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
- Rain gear
- Samples of your work
- External USB/FW800 Hard Drive

Screenwriting Workshops

For the writing workshops, you should bring a laptop. Your exercises and scripts will be copied for review and critique in class. Depending on the class that you are enrolled in, you may be required to submit pages in advance of the workshop. This can range from a story idea to a completed first draft of a script. Please check the course description to see if this applies to you.

Be prepared to submit of a list of five of your favorite films or television shows to your instructor. Please indicate why these are your favorites.

Your instructor may contact you by e-mail to indicate films to watch and/or scripts to read prior to the workshop.

Unless you are otherwise advised by your workshop leader, there is no specific text to read in preparation for your workshop. However, if you are looking for ways to stimulate your thinking in advance of the workshop, you might consider any of the following books.

- *The Anatomy of Story* by John Truby
- *The Art of Dramatic Writing* by Lajos Egri
- *Save The Cat!* by Blake Snyder
- *Screenplay* by Syd Field
- *The Screenwriter’s Bible* by David Trottier
- *Story* by Robert McKee

We strongly recommend that screenwriters and aspiring screenwriters develop a habit of reading screenplays. This is excellent preparation for the workshop and it will help you develop a critical eye as you consider your own work. Many scripts are available in published form or freely available online through various sources. Google a film or TV title that interests you and add the word ‘screenplay’ or ‘script’ to the search. It might lead you to a link where you can access that script.
Documentary Workshops
Each workshop instructor may have recommendations for readings before you come. If there are specific requirements before taking the workshop, often including submitting works-in-progress, treatments or ideas in development, you will be informed ahead of time. See the individual workshop descriptions for specific suggestions and requirements on what material you need to bring.

Cinematography Workshops
These workshops demand a rigorous environment where set etiquette and safety are of utmost importance. You should be prepared to work on your feet in a variety of weather conditions, around heavy and high voltage equipment. It is recommended that you bring:
- Multi-tool (i.e. Leatherman)
- Light meter (incidental or reflective)
- Gloves for handling equipment and hot lights
- Small flashlight
- Closed toe, comfortable shoes
- Work clothes appropriate for production, comfortable and loose
- Headphones (optional)
- USB or Firewire 800 drive with at least 500GB of storage (optional)
- Digital still camera package (optional)

Recommended Reading
- *Camera Assistant – The Camera Assistant*, by Doug Hart
- *The ASC Manual*
- *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
Be prepared for collaborations with cinematography workshops running concurrently by bringing appropriate clothing and footwear for working on set. Students are encouraged to bring as much of their own sound equipment as they would like, including recorders, mics, XLR 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. For intermediate and advanced workshops, or workshops specific to video and audio, students should bring a DSLR camera and a digital video camera and digital audio recorder, if available. With the exception of the website production workshops, all multimedia workshop participants should plan to bring over-the-ear headphones.

Class Projects & Copies
Students are encouraged to bring a personal external hard drive and back up their work throughout the week. For shooting workshops, dailies will be processed by the Post Production Department and can be transferred to your device by completing a dub request. Please be sure to make these requests before 3PM on the final Friday of your workshop. A minimum of 500GB storage space is recommended.
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 Design, Writing 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.

For the writing workshops, you should bring a laptop. Your writing will be copied for review and critique in class. See individual writing workshops for what kind, and amount of material to bring.

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
MMW+C 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, written copies of prior work, or 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.

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.

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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 Maine Media 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. 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 arrival. 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 while at Maine Media.

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