

MAINE MEDIA

WORKSHOPS + COLLEGE

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 pursuing artistic academic goals. All teen students enjoy an opportunity to be involved in a professional setting, benefiting from the advice and expertise from 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 Maine Media 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:

- Students live in a 14-room residence (former motel) managed by Maine Media. 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.
- **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.* As of June 2015, Maine Media is becoming a smoke free campus.
- 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. Students who arrive by private automobile will surrender their keys to the counselors for the duration of their workshop(s)
- Please inform us of any prescription medications your child requires while in our care, and a medication schedule, by completing the enclosed information form.
- 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.**

- Students may not leave classes or campus without the accompaniment of a Maine Media Workshops staff member.
- Respectful behavior and language is expected at all times towards fellow students, faculty and staff.
- 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 *2015 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, either by fax to 207.236.2558, regular mail, or scan & email to hjackson@mainemedia.edu

We look 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 the Maine Media Workshops+College!

Sincerely,
Maine Media Workshops+College Staff

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

MAINE MEDIA

WORKSHOPS + COLLEGE

Campus Policy for Young Artists

You have come to this school to learn a craft: screenwriting, bookmaking, filmmaking, photography, multimedia, or game design. 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 workshop. 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 Teaching Assistant.
- **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, without refund:**
 - **smoking**
 - **consuming alcoholic beverages**
 - **using illegal drugs**
 - **abusing or misusing prescription drugs**
- Your work must adhere to MMW+C's **Content Policy:** All High School student work made at MMW+C must maintain a PG rating. Nudity, excessive profanity, violence, exploitation or drug use is not permitted. If in question, the appropriateness of content will be determined by members of the MMW+C faculty and staff.

Campus Policy for Young Artists (continued)

Procedure for Adjudication: 3 Strike Rule

Any infraction of MMW+C 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 MMW+C for whatever reason, does not receive a refund.

Discrimination: Maine Media Workshops+College 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: Maine Media Workshops+College 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
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Print parent name	Parent signature	Date
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*******Information continues on following pages *******

MAINE MEDIA

WORKSHOPS

2015 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 Maine Media Workshops+College 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 *******

MAINE MEDIA

WORKSHOPS

+ COLLEGE

Welcome to Maine Media Workshops

You are among a group of creative individuals who will be attending workshops in Rockport this summer. To help you prepare for your experience, we have included some basic information on how Maine Media Workshops operates. Most of your questions should be answered here—if not, please contact us and we will be happy to help you. Email us at hjackson@mainemedia.edu info@mainemedia.edu or registrar@mainemedia.edu

When to Arrive

All workshops begin Sunday evening at 8 PM. Please arrive after 3 PM and preferably before 5 PM so you can register, settle into your room, meet your classmates and roommates 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 Ernst Haas Center (Bldg 3 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.

Late Arrivals

If you arrive after 6 PM on Sunday, 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 to complete your registration and receive course materials.

When to depart?

All Young Artist workshops 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. Our President, often accompanied by other senior staff members, hosts tables reserved specifically for parents. Reservations should be made anytime prior to Friday and tickets may be picked up in the Registration Office before 6 PM. 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 additional spending money for fieldtrips and incidentals. The amount a student chooses to bring is discretionary. However, in our experience, we suggest that for a two-week workshop, a reasonable amount would be \$150. Keep in mind that film-based photography students may also need to re-order additional film & paper which would require debit/credit card access. Students may secure their funds by storing them in the registration office fireproof safe. ATM's are nearby.

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. Commercial laundromats are nearby and offer wash/dry/fold services. <http://cleanbeelaundry.com/>

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. Cape Air operates a commuter airline connection between Boston (BOS) and the Knox County Airport (RKD), just ten miles from the campus. A taxi can bring you – about a \$30 /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 fly: Delta, Jet Blue, US Airways, Southwest, and United all service Portland Jetport (PWM) with several flights daily. 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 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/>) 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). We have a local van meet the bus here in Rockport on Sunday afternoons, beginning late May.

Airport Van Service

We 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 \$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, 90 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

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 45 miles, where you will find Route 90 at a blinking yellow light. Take a left onto Route 90 and follow it 11 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 -- Main 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 -- Main Campus on the left, Campus Residence on the right. A link to the campus map is included in this document.

How to Dress

June 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 in the summer. Everything here is informal.

Phone, FAX, Mail & Email

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

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

Mail and Messages

Mail is delivered daily (Monday through Friday) and placed in student mailboxes in the Ernst Haas Center on the left side of the foyer, sorted by the first letter of your last name. It is your responsibility to check there daily for mail and phone messages. You may use MMW+C's phone number to receive personal and business messages. The number is 207-236-8581.

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

Email & Internet

The campus is Wi-Fi friendly.

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, 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 45 days prior to the first day of the workshop and we will refund all money paid, less the \$55 application fee.

Withdraw less than 45 days before the start of the workshop 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 workshop..
- 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 complete a Refund Request Form, available in our Registration Office. These forms detail your reasons for requesting the refund and are helpful for us in future planning. 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 workshop, but since replacements are often made only a few days before a workshop begins, notification may be impossible. We understand that it is disappointing to arrive and find a substituted instructor, but sometimes it is beyond our control.

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 our 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. MMW+C reserves the right to substitute instructors, and will inform students as far in advance as possible. 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 Young Artist students will automatically have college credit set up for their classes, free of charge. Each workshop earns 1 semester credit per week of attendance. At the completion of the course, transcripts will be prepared and remain in our secure files. When needed for submission to another institution a request must be submitted in under Federal privacy laws. Include the full name and address of the institution to which the transcript is to be sent, along with date of birth.

MMW+C is fully certified by the State of Maine's Department of Education but is not currently nationally accredited. Accordingly, there is no guarantee that credits may be transferrable.

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 is not appropriate on campus as the terrain and traffic patterns are not compatible.

Linens

All linens, including towels, are provided by Maine Media Workshops..

Weekend activities

Most 2-week workshops 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.

Campus Map

A campus map may be downloaded at

<https://www.mainemedia.edu/sites/default/files/Maps2015.pdf>

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

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Preparing for your 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

Students in B&W darkroom classes are required to bring their own SLR camera with the manual functions of adjustable shutter speeds and f/stop controls. Digital students should also bring their own camera, preferably a DSLR. Digital students have the opportunity to check out additional Canon cameras and lenses from the Digital Service Department 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.

Film

B&W Darkroom students should plan to shoot a minimum of 20 rolls of film each week. Acceptable film types Kodak Tri-X and Plus-X; Ilford FP-4, HP-5; Fuji Acros 100 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 OR HAVE IT SHIPPED HERE IN ADVANCE*****

Digital

Digital photographers should bring their digital camera and several memory cards, at least 8gb of memory. Students are equipped with a Macintosh work 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. Jump drives are also acceptable.

Supplies

[B&H Photo Video Pro Audio](http://www.bhphotovideo.com/bnh/controller/home?mode=edu) has designated MMW+C as an "Official Training Partner." Students can purchase equipment and materials at competitive prices through the B&H EDU Advantage program, even before arrival!

<http://www.bhphotovideo.com/bnh/controller/home?mode=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 below for more information.

Sharing Work

Maine media 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 some type of digital media or as prints. Prints do not need to be mounted.

Filmmakers, Multimedia, Screenwriters, Editors, and Game Designers

All necessary equipment is provided. DVD's of the Friday night screenings are mailed 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 workshop.

Filmmaking and Multimedia students who have a video camera and wish to bring it are welcome to do so. Maine Media Workshops does not maintain insurance on it, however, and is not responsible for any loss, damage or theft.

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

Music

MMW+C 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 Maine Media 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.



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 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 arrive. **For school LD., 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