

MAINE MEDIA

WORKSHOPS + COLLEGE

Welcome to Maine Media

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 Maine Media functions. 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 workshops one-week and longer 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.

One and two-day classes: see below, under **Registration**

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.

One and two-day classes: On Saturday morning, you may finish your registration between 8:30 - 9:00AM in our Registration office, located in the Ernst Haas Center (Bldg 3 on the map). Classes will begin at 9AM. Classroom location will be provided when you register Saturday morning.

Campus Map

A campus map may be downloaded at

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

Smoking

For the health of our workshop community, MMW+C is a SMOKE FREE CAMPUS. There is ONLY ONE location on our grounds where smoking is permitted. That is 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 this 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 on Friday evening). 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 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. All late arriving students, please check-in with our Registration Office, located in the Ernst Haas Center, after 8 AM on Monday (Saturday for weekend classes) to complete your registration and receive workshop materials. **Please call us toll free 877.577.7700 ext 304 if you are going to be arriving after 6 PM on Sunday.**

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, 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, generally around 5PM. 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 \$140 (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. 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.

If you fly: Delta, Jet Blue, American, Southwest, and United all service Portland Jetport (PWM) with several flights daily. We recommend flying through Portland’s Jetport (PWM), then taking the van service (approximately a two-hour trip) to Rockport, fee is \$160 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) as well as a direct service from New York to Portland. Local taxis: Joe’s Taxi 207.975.3560 Schooner Bay Taxi 207.594.5000.

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 from either.

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.

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

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/> services Camden/Rockport with twice daily (summer and early fall) from Boston’s Logan Airport and South Station. Fare is \$67 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/>) 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. The bus leaves Logan at 11:20 AM, departs South Station at 12:00 PM, arriving in Rockport at 4:35 PM. Southbound, the bus leaves Rockport at 8:30 AM, arriving in South Station/Logan at 1:25 PM. Check their website for the later bus times (not recommended for arrival in Rockport due to timing).

They also have instituted a direct 29-seat luxury bus from NYC to Portland (requires a van service connection to Rockport). Visit their website for schedules & details or call 800-639-3317.

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 \$80 one-way, or \$160 round trip (it is a two-hour trip, so plan flights accordingly). When making flight arrangements, please do NOT book flights which would arrive in Portland after 10:30PM. We cannot accommodate those late evening flights due to a high percentage of extreme delays or outright cancellations.

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

If you do not bring a car, 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.* Bikes are available for rent from Maine Sport, just around the corner, toll free 888.236.8797 or 207.236.7120. <http://www.mainesport.com/index.php/rentals/bicycles>

Rental Cars

All the major rental agencies have a presence at the Portland Jetport. Avis, Budget and Enterprise are available in Rockland. *We highly recommend cars for students attending documentary & photojournalism classes.*

Additional Expenses

Other expenses you may incur while at MMW+C might include books, supplies & materials, batteries, 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.

<http://cleanbeelaundry.com/>

Supplies

Some workshops may require you to bring specific supplies. If your workshop requires this, a few weeks before your workshop you will receive a list of materials and texts required or recommended by your instructor. Please note that many instructors have no specific recommendations.

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 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

Final payment is due 45 days prior to the start date of any workshop. Some travel workshops may have their own deadline, please check the workshop description. Unless prior arrangements have been made, the credit card used for making the deposit will automatically be charged for the balance due. All fees are to be paid in U.S. funds. No foreign checks are accepted. Acceptable forms of payment include cash,

checks, bank draft, pre-approved company purchase orders, VISA, MasterCard and Discover.

Transfer Policy

If for any reason you desire to transfer to a different workshop, please notify us at least 45 days in advance of the workshop start date. We will try to accommodate your request to transfer, however we reserve the right to accept or reject any transfer. Your transfer must be to a workshop within the next calendar year.

There are NO exceptions to our Cancellation and Transfer Policies.

Refund Policy

Enrollment is limited in our workshops, so once you have been accepted your participation is important to us - we rely on your attendance to make important arrangements with faculty and other logistics. If you must withdraw from a workshop, please do so in writing (an email to registrar@mainemedia.edu is fine). We provide the following refund policy (please note that the \$55 registration fee is non-refundable):

All Rockport Based Workshops

- Withdraw more than 45 days prior to the start of your workshop and we will refund all payments made, less a \$125 cancellation fee and the \$55 registration fee.
- Withdraw less than 45 days, but more than 30 days prior to the start of your workshop and we will retain 50% of your workshop tuition and the \$55 registration fee.
- Withdraw 30 days or less prior to the start of your workshop, there will be no refund.

Travel Workshops

- Withdraw more than 60 days prior to the start of your workshop and we will refund all payments made, less a \$250 cancellation fee and the \$55 registration fee.
- Withdraw less than 45 days, but more than 30 days prior to the start of your workshop and we will refund any excess of 50% of program costs billed.
- Withdraw 30 days or less prior to the start of your workshop, there will be no refund.
- Some travel workshops may have differing requirements, please check the workshop descriptions.

Maine Media Workshops is not responsible for cancellations due to medical or other family related emergencies. ***We strongly urge you to consider purchasing trip cancellation insurance for any workshop.*** In the event a workshop must be cancelled by us due to inadequate enrollment or other events outside of our control, we will refund all funds paid to us – or, we can transfer you to another workshop, space permitting. Maine Media Workshops is not responsible for reimbursement of non-refundable airline tickets, or outside hotel rooms in the event a workshop is cancelled. Information may be found [here](#). Before making non-changeable travel arrangements please check-in with us.

There are NO exceptions to our Cancellation and Transfer Policies.

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.

Travel Insurance

Whether you are traveling to Rockport, Paris, Iceland, Hawaii, Crete or one of our other varied locations, we strongly recommend that you purchase travel insurance to protect yourself against: 1) unforeseen circumstances that might prevent your attendance; or 2) a workshop cancellation. We suggest a plan that offers coverage for medical/dental emergencies, lost baggage, missed connections, and trip cancellation, should you unexpectedly need to cancel. Maine Media Workshops is registered with Travel Insurance Services of Columbus, Ohio. Information & application may be found at: <https://select.travelinsure.com/?pcode=240583> and 3 levels of coverage are available. Alternatively, by calling 800-937-1387 (please reference Producer account 240583).

We are also pleased to advise our international students that you can now purchase health/accident insurance while visiting the US. Info may be found at: <https://my.travelinsure.com/studyusa/?pcode=240583>

Maine Media is not responsible for cancellations due to medical emergencies or reimbursement of non-refundable airline tickets in the event of a workshop cancellation.

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 may be made only a few days before a class begins, notification may be impossible. Substitution of an instructor, with the exception of Master level 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 workshop confirmations 30 days from the class start date. Do not make any unchangeable travel arrangements until you have verified with us. Information on trip/travel insurance is found [here](#).

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 workshop or replacement of an instructor.

Code of Conduct:

Maine Media College has adopted a set of Core Values as of June, 2016.

These values are to: *Create an inspiring, supportive community where students, staff and faculty engage, discover, learn, and create.*

To do this we:

- *Respect each individual voice while fostering teamwork.*
- *Nurture and extend our community, embracing inclusivity.*
- *Conduct ourselves with professionalism and respect.*
- *Act with integrity.*

- *Work collaboratively to pursue creative innovation and continual growth.*
- *Embrace wholehearted engagement in intense learning experiences.*
- *Encourage and support each individual's journey towards change and transformation.*

It is expected that all members of the Maine Media College community including board, faculty, staff, and students participate in the community with a level of ethical behavior that supports the mission of the school, these core values, and the well being of each individual in the community.

In addition to the policies and procedures published in the employee, student, and faculty handbooks, and those listed above, all community members must be responsible for their actions and not engage in behavior that is threatening, dangerous or harmful to self or others, that causes disruption to the campus and learning environment, or that damages physical property.

Photography students click [here](#) to continue

Film students click [here](#) to continue

Book Arts, Design, and Writing students click [here](#) to continue

MAINE MEDIA

WORKSHOPS + COLLEGE

Preparing for your Photography 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 good pair of walking shoes (closed toe)
- Rain gear/light weight jacket for early morning shoots
- Samples of your work (digital or printed)
- Tripod

B&W Film and Darkroom Workshops

Participants in darkroom specific workshops such as *Introductory B&W Darkroom*, and *B&W Darkroom Mentoring* should plan to shoot a minimum of 15 - 20 rolls of film each week and should check with their instructor on the specific type of photographic printing paper to bring.

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 Photography Workshops

Digital photographers should bring a minimum of 1 16GB CF/SD memory card. As digital files add up quickly in terms of storage space, an external USB/FW/Thunderbolt Hard drive is recommended.

Digital Photography Capture Workshops – Non Lab Workshops

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 (DSD). Both are equipped with trained MMW+C staff to professionally handle and process student work. Additional prints (various sizes and paper types) are available for purchase at low rates from both the Photo Lab and the DSD.

Students, who are photographing 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 or rent.

Digital Photography Lab based Workshops

The Workshops Digital Labs are equipped with 21" or 24" iMac workstations with the appropriate software installed. Students are encouraged to bring an external USB/FW800/Thunderbolt hard drive to take files home. The Digital Services Department (DSD) is stocked with a wide variety of fine art digital printing papers available for purchase during your workshop.

Photojournalism/Documentary Workshops

It is suggested for students to research possible story ideas before arriving for workshops 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.

Portfolio Sharing

Maine Media provides an excellent environment for sharing work with instructors and peers. It is recommended, though not required for students bring up to 15 - 20 images of work on an external USB/FW800/Thunderbolt hard drive. In some workshops prints are preferred but not a must, if you would like to have prints made please contact the DSD at dsd@mainemedia.edu

Prerequisites

For those unfamiliar with using a Macintosh computer, a half-day *Introduction to the Macintosh* is suggested preparation for any digital workshop. Pre-registration required.

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

Digital Service Department (DSD)

The Digital Service Department (DSD) 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 on a variety of professional fine art photographic papers, digital retouching of files and high resolution scanning for students at a discounted commercial lab rate. The DSD is equipped with Epson 11880, 9900, 9890 and 4900 printers for images sized up to 60 inches in width. Please stop by the DSD and ask any questions, we will be happy to help you.

End of program material

Click [here](#) to view a message from B&H Photo

MAINE MEDIA

WORKSHOPS + COLLEGE

Preparing For Your Filmmaking 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/snow gear
- Samples of your work
- Professional headphones (a limited number of consumer grade headphones are available from our inventory – these are not recommended for any post production needs you may have)

Bring a sample of your work in a .mov format on an external hard drive 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 that you have made a creative contribution.

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 workshop 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.

Class Projects & Copies

Project files and raw footage generated from workshops will only be stored for an additional 60 days past the end of the workshop season. Requests for footage after this time will not be met.

Students are strongly 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 making a written 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

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 MMW 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.

MMW+C discourages the use of non-licensed music in multimedia and film projects as neither the student nor MMW+C may lawfully publish works containing non-licensed music.

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End of program material

Click [here](#) to view a message from B&H Photo

MAINE MEDIA

WORKSHOPS + COLLEGE

Preparing for your Book Arts, Design, or Writing Workshop

What to Bring

There are no specific materials or equipment required for most of these workshops. Please check the workshop 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 workshop.

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

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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 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