

MAINE MEDIA

WORKSHOPS + COLLEGE

WELCOME!

Here is important information to help you prepare for your upcoming workshop.

You are among a select group of creative individuals who will be attending classes in Rockport this season. To help you prepare for the experience, we have included basic information on how Maine Media works. Please call us at 207.236.8581 or email us at info@mainemedia.edu or registrar@mainemedia.edu if you have any questions.

When to arrive

Week-long classes: You should plan to arrive on Sunday afternoon, settle into your room (if arranged with us) and have dinner Sunday evening at one of the local restaurants. See **Lodging** section below. The Chamber of Commerce guide may be found at: <http://www.mainedreamvacation.com/> Breakfast and lunch are served on campus and are included in your lodging package. Breakfast is served between 8:30AM and 9AM. 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 Monday morning. ***Please check in with us, even if you have been here before.***

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. ***Please check in with us, even if you have been here before.***

When to depart

Week long classes end late Friday afternoon. Many students go out to dinner as a group on Friday evening. One and two-day classes end late Saturday and Sunday afternoon respectively. Those of you booked for week long classes, we ask that you checkout of your accommodations no later than 11AM Saturday. If you need to stay over on Saturday night (or arrive early on Saturday prior to your class), please give us at least a 72-hour advance notice and we can make that arrangement for you. The room fee for an additional night is \$75 (no meals available).

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. It 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.

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.

Travel Insurance & Cancellation Policy

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 course 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://www.mainemedia.edu/workshops/registration-info/travel-insurance/> 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://www.mainemedia.edu/workshops/registration-info/travel-insurance/>

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.

Please review our cancellation policy at <https://www.mainemedia.edu/workshops/registration-info/>

Lodging

If we have arranged your lodging with us, your key & lodging packet will be found in the Early/Late arrival box, located outside the front doors of the Ernst Haas Center (Bldg 3 on Campus map below).

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. Montreal is seven hours. If you fly, we recommend flying through Portland's Jetport (PWM), renting a car or pre-booking our van service (approximately a two-hour trip and \$160 roundtrip fare). Cape Air operates a commuter airline connection between Boston and the Rockland Airport (RKD), just twelve miles from MMW+C. Taxis are available at a cost of approximately \$35. (Joe's Taxi 207.975.3560 or Schooner Bay Taxi 207.594.5000)

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

Concord Coachlines provides bus service from Boston and Portland. Recently, they also have instituted a direct 29-seat luxury bus from NYC to Portland (would require a van service connection to Rockport). Visit their website at <https://concordcoachlines.com/> for schedules & details or call 800-639- 3317.

Driving Directions

If you are coming from the South, take Interstate 95 north into Maine. Take the South Portland Exit (I-295) and follow I-295N through Portland. Continue on I-295N to the Brunswick Route 1 Exit (Exit 28). Follow Route 1 North through Brunswick, Bath, Woolwich, Wiscasset, Damariscotta and Waldoboro to Warren -- about 45 miles, where you'll find Route 90 at a blinking yellow light. Take a left onto Route 90 and follow it 11 miles to the third set of stoplights. The Market Basket, a green barn, will be on your right. Turn LEFT onto Route 1 North and then after ¼ mile take a RIGHT onto Camden Street. Go through a STOP sign and MMW+C will be on your left, another ¼ mile before the hill.

If you are coming from the North on Route 1, proceed through Camden. Turn left onto Camden Street (the first left after Cedar Crest Motel). Proceed on Camden Street approximately one-half mile. We are on the right. Turn into the driveway immediately after our sign in the yard.

Campus Map

A campus map may be downloaded from our website: <https://www.mainemedia.edu/wp-content/uploads/2017/04/Maps2015-1.jpg>

What to Bring (General)

We encourage each student to bring the following:

- Notebook for taking notes, making drawings and sketching diagrams
- Personal and professional work. Showing and sharing your personal and professional work with the rest of your class and your instructor is a necessary part of the experience.

Getting the Most Out of Your Workshop

If you are feeling a little apprehensive, a little excited about your upcoming workshop, that's fine—it's to be expected and actually beneficial. This will be a very important week in your career, your art and your life. It will be a week that you will remember the rest of your life. To help you prepare for the experience, here are a few tips.

Attitude: The most important thing about a workshop is your attitude. Most people who come to a workshop in Rockport are excited and eager to learn new ways to do what they love doing the most.

Set Goals: Before you leave home, spend some time thinking about why you feel taking a workshop will be valuable to your life. Write down a list of six things that you wish to achieve during your workshop. That list might include an honest critique of your work, new techniques to free your creative spirit, new ways to work, a better understanding of the medium and your place in it—all these are good reasons. Can you add more? Bring that list with you to class the first day - your instructor may ask you to share those goals with the class.

Suspend Expectations: This may sound contradictory to what we have just said, but it is also important that you come with an open mind. Do not hold your expectations too closely—allow things to happen.

Stay Open: Allow things to happen. We guarantee you will leave with far more than you expected, although perhaps not exactly what you expected. A workshop is an adventure, a journey of discovery, as well as a process of gaining new technical knowledge. Take pleasure in the process.

Participate: Roll up your sleeves and get to work. Plunge into each assignment, each exercise, and immerse yourself totally. The only risk here is not risking enough. There are no failures here, so what do you have to lose? It is only a week or two out of your life, and you can afford to indulge yourself

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

MAINE MEDIA

WORKSHOPS + COLLEGE

Preparing for your 2018 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 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 (digital or printed)
- External USB/FW800 Hard Drive

Digital Photographers – Lab Classes

Digital photographers should bring a minimum of 1 8GB CF/SD memory card and are encouraged to bring an external USB/FW800 hard drive to take files home.

MMW+C 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.

Digital Photography Shooting Courses – Non Lab Classes

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.

Sharing Work

MMW+C provides an excellent environment for sharing work with instructors and peers. It is recommended, though not required (unless the course description states differently) 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 Mac platform, a half-day Introduction to the Macintosh is suggested preparation for any Digital lab course. Contact us to arrange. Advanced Digital workshops require previous knowledge of Macintosh computers as well as Adobe Lightroom and/or Photoshop software.

MAINE MEDIA

WORKSHOPS + COLLEGE

Preparing For Your 2018 Film & Video 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
- External USB/FW800 Hard Drive
- Work clothes appropriate for production, comfortable and loose
- A good pair of walking shoes (closed toe)
- Rain/Snow gear
- Samples of your work (digital or printed)

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.

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, nonbroadcast, 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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Preparing for your 2018 Book Arts, Design or Writing Workshop

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

What to Bring

Students should review the course descriptions for any specific needs. Otherwise, there are no specific materials or equipment required. Each workshop instructor may have recommendations for preparation before you come. If so, the suggestions and other preparation will be sent via separate email either from us, or the instructor prior to the class.

We do recommend that students bring a camera with them to photograph the area, or make images to use for in-class exercises. Students should bring a notebook for class notes. Digital recorders are also acceptable.

Sharing Work

MMW+C provides an excellent environment for sharing work with instructors and peers and thus students are encouraged to bring along sample work for possible discussion and critique in the class with both instructor and other class participants.

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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 The Workshops and their students since 1999. There are several benefits you can take advantage of as an attendee of The Workshops;

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

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

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

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

Warm Regards,

The B&H Education Team