



# Welcome

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## Dear Workshops Student,

For more than 45 years, Maine Media Workshops + College has educated and inspired visual artists and storytellers to achieve their creative potential. When you come to Maine Media, you join our extended family of serious, committed image-makers and storytellers. Whether you're joining us for the first time, or back for your tenth workshop, we're glad to have you! The stories you tell with your art make ripples that extend far beyond our small campus in Rockport; that's something we're proud of and that we hope has a positive impact on our world.

This packet contains information that will help you prepare for your workshop and ensure that you get the most out of your workshop. Please note that for all workshops one-week and longer, we ask that you arrive between 3PM and 6PM on Sunday to allow time to register, settle into your room, and have dinner before the first class meeting that evening at 7:30PM. More information on meals, class schedules, and travel follow in the coming pages. You can jump to packing and gear lists per discipline by clicking on the icons below. Thanks for reading!

If you have any questions about your class, what to bring, or the information in this packet, please don't hesitate to reach out!

**Kind Regards,**  
**The MMW+C Staff**



# Our Values

© Kara Birnbaum

Our students, staff, and instructors are a diverse group. We come from all over the world and have different backgrounds, ages, skill levels, and identities. MMW+C values difference and believes in the power of art to build bridges and deepen human understanding.

## Core Values

In June 2016, Maine Media College adopted the following Core Values. We expect all students, staff, and instructors to embrace these values.

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.

## Code of Conduct

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.

## HARASSMENT & DISCRIMINATION

MMW+C expressly forbids discrimination. Our non-discrimination policy is as follows:

Maine Media Workshops + College does not discriminate on the basis of age, race, color, sex, sexual orientation, gender expression or transgender status, marital status, religion, creed, ancestry, national and ethnic origin, veteran's status, physical, mental handicap or other legally protected classification in any of its policies or procedures - including but not limited to those related to admission, employment, advancement, the provision of educational services, and the granting of financial aid - or in its services, facilities, privileges or benefits in compliance with and to the limits of applicable state and federal laws.

We also forbid any form of harassment and sexual misconduct of any kind. If you experience discrimination or harassment at MMW+C or at any MMW+C event, please feel empowered to take action by following our reporting procedure below.

### Reporting Procedure

This procedure is intended to provide prompt and equitable resolution of complaints of harassment, sexual harassment and sexual violence by individuals.

1. Individuals may submit a report via [MMW+C's hotline at \(802\) 962-1465](tel:8029621465). The individual will be asked to leave a message and contact information (name, phone number, and email address), so MMW+C may follow up on the complaint. For messages left Monday-Friday, the call will be returned within 24 hours. Messages left over the weekend will be followed up on by Tuesday mid-day. All messages are transcribed and forwarded to the Title IX Coordinator(s) email.
2. Individuals are strongly encouraged to notify the Title IX Coordinator if they believe a violation of this nature have occurred. All others within the organization's community are also expected to report possible violations of this nature as soon as possible.  
[Title IX Coordinator](#)  
Jane Richardson, Business Manager  
email: [jrichardson@mainemedia.edu](mailto:jrichardson@mainemedia.edu)  
office phone: 207.236.8581 x308, or cell phone: 207.691.3320
3. If the complaint is against the Title IX Coordinator, the report should be made to the President. If there is a complaint against the President, the Chair of the Board should be notified of the complaint. In such cases, the Chair of the Board will handle the complaint and shall contact with an outside investigator to investigate the complaint.
4. Individuals also have the option to make a report of sexual violence to law enforcement, and will be assisted by the Title IX Coordinator in doing so, if desired.
5. The full policy can be found on the MMW+C website at:  
<https://www.mainemedia.edu/about/policy-forms/>

### Sexual Assault Resources

National Sexual Assault Hotline: 1-800-656-4673  
<https://www.rainn.org/about-national-sexual-assault-telephone-hotline>

Maine Coalition Against Sexual Assault: 1-800-871-7741  
<http://www.mecasa.org/maine-resources-2/>



# Campus Guidelines

© Gibbings

## 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.

## Alcohol Policy

Alcohol may be consumed at Maine Media only by persons 21 years of age or older, in appropriately licensed areas and distributed by authorized personnel. Individuals must present a valid form of identification each time an alcoholic beverage is served.

Alcohol provided by Maine Media's bar may be consumed in these licensed areas ONLY (when these areas are not in use as classrooms):

- Dining Pavilion
- Pathway from the dining pavilion to the Soundstage
- Soundstage

Residential areas on our campus do not fall under our existing liquor license. This means that alcohol purchased from outside of Maine Media is permitted and may be consumed by adults 21 or over. No alcohol may be served to anyone under the age of 21. These areas are permitted for responsible alcohol consumption:

- Campus Residence
- Kate's Cottage
- Ranch House

## Drug Free Campus Policy

Maine Media Workshops + College is committed to protecting the safety, health and wellbeing of all individuals in our workplace. We recognize that drug use poses a significant threat to our goals. We have established a drug-free campus environment. Maine Media encourages anyone with a drug addiction problem to voluntarily seek help.

**Applicability:** Our drug-free workplace policy is intended to apply whenever anyone: faculty, staff, or students are representing the organization whether on or off campus while engaged in workshop activities. Therefore, this policy applies during all hours, while on campus property, at Maine Media events and class locations.

**Prohibited Behavior:** It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants.

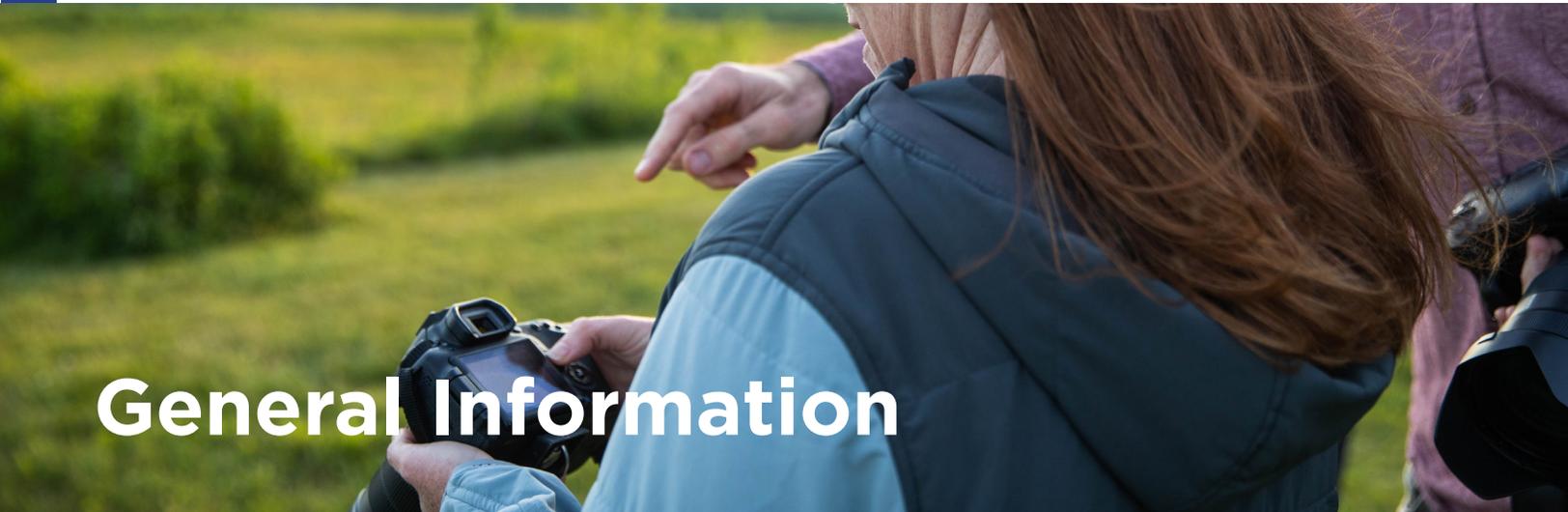
**Medical or Recreational Marijuana Use:** Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on-campus illegal, even in states with medical or recreational marijuana laws. Thus, Maine Media Workshops + College does not permit medical or recreational use of marijuana anywhere on campus.

### Substance Abuse Resources

Substance Abuse and Mental Health Services Administration (SAMHSA)  
1-800-662-HELP (4357) | <https://www.samhsa.gov/find-help/national-helpline>  
SAMHSA Treatment locator: <https://findtreatment.samhsa.gov/>

Sweetser Promise Line: 1-800-434-3000  
Sweetser is a Maine non-profit that connects Mainers to mental health services.  
<https://www.sweetser.org/all-programs-services.php>

Maine Health and Human Services Hotline Directory:  
<https://www.maine.gov/dhhs/hotlines.htm>



# General Information

© Jen Hoffer

We're thrilled that you'll be joining us for a workshop (or workshops!) in 2019. The General Information that follows in this section of the Welcome Packet should answer most of your questions about travel, students services, and refunds.

Still need help? Ask us! **207-236-8581** | [info@mainemedia.edu](mailto:info@mainemedia.edu) | toll free: **877-577-7700**

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## ARRIVALS + REGISTRATION

### When to Arrive

In the summer, all workshops one-week and longer begin Sunday evening with a student welcome at 7:30PM. Please arrive between 3PM and 6 PM so you can register, settle into your room, and have dinner before the student welcome. One and Two Day classes begin at 9AM on Saturday morning. Please arrive between 8:30 and 9AM in order to check in with our registration staff.

### 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.

### 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.

## ARRIVALS + REGISTRATION (cont.)

### Early Arrivals

If you arrive on Saturday afternoon or evening, and have 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 Friday dinner 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 no later than Saturday at 11AM. Many workshops end with the screening of student work on Friday evening. Weekend classes usually end 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 on campus Saturday night accommodations is \$150 (Economy accommodations are \$85). We are unable to book Saturdays in the Deluxe category but these may be booked directly with the hotel. (Please note: the Homestead kitchen is closed after Friday dinner 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.

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## TRAVEL

### 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, Frontier 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 \$170 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. Bangor (BGR) is another option, but no ground transfers are available so you would need to rent a car. 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.

**TIP:** We do not recommend booking non-refundable tickets, as we cannot be responsible should your workshop be cancelled. For any cancellation, you will be notified at least 30 days in advance of the start of your workshop.

## TRAVEL (cont.)

### If You Fly (cont.)

Rental cars are also available in Portland and Bangor. 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.

### 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 & photo-journalism classes.

### Driving Directions

Driving directions may be found on our website at: <https://www.mainemedia.edu/workshops/registration-info/travel-insurance/>

### GPS

Use our address: 70 Camden Street, Rockport, ME 04856.

### 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/to the Portland Jetport. The costs are \$85 one-way, or \$170 round trip (it is a two-hour trip, so plan flights accordingly).

**TIP:** 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.

### Bus Service

Concord Coachlines <http://www.concordcoachlines.com/> provides Camden/Rockport twice daily (summer and early fall) service from Boston's Logan Airport and South Station. Fare is \$69 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 \$43 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).

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

### If You Sail

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

## STUDENT SERVICES + LIFE AT MAINE MEDIA

### Campus Map

A campus map may be downloaded at

<https://www.mainemedia.edu/wp-content/uploads/2018/10/MMW-Maps2018-Campus.jpg>

### 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>

### 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.

**Please Note:** From mid-June to mid-August, we offer workshops to Young Artists who are in high school. It is our policy that adult students may not take pictures of the Young Artists, even if you ask permission. Thank you for being respectful of our Young Artists in this way.

### 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.

### Mail

We welcome students to send gear ahead, or order gear while at MMW.

- if shipping via USPS, please address to: [Your Name], PO Box 200, Rockport ME 04856.
- if shipping via FedEx or UPS, please address to: [Your Name], 70 Camden St., 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.

### Internet

The entire campus has high-speed Wi-Fi.

### 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/>

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## STUDENT SERVICES + LIFE AT MAINE MEDIA

### Additional Expenses

Other expenses you may incur while at MMW+C might include books, printing, supplies & materials, batteries, weekend meals, drinks and entertainment. There are a significant number of businesses in Maine that are cash-only, so it's useful to have some cash on hand.

### How to Dress

Everything here is informal. In May, June, and September the days are usually cool with chilly evenings. The days in July and August are usually pretty warm. In general, it's a good idea to dress in layers. Be sure to pack a rain jacket and other foul-weather gear as appropriate to the season, a bathing suit, hat, sunscreen, and daypack. Close-toed shoes are a must—the terrain in mid coast Maine is rugged and for lab work and filmmaking, close toed shoes are important for safety.

### 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. Be sure to check out the message from B&H later in this packet to get a discount on gear!

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## PAYMENTS, 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. . 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.

**Important:** There are NO exceptions to our Cancellation and Transfer Policies.  
Please consider purchasing travel insurance.

## PAYMENTS, REFUNDS, AND OTHER POLICIES (cont.)

### 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):

#### Rockport Based Workshops:

Withdraw 45 days or more 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 60 days or more 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 60 days prior to the start of your workshop, there will be no refund.

Some travel workshops may have differing requirements, please check the course 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 in the next section. Before making non-changeable travel arrangements please check-in with us.

We do not offer refunds for the following:

- 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.

**Important:** There are NO exceptions to our Cancellation and Transfer Policies. Please consider purchasing travel insurance.

## 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.

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).

**Tip:** Get a travel insurance plan that offers coverage for medical/dental emergencies, lost baggage, missed connections, and trip cancellation, should you unexpectedly need to cancel.

International students who would like to purchase health/accident insurance while visiting the US can find info 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.



© Alissa Hessler

# What to Bring

Here are some suggestions on what to pack and what basic gear to bring, regardless of what course you'll be taking. You can skip to discipline specific packing lists by clicking the icons below. Some workshops will have special gear lists--we usually send those out about two weeks before the start of a workshop.



Photography



Filmmaking



Writing



Book Arts & Design

Still need help? Ask us! **207-236-8581 | [info@mainemedia.edu](mailto:info@mainemedia.edu) | toll free: 877-577-7700**

**Clothing:** Everything at MMW+C informal, just focus on wearing what makes you comfortable and ready to make work! Temperatures in the Summer/Fall fluctuate, so be sure to pack layers.

- Layers:** pack layers, including a rain jacket. In May, June, and September, the days are usually cool with chilly evenings, while the days in July and August are usually pretty warm.
- Close-toed shoes:** required for most workshops, especially darkroom photo and film courses. Also important for fieldtrips and exploring around midcoast--the terrain is fairly rugged!
- Backpack and/or camera bag:** useful for bringing class materials/gear to campus and on fieldtrips.

**Tech:** Our campus is wifi equipped!

- Pen & Paper:** or your preferred equipment for note-taking!
- Cellphone:** Service can be spotty. Please silence your cell phone while in class
- Laptop:** required for writing classes and certain photography/film classes. We encourage all students to bring their laptop if they have one.
- Your Gear:** Camera, SD card, tripod, etc. Bring what you usually use to shoot.

**Your Portfolio:** Maine Media is an excellent environment for sharing work with instructors and peers. We recommend bringing:

- 15-20 Images or a short reel of your work

Questions? Ask us! 207-236-8581 | [info@mainemedia.edu](mailto:info@mainemedia.edu) | toll free: 877-577-7700



# Creative Resources

©Terry Abrams

## **Gear We Have Here**

We offer a plethora of photographic gear for checkout from our Digital Services Department. This includes Canon camera bodies, assorted lenses (Canon, Zeiss, Lensbaby), tripods, memory cards, batteries, and camera bags. It's a great resource if you don't have your own equipment and a fun opportunity to try out a product you've had your eye on.

## **Shooting Film**

We encourage students in non-darkroom workshops to use a digital camera during the workshop to maximize participation in daily critiques. If you do plan to shoot analog film, we suggest that you make plans to have it processed at home, after your workshop. If you wish to process and print your own work while on campus, please inquire about darkroom rental fees and space availability.

## **Digital Services Department (DSD)**

Most photography classes have a printing allotment with our DSD for work prints to use during daily critique. The DSD also offers custom printing on a variety of professional fine art photographic papers. The DSD is equipped with Epson 11880, 9900, 9890 and 4900 printers for images sized up to 60 inches in width.

## **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 publish works containing non-licensed music.

## **Introduction to Macintosh**

Sunday Afternoons By Appointment | \$100

Our labs are all Macintosh. If you are unfamiliar with Mac operating systems, this half-day refresher course is a great way to get up to speed in advance of a digital workshop.

# What to Bring- Photo

©Craig Stevens

The following list is suggested for our photography students. Please also refer to our general checklist for our suggestions on clothing, your portfolio, and personal electronic devices. Some workshops will have special gear lists--we usually send those out about two weeks before the start of a workshop.

Still need help? Ask us! **207-236-8581 | [info@mainemedia.edu](mailto:info@mainemedia.edu) | toll free: 877-577-7700**

- Your Digital Camera** with manual functions for adjustable shutter speeds, f/stops, and ISO
- External Hard Drive:** a **USB/FW800/Thunderbolt drive** is suggested for additional storage
- Memory Card:** at least one (1) **16GB CF/SD card**
- Optional/Additional Gear:** tripod, additional lenses, handheld flash, light meter, etc.
- Laptop:** for non-lab based classes that focus on fieldwork and image-capture, students are encouraged to bring a laptop with viewing/editing software installed for storage, editing, and file management.

## Documentary & Photojournalism Classes

Students should bring all the gear listed above for digital photography students plus:

- Story Ideas:** If you want to start thinking about local stories to pursue, browse our local news sources:
  - [www.penbaypilot.com](http://www.penbaypilot.com)
  - <http://freepressonline.com/>
  - <http://bangordailynews.com/midcoast/>
- Car:** A car is highly recommended for attendees of photojournalism /documentary workshops

Reminder: if you do not have your own camera or forgot a piece of equipment, you may be able to borrow select items from the Gear We Have Here



# What to Bring-Film

© David Martinez

The following lists are suggested for specific types of film workshops. Please also refer to our general checklist for our suggestions on clothing, your reel, and personal electronic devices. You can find information on music licensing and Gear We Have Here on the Creative Resources page. Some workshops will have special gear lists--we usually send those out about two weeks before the start of a workshop.

Still need help? Ask us! **207-236-8581 | [info@mainemedia.edu](mailto:info@mainemedia.edu) | toll free: 877-577-7700**

## Cinematography

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 such as a leatherman
- Gloves for handling equipment and hot lights
- Close toed shoes + work clothes
- Small Flashlight
- Optional Gear: light meter, professional grade headphones, USB/Thunderbolt external harddrive with at least 500GB of storage, still camera
- Great Reads: Some books our faculty suggest
  - The ASC Manual
  - Cinematography: Theory and Practice (Blain Brown)
  - The Five C's of Cinematography (Joseph Mascelli)
  - Visions of Light: The Art of Cinematography, DVD
  - Set Lighting Technician's Handbook: Film Lighting Equipment, Practice, and Electrical Distribution (Harry Box)
  - Color Correction Handbook: Professional Techniques for Video and Cinema (Alexis Van Hurkman)

## Documentary

- Laptop and headphones
- Camera Gear (optional)
- Car: A car is highly recommended for documentary workshops
- Story Ideas: you can reach out to our Locations & Talent Department for leads at [talent@mainemedia.edu](mailto:talent@mainemedia.edu) and/or browse local news sources:
  - [www.penbaypilot.com](http://www.penbaypilot.com)
  - <http://freepressonline.com/>
  - <http://bangordailynews.com/midcoast/>

Questions? Ask us! 207-236-8581 | [info@mainemedia.edu](mailto:info@mainemedia.edu) | toll free: 877-577-7700

## Editing

- Headphones: we have a limited number of consumer grade headphones are available to borrow from our inventory but they are not recommended for any post production needs you may have
- Footage: bring whatever you'd like to work on

## Screenwriting

- Laptop and headphones if you like to use them
- Notepad/ writing utensils
- Your Favorites! Be prepared to talk about two of your favorite movies/TV shows
- Read! We strongly suggest that aspiring screenwriters develop a habit of reading screenplays.
- Your Script(s) in any stage of completion that you plan to work on during the workshop. Depending on the class that you are enrolled in, you may be required to submit pages in advance of the workshop. Please check the workshop description to see if this applies to you.

Some great screenplays to start with:

- 30 Rock (pilot) by Tina Fey (online)
- Breaking Bad (pilot) by Vince Gilligan (online)
- Four Screenplays by William Goldman (Applause Books)
- Get Out by Jordan Peele (online)
- Inglourious Bastards: A Screenplay by Quentin Tarantino (Little Brown)
- Lady Bird by Greta Gerwig (online)
- Logan by Scott Frank & James Mangold and Michael Green (online)
- Looper by Rian Johnson (online)
- Michael Clayton: The Shooting Script by Tony Gilroy (Newmarket Press)
- Orange Is The New Black (pilot) by Jenji Kohan (online)
- Rushmore by Wes Anderson & Owen Wilson (Farrar, Straus and Giroux)
- The Good Wife (pilot) by Robert King & Michelle King (online)
- Two Screenplays by Robert Towne (Grove Press)

Other great books that our faculty love:

- Screenplay: The Foundations of Screenwriting by Syd Field (good to start with)
- Story by Robert McKee
- The Anatomy of Story by John Truby
- Essentials of Screenwriting by Richard Walter
- The Tools of Screenwriting by David Howard & Edward Mabley
- The Screenwriter's Bible by David Trottier

Tip: The Internet Movie Script Database and Simply Scripts are great resources for finding scripts to read online for free. Happy reading!

## Sound Production

- Headphones we have a limited number of consumer grade headphones are available to borrow from our inventory but they are not recommended for any post production needs you
- Your gear (optional): we have all equipment you'll need, but feel free to bring your own field recorder, etc or gear that you'd like to get advice on how to use

# What to Bring- Writing + Book Arts

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The following lists are suggested for writing and book arts workshops. Please also refer to our general checklist for our suggestions on clothing, your portfolio, and personal electronic devices. Some workshops will have special gear lists--we usually send those out about two weeks before the start of a workshop.

Still need help? Ask us! **207-236-8581** | [info@mainemedia.edu](mailto:info@mainemedia.edu) | toll free: **877-577-7700**

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## Writing

- Laptop
- Notebook/writing utensils
- Camera (optional): Many of our writing students bring a camera to capture the beauty of midcoast maine.

## Book Arts & Design

Our book arts studio is fully stocked with all the materials, tools, and supplies you will need during your workshop, but feel free to bring any of the following:

- Your favorite bone folder, cutting tools, awl, ruler, etc.
- Writing samples, photographic work, drawings/prints/collages, decorative papers, etc. to incorporate into projects

420 Ninth Avenue  
New York, NY 10001



Phone 212/239-7500  
Fax 212/239-7746

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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 - 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](http://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 during the workshop 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 our EDU discounts.

To ensure receiving your discounts during your time attending the workshops, sign up for EDU Advantage before you arrive by emailing your account name and address to [edumembership@bhphoto.com](mailto:edumembership@bhphoto.com).

**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