



MAINE MEDIA YOUNG ARTISTS PROGRAM

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Dear Young Artist & Parent,

Welcome to the Maine Media Workshops Young Artist Program. We're looking forward to having you on campus this summer. This packet has some preliminary information that will help you prepare and ensure that you get the most out of your workshop. Thanks for reading!

Our Young Artist workshops are rigorous. When you come to Maine Media, you join our extended family of serious, committed image-makers and storytellers. Many of our Young Artist alumni have gone on to major in film and photography in college and to pursue careers in the media arts. Regardless of your future goals, we believe in nourishing all of our students' passion for art making and hope that the techniques and lessons you learn this summer will lead to a lifelong engagement with creativity.

Maine Media is not a traditional summer camp. It is a center for extended education for students of all ages, from around the world who are passionate about the media arts. The policies we have in place for our Young Artists are designed to ensure that you have an enjoyable, safe, and productive experience. We have a strong campus culture of acceptance and non-discrimination and expect all of our students to abide by our Code of Conduct. Please be sure to review the full contents of this packet before arriving on campus as to fully understand our policies and expectations.

There are two forms that must be completed by both student and parent/guardian and returned before you arrive at Maine Media. Please fill out the 2018 Young Artists Student Information Sheet and Campus Policy for Young Artists, then send either by fax to 207.236.2558; by regular mail to 70 Camden St. Rockport, ME 04856; or by email to youngartists@mainemedia.edu.

We look forward seeing you this summer! If you have any questions, please don't hesitate to call us (207-236-8581) or email us (info@mainemedia.edu)

Sincerely,
Maine Media Workshops Staff



Campus Policy

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Our Campus Policy for Young Artists exists in order to ensure that each Young Artist and the staff that works with them has a productive, safe, and fun experience at Maine Media. Please read the entirety of this policy. A copy signed by both the student and parent/guardian must be returned to MMW+C before the student arrives on campus.

Core Values

Maine Media College has adopted a set of Core Values as of June 2016. Everyone at Maine Media, including Young Artists, is beholden to our Code of Conduct and is expected to behave in accordance with our Core 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.

RULES FOR YOUNG ARTISTS

General

- As per our code of conduct, please act with respect towards counselors, peers, instructors, and staff, always.
- The work you create while at Maine Media must adhere to our content policy: It should be PG, with no nudity, excessive profanity, violence, exploitation or drug use. If in question, the appropriateness of content will be determined by members of the MMW+C faculty and staff.
- Young Artists must always be under the supervision of staff, counselors, and/or faculty. Students may not leave classes or campus without the accompaniment of a counselor, staff member, or instructor.
- No adult may be alone with an individual Young Artist. Our policy requires that there always be two students and one adult or two adults and one student in any given situation.
- Adult workshop students are not allowed to photograph Young Artists. This policy is communicated to all instructors and adult students. If an adult workshop student asks your permission to photograph you, please decline. If you notice an adult student photographing you or other Young Artists, please report the incident to a counselor or staff member.
- Young Artists may not attend social gatherings of adult workshop students. If you are found off-campus unsupervised, or at an adult party, you will be placed on probation.

Housing

Young Artists live in a 14-room residence (The Windjammer) owned by Maine Media. Maximum occupancy is four same-gender identifying students per room/bath. Counselors live on-site. You may go to them at any time of day or night to report an issue.

- The lights-out curfew is midnight.
- Students must sleep in their assigned rooms and may not have overnight guests.
- Please be respectful of your roommates, this includes keeping your own space clean, and respecting their privacy and property.

Transportation

- Maine Media provides all transportation for Young Artists (to/from campus and on fieldtrips). Young Artists are not allowed to drive any vehicle (their own or anyone else's) while at MMW. If you drive a vehicle to MMW, the counselors will hold your keys for the duration of your workshop.
- Please do not ride in any non-MMW+C vehicle while you are our student.

Dismissal/Three Strike Rule

Any infraction of MMW+C policy not requiring immediate dismissal is to be dealt with using the following procedures:

1. A verbal warning is the first step.
2. If the student in question is not responsive to the staff member's suggestion, or if the infraction is serious, a written probation warning is required.
3. If the student does not change behavior or violates other campus rules, the resulting action will be dismissal.

A student dismissed from MMW+C for whatever reason, does not receive a refund.

Image Release

Students and parents agree to permit the use of images of and by Young Artists, which may be captured by Maine Media Workshops staff, faculty and classmates for use in future marketing & publications (print and web).

DRUGS, SMOKING + ALCOHOL

- The use and/ or possession of illegal drugs, alcohol, or tobacco, e-cigarettes, and the abuse or sharing of prescription drugs, is not tolerated and will lead to immediate dismissal without refund.
- Maine Media is a smoke free campus. We understand that some Young Artists may use tobacco with their parents' knowledge/consent, our policy does not allow Young Artists to use tobacco. Any tobacco use is not tolerated and will lead to immediate dismissal without refund.

Smoking Policy

Maine Media is a smoke free campus. We understand that some Young Artists may use tobacco with their parents' knowledge/consent. Our policy does not allow Young Artists to use tobacco. Any tobacco use is not tolerated and will lead to immediate dismissal without refund. For adult students, 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. 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

The use and/or possession of alcohol is not tolerated and will lead to immediate dismissal without refund. Maine Media serves alcohol to students 21 years of age or older. Alcohol must be consumed in appropriately licensed areas and is distributed by authorized personnel. Individuals must present a valid form of identification each time an alcoholic beverage is served.

Alcohol provided to students 21 years and older 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. There is no alcohol allowed at the Windjammer. 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. For Young Artists, the use and/ or possession of illegal drugs, alcohol, or tobacco, e-cigarettes, and the abuse or sharing of prescription drugs, is not tolerated and will lead to immediate dismissal without refund.

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.

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
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/>

You can find our full policies on non-discrimination, harassment, sexual abuse/assault/violence, anti-bullying, and student grievances on the General Policies page of our website.
<https://www.mainemedia.edu/about/policy-forms/>

I have read, understand and agree to the above Campus Policy

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date



Student Information

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Student Information

Name

Nickname/Preferred Name

Preferred Pronoun

Home Address

City

State

Zip

Student Cell #

Student Email

Date of Birth

Which workshop(s) are you attending? _____

Start Date

Parent/Guardian Information

Parent/Guardian Name

Cell Phone

Home Phone

Work Phone

Email

Address

City

State

Zip

Emergency Contact #1

Name

Relation

Cell Phone

Home Phone

Email

Address

City

State

Zip

Emergency Contact #2

Name

Relation

Cell Phone

Home Phone

Email

Address

City

State

Zip

Medical/Insurance Information

Does your child have any current or chronic medical conditions? Please be sure to note any allergies (including to food and medication).

If yes, please describe: _____

Please list any prescription and over-the-counter medications that your child takes and should be taking while at MMW+C, the dosage, and how frequently. If your child carries an epi-pen, please be sure to list below.

_____	_____
Medication	Dosage/Frequency
_____	_____
Medication	Dosage/Frequency
_____	_____
Medication	Dosage/Frequency
_____	_____
Medication	Dosage/Frequency

Is there anything else you'd like us to be aware of? _____

Please provide the following information about your child's physician/primary care doctor:

_____ Physician Name _____ Physician Phone #

Please provide the following information about your child's insurance. If possible, please also attach a photocopy of both sides of your child's insurance card.

_____ Insurance Carrier _____ Policy Number

_____ Insurance Agent _____ Phone Number

Agreements

IMPORTANT: In the event of a medical emergency, I authorize Maine Media Workshops+College and its staff to seek medical treatment for my child and to administer over the counter medications such as ibuprofen, aspirin, etc.

Print Name

Relationship to Student

Signature

Date

My child and I have read this material, as well as the enclosed document pertaining to the rules of this program. We understand them fully and agree to the conditions as stated.

Print Student Name

Student Signature

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date



General Information

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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, student services, and refunds. Still need help? Ask us!

youngartists@mainemedia.edu | 207-236-8581 | toll free: 877-577-7700

ARRIVALS + REGISTRATION

When to Arrive

All workshops begin Sunday evening with a student welcome at 7:30PM. Please arrive between 3PM and 6 PM (preferably before 5 PM) so you can register, settle into your room, meet your classmates and roommates, and have dinner at 6 PM before the student welcome.

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. We strongly encourage Young Artists to arrive by 5PM to allow time for registration and meeting classmates before dinner at 6PM, though we understand that this will not always be possible because of travel restrictions.

Late Arrivals

Please call us toll free 877.577.7700 ext 304 if you are going to be arriving after 6PM. This will help us coordinate our registration staff, program staff, and Young Artist Counselors to prepare for your arrival.

When to Depart

All Young Artist workshops end on Friday evening with a screening of student work, following our festive lobster dinner. Parents are welcome to attend the screening and may also purchase tickets for the lobster dinner (email youngartists@mainemedia.edu) at \$35 each. Non-shellfish and vegetarian entrees are always available. Our President and other senior staff members make an effort to greet parents at dinner; we love connecting with everyone in our extended community! Reservations for parents/guardians attending dinner can be made anytime prior to Friday and tickets may be picked up in the Registration Office before 6 PM. Students may leave on Saturday morning as early as needed to catch flights home. If you require our van services, please do not book a flight leaving Portland before 6:30am. All students should be on their way home by noon.

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. 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.

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.

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.

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 or depart before 6:30AM. We cannot accommodate those late evening and early morning 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.

STUDENT SERVICES

Campus Map

You can find our campus map at

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

College Credit

All Young Artist students will automatically have college credit set up for their classes, free of charge. Each workshop earns 1 credit per week of attendance. At the completion of the course, transcripts will be prepared and remain in our secure files. When needed for submission to another institution, under Federal privacy laws, a written request must be made by email to registrar@mainemedia.edu. You should include the full name and address of the institution to which the transcript is to be sent, along with the student's date of birth.

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

Cell Phones

Cellular coverage in Rockport is improving constantly. Verizon, US Cellular and Cellular One all work well. Other carriers may or may not. Please check with your local provider to see if they have coverage here. We also ask that all cell phones be turned off when in the classroom.

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.

Laundry

There is a small coin-op laundry on the lower level of the Campus Residence, open 24 hours a day. Change is available in the Registration Office during normal business hours and on Saturday mornings. Commercial laundromats are nearby and offer wash/dry/fold services. <http://cleanbeelaundry.com/> This may be co-ordinated with the counselors.

Linens

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

Spending Money

Students should bring additional spending money for field trips and incidentals. The amount a student chooses to bring is discretionary. Access to \$75 per week is recommended. Keep in mind that film-based photography students may need to order additional film & paper, which requires debit/credit card access. Students may secure their funds by storing them in the Registration Office fireproof safe. There are ATM's nearby.

Bicycles & Skateboards

Please leave bicycles and skateboards at home. Skateboarding is not appropriate on campus as the terrain and traffic patterns are not compatible.

STUDENT SERVICES (cont.)

Weekend activities

Many 2-week workshops will meet until lunchtime on Saturday the first week, then break until Sunday evening or Monday morning. During weekend breaks, Young Artists are under the supervision of the Counselors. Weekend activities often include hiking, swimming, shopping, movies, visiting local events, volleyball, etc. The Counselors also organize where the group will have their off-campus meals, considering the preferences of the students.

If a student plans to spend the weekend with parents, an adult family friend, or relative in the area, we require written authorization from the parent/guardian indicating the responsible party and their address, contact numbers, times of pickup and return. We ask that students be back on campus by 5PM on Sunday in order to get ready for the next week of class. We do not allow students to go on overnight visits with family/friends during the week. Students are not permitted to leave with anyone under the age of 21.

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.

Email & Internet

The campus and Young Artist residence is Wi-Fi friendly.

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.



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Here are some suggestions on what to pack and what gear to bring. Some workshops will have special gear lists--we usually send those out about two weeks before the start of a workshop. If you ever have questions about what to bring, just ask!

youngartists@mainemedia.edu | 207-236-8581 | toll free: 877-577-7700

What to Pack

Clothing: Everything at MMW+C informal, just focus on wearing what makes you comfortable and ready to make work!

- Layers:** Bring layers! June and July in Maine are warm, but nights tend to get cool and some days may be rainy.
- Close toed shoes:** a must for working in the B&W or Alt Pro darkroom and are also important for fieldtrips (the midcoast area terrain is fairly rugged)
- Backpack and/or camera bag:** useful for bringing class materials/gear to campus and on fieldtrips
- Bathing suit:** there are lots of great lakes and beaches to go swimming in the area
- Sun Protection:** a hat, sunscreen, and other sun protection is a good idea. Bug repellent can also be helpful during the summer.

Tech: Our campus and residences is wifi equipped!

- Cellphone:** as a heads up, coverage can be spotty but Verizon, US Cellular and Cellular One usually work well. Please silence your cell phone while in class.
- Laptop:** If you have a laptop, you're welcome to bring it. They are especially useful for Film Screenwriting courses.

Medicine: Please inform us of any **prescription medications** you will be taking while at Maine Media on the Young Artist Information Sheet, as well as your dosage schedule. If you have any allergies, please include this on the Information Sheet and bring an **Epi Pen** if your allergy necessitates it!

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

- We recommend bringing **10-20 Images** of your past work, either print or digital, and/or a **brief reel**.

Black & White Darkroom Classes

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- Your SLR Film Camera** with manual functions of adjustable shutter speeds and f/stop controls. If you don't have your own camera, MMW+C does have a limited number of SLR cameras to borrow.
 - Film + Paper:** We will send you a supply list from your instructor specifying certain materials like film and paper.
 - Optional/Additional Gear:** tripod, lenses, hand-held flash, light meter, etc. Bring equipment that you're familiar and unfamiliar with. It's all about learning!
- DO NOT** check your film & paper if you're flying. Please keep it in your carry-on or have it shipped to MMW+C ahead of time.

Digital Photography Classes

© Jen Hoffer

- Your Digital Camera** with manual functions for adjustable shutter speeds, f/stops, and ISO, preferably a DSLR. If you don't have your own camera, MMW+C has DSLR cameras to borrow. Digital students also have the opportunity to check out additional Canon cameras and lenses from the Digital Service Department to use during their workshop if compatible with their camera systems.
- Memory Card:** at least one (1) 16GB CF/SD card
- External Hard Drive:** a USB/FW800/Thunderbolt drive is suggested for additional storage
- Optional/Additional Gear:** tripod, additional lenses, handheld flash, light meter, etc. Bring equipment that you're familiar and unfamiliar with. It's all about learning!

FYI: Workshops Digital Labs are equipped with 21" or 24" iMac workstations with the appropriate software installed. For students in our Intro and Adv Digital courses one printer is provided for every two workstations and students produce all of their own prints in class. The Digital Services Department (DSD) is stocked with a wide variety of fine art digital printing papers available for sale during your workshop.



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Filmmaking Classes

We provide all necessary equipment for film classes, but feel free to bring any of the following **OPTIONAL** gear:

SUPPLIES (all are optional):

- Headphones:** we have a limited number of consumer grade headphones available to students, but they are not recommended for post-production work. If you have a favorite pair of headphones for editing, feel free to bring them!
- 500GB external hard drive** is great for saving additional projects, raw footage, etc., that may be produced during the workshop. Friday evening film screenings will be posted to a Google drive account. Once completed, you will be emailed info on how to access that work.
- Video Camera:** If you have a video camera, feel free to bring it.
- Laptop:** If you have a laptop, feel free to bring it. It can be especially useful in screenwriting classes. All film classes are equipped with Macintosh computers.
- Music:** If you have self-authored or licensed music, bring it!

SCREENWRITING (some recommended readings, totally optional):

Books on Screenwriting

- *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 and Edward Mabley
- *The Screenwriter's Bible* by David Trottier

Tip: *The Internet Movie Script Database* and *Simply Scripts* are great resources to read scripts for free

Some Recommended Screenplays

- *30 Rock (pilot)* by Tina Fey (online)
- *Breaking Bad (pilot)* by Vince Gilligan (online)
- *Get Out* by Jordan Peele (online)
- *Lady Bird* by Greta Gerwig (online)
- *Logan* by Scott Frank & James Mangold and Michael Green (online)
- *Looper* by Rian Johnson (online)
- *Rushmore* by Wes Anderson & Owen Wilson (Farrar, Straus and Giroux)
- *Stranger Things* by The Duffer Brothers (online)

A Note on 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.

Please Note: Maine Media Workshops discourages the use of non-licensed music in multimedia and film projects as neither the student nor Maine Media Workshops may lawfully publish works containing non-licensed music.



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Need a print made? Forgot your tripod? Want to try out some new gear? We're here to help!

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.

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.

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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. Please be sure to make these requests before 3PM on the final Friday of your workshop. A minimum of 500GB storage space is recommended.