



2022 Maine Media Academy

Dear Maine Media Academy Student & Parent,

Welcome to the Academy at Maine Media! We're looking forward to having you on campus this summer. This packet includes information that will help you prepare and ensure that you get the most out of your time with us. Thanks for reading!

Maine Media welcomes you to an extended family of serious and committed photographers, filmmakers and storytellers. Our Academy programs are rigorous, and we have a blast doing it! Many of our alumni have gone on to study film and photography in college and to pursue careers in the media arts. Regardless of your future goals, we are devoted to nourishing a passion for art making. The techniques and skills you learn this summer - alongside the experience of working with your peers and mentors - promise to spark lifelong engagements with creativity.

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

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 2022 Academy Student Information Sheet and Campus Policy for Academy Students, then send either by fax to 207.236.2558; by regular mail to 70 Camden St. Rockport, ME 04856; or by email to registrar@mainemedia.edu. In addition, please send your COVID 19 vaccination card to the same email (phone images are fine).

We look forward to welcoming 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,
Michael Mansfield, President



Campus Policy

Our Campus Policy for Academy students exists in order to ensure that each Academy student 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 Maine Media 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 Academy students, 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.
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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 Academy Students

General

- As per our code of conduct, please act with respect towards Resident Advisors (RAs), 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 Maine Media faculty and staff.
- Academy students must always be under the supervision of staff, RAs, and/or faculty. Students may not leave classes or campus without the accompaniment of a RA, staff member, or instructor.
- No adult may be alone with an individual Academy student. 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 permitted to photograph Academy students. 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 Academy students, please report the incident to a RA or staff member.
- Academy students 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

Academy students live in The Campus Residence, owned by Maine Media. Maximum occupancy is two same-gender identifying students per room/bath. RAs live on-site. You may go to them at any time of day or night to report an issue.

- The lights-out curfew is 11PM.
- Students must sleep in their assigned rooms and may not have overnight guests.
- Please be respectful of your roommates: keep your own space clean and respect their privacy and property.

Transportation

- Maine Media provides all transportation for Academy students once they arrive on campus (to/from campus and on field trips). Academy students are not allowed to drive any vehicle (their own or anyone else's) while at Maine Media. If you drive a vehicle to campus, the RAs will hold your keys for the duration of your workshop.
- Please do not ride in any non-Maine Media vehicle while you are our student.

Drugs, Smoking & Alcohol

Maine Media 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, and have established a drug free and smoke free campus. The use and/ or possession of illegal drugs, alcohol, tobacco, or e-cigarettes, and the abuse or sharing of prescription drugs, is not tolerated and will lead to immediate dismissal without refund.

Smoking Policy

- Maine Media is a smoke free campus. While we understand that some Academy students may use tobacco with their parents' knowledge/consent, our policy does not allow Academy Students to use tobacco or e-products. Any use may lead to immediate dismissal without refund.
- There will be a \$150 cleaning fee automatically charged to your credit card if this 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.

Drug Free Campus Policy

Maine Media 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, and have established a drug-free campus environment. For Academy students, 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. Therefore, Maine Media does not permit medical or recreational use of marijuana anywhere on campus.

Dismissal/Three Strike Rule

Any infraction of Maine Media policy not requiring immediate dismissal is dealt with as follows:

1. A verbal warning is issued.
2. If the student in question is not responsive to the verbal warning, 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 is dismissal.

A student dismissed from Maine Media for whatever reason does not receive a refund.

Image Release

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

Harassment & Discrimination

Maine Media 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 or 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 Maine Media or at any Maine Media 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 [Maine Media's hotline at 802.962.1465](tel:802.962.1465). The individual will be asked to leave a message and contact information (name, phone number, and email address), so Maine Media 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](tel:207.236.8581) x308, or cell phone: [207.691.3320](tel: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 our website at www.mainemedia.edu/about/policy-forms

Sexual Assault Resources

National Sexual Assault Hotline: 1-800-656-4673

www.rainn.org/about-national-sexual-assault-telephone-hotline

Maine Coalition Against Sexual Assault: 1-800-871-7741

www.mecasa.org/maine-sexual-assault-support-centers.html

See Student Resources section for further support services.

You can find our full policies on non-discrimination, harassment, sexual abuse/assault/violence, anti-bullying, and student grievances on our website: www.mainemedia.edu/about/policy-forms

Please fill out this form and the following Student Information Sheet and send either by fax to 207.236.2558; by mail to 70 Camden St. Rockport, ME 04856; or by email to info@mainemedia.edu.

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

Safety Hotlines

If you are experiencing an emergency, please dial 911.

**National Sexual
Assault Hotline**

1-800-656-4673

www.rainn.org/about-national-sexual-assault-telephone-hotline

**Statewide Domestic
Violence Helpline**

1-866-834-4357

www.mecasa.org/maine-sexual-assault-support-centers.html

**Statewide, Confidential
Sexual Assault Crisis
and Support Line**

1-800-871-7741

(TTY 1-888-458-5599)

Mental Health

**Sweetser Mobile Crisis
Intervention Line**

1-888-568-1112

**National Suicide
Prevention Hotline**

1-800-273-8255

Live Crisis Chat

www.suicideprevention-lifeline.org/gethelp/lifelinechat.aspx

Sweetser Intentional Warm Line
(non-crisis peer-to-peer support)
1-866-771-9276

Better Help Online Therapy
(licenced therapists specializing in
any and all challenges)
www.betterhelp.com

Physical Health & Wellness

Pen Bay Emergency Room

6 Glen Cove Dr
Rockport, ME
207-301-8315
Open 24/7

Pen Bay Walk in Care

22 White Street
Rockland, ME
207-301-6000
8am-6pm, 7 days a week

Pen Bay Medical Center

6 Glen Cove Dr
Rockport, ME
207-301-8000
Open 24/7

Champion Total Health

412 Commercial St
Rockport, ME
207-236-8486

Camden Whole Health

91 Elm St
Camden, ME
207-230-7235

Aspen Dental

17 Thomaston Commons
Thomaston, ME
207-593-1379

Pharmacies

Walgreens Pharmacy
35 Elm St, Camden, ME
207-236-4546
M-F 9am-7pm
(closed 1:30pm-2pm)

Hannaford Pharmacy
145 Elm St, Camden, ME
207-236-9006
M-F 9am-8pm, Sat 9am-
6pm, Sun 9am-5pm

Pen Bay Pharmacy
6 Glen Cove Dr, Rockport, ME
207-301-8585
M-F 8am-9pm,
S-S 9am-6pm

Language & Writing

Penobscot Language Schools
207-594-1084 or 855-344-0414
Rockland, ME

Chegg (online tutoring platform)
www.chegg.com

LGBTQIA+

Queer Futures
(youth group through OUT Maine)
Tuesdays 3pm-4pm via Zoom
[www.outmaine.org/programs/youth/
weekly-programs/#queer-futures](http://www.outmaine.org/programs/youth/weekly-programs/#queer-futures)

Binder Program
www.outmaine.org/resources/binders

Equality Maine
(adult LGBTQ+ groups and services)
www.equalitymaine.org

MaineTrans.net
(online support groups)
www.mainetrans.net/online

Additional Resources

Maine 211: Dial 211 or text your zip code to 898-211 to get connected to resources regarding basic needs, housing assistance, healthcare and assistance, and more in Maine. www.211maine.org

AA Meetings: Visit the website below and use the location search in the top left corner to specify the town in which you would like to find meetings. Close-by towns include (but are not limited to) Rockport, Camden, and Rockland.
www.csoaamaine.org/meetings

NA Meetings Visit the website below and specify the city location should you wish to meet in person. Close-by towns include (but are not limited to) Rockport, Camden, and Rockland. Virtual meetings are also available.
www.namaine.org/meetings-by-table



Student Information

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 Maine Media, 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

We're thrilled that you'll be joining us for a workshop (or workshops) this year! 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!

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

Arrivals & Registration

When to Arrive

Please arrive between 4PM and 6PM (preferably before 5PM) on Sunday evening so you can register, settle into your room, and meet your classmates and roommates. All workshops will begin on Monday morning, after a welcome and orientation meeting of all students.

Registration

Registration takes place between 4PM and 6PM Sunday in the Registration Office, located in the Ernst Haas Center (Bldg 3 on map), 70 Camden Street, Rockport. Please let us know if you will be arriving after 6PM. Our Sunday check-in team will account for all Academy students prior to leaving the campus on Sunday.

Late Arrivals

Please call us toll free [877.577.7700 ext 304](tel:877.577.7700) if you are going to be arriving after 6PM. This will help us to coordinate our registration staff, program staff, and RAs in preparing for your arrival.

When to Depart

All Academy workshops end on Friday evening with a screening of student work, following our festive lobster dinner. Parents and guardians are welcome to attend the screening and may also purchase tickets for the lobster dinner (email info@mainemedia.edu) at \$35 each. Non-shellfish and vegetarian entrees are always available. Our President and other staff members make an effort to greet parents and guardians at dinner. We love to connect with everyone in our extended community! Reservations for parents and 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. All students should be on their way home by noon.

Travel

If You Drive

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. Driving directions may be found using our address: [70 Camden Street, Rockport, ME 04856](#).

If You Fly

Delta, Jet Blue, American, Southwest, Frontier, Cape Air, Elite and United all service Portland Jetport (PWM) with several flights daily. We recommend flying through Portland Jetport, then renting a car. The drive time from Portland to Rockport is under two hours.

Bangor International Airport (BGR) is another option, though flight options are often fewer and more expensive. The drive time from Bangor to Rockport is similar to Portland, under two hours.

Cape Air offers frequent commuter flights each day between Boston's Logan Airport and the nearby Knox County Airport (RKD), just 20 minutes from Maine Media. Taxis are available to drive you to Rockport. Fares will be around \$35 one-way.

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. Please reference [Campus Policy - Transportation](#) earlier in this packet for our policy regarding Academy student transportation while on campus.

If You Take the Bus

Rockport is served by Concord Coachlines (www.concordcoachlines.com) with daily summer service to Camden/Rockport from both Boston and Portland:

- Service from Boston is a 5-hour ride, and fare is \$69 round trip (as of publication). The bus departs Logan Airport at 10:45AM and South Station at 11:15AM, and arrives in Rockport at 3:50PM. Southbound, the bus departs Rockport at 8:30AM and arrives in Boston at 1:45PM.
- Service from Portland is a 2.5-hour ride, and fare is \$43 round trip (as of publication). The bus departs Portland at 1:15PM and arrives in Rockport at 3:50PM. Southbound, the bus departs Rockport at 8:30AM, and arrives in Portland at 11AM.

Be sure to book the Maine Coastal Route into CAMDEN / ROCKPORT (not Rockland!). Schedules are subject to change. Please visit Concord Coachline's website for up-to-date information or call [1.800.639.3317](tel:18006393317).

If You Take the Train

- AMTRAK currently operates between Boston's North Station and Portland. From Portland, you can then connect to Concord Coachlines (see above), though scheduling can be difficult.
- For those coming from the NYC area, we recommend taking a train to Boston's South Station, arriving before 11AM, then connecting to Concord Coachlines. This is much less confusing, complicated and expensive than arriving in South Station, getting to North Station to connect to Portland, then connecting to Concord Coachlines from there.

Taxis & Uber

Maine Media has partnered with two local transportation services:

Sterling Elite (www.sterlingelite.net) provides scheduled van services starting at \$138 per person from the Portland Jetport (PWM) as well as private car service (starting at \$276 one way). Visit their website for details on either service or call 207.785.3100. Make reservations as soon as possible to assure availability. Identify yourself as a Maine Media student. We recommend booking your return at the same time.

Schooner Bay Taxi (www.schoonerbaytaxi.me), a long-time local business, provides ground transportation services between Portland (PWM) and Rockport. Arrangements must be made directly with Schooner Bay Taxi, not Maine Media. Call 207.594.5000 or email cmerritt.sbt@gmail.com. Make reservations at least 48-72 hours in advance. Identify yourself as a Maine Media student. One way fares vary but average \$185 each way, depending on the number of passengers at any given time. Rates are subject to change. We recommend booking your return at the same time.

Taxis and Uber are also available at Portland (PWM). Fares can be around \$200 one way.

Student Services & Life at Maine Media

Campus Map

A campus map may be downloaded at

www.mainemedia.edu/wp-content/uploads/2021/07/CampusMap_2021-scaled.jpg

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, as the terrain in mid coast Maine is rugged and for field trips 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. Commercial laundromats are nearby and offer wash/dry/fold services (www.cleanbeelaundry.com). Laundry plans may be coordinated with the RAs.

Linens

All linens, including towels, are provided by Maine Media for Academy students.

Weekend activities

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

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.

Spending Money

Students should bring additional spending money for field trips and incidentals. The amount a student chooses to bring is discretionary. We have found that for a two-week workshop, \$150 is a reasonable amount. Students may secure their funds by storing them in the Registration Office fireproof safe. There are also ATMs 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.

Mail & Messages

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

- 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 Academy lodging residence are Wi-Fi friendly.

Payment, Refunds, & Other Policies

Payments

Final payment is due 45 days prior to the start date of any workshop. All fees are to be paid in U.S. funds. No foreign checks are accepted. Acceptable forms of payment include cash, checks, bank draft, VISA, Discover, and MasterCard.

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.

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:

Rockport Based Workshops:

Withdraw 45 days or more prior to the start of your workshop and we will refund all payments made, less a cancellation fee equaling 30% of tuition, or \$175, whichever is less.

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.

Withdraw 30 days or less prior to the start of your workshop and there will be no refund.

Maine Media 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 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 due to a cancelled workshop.
- We do not refund unused van reservations.
- We do not give refunds when a student is asked to leave for disciplinary issues

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

Travel Insurance

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 and application may be found at www.my.travelinsure.com/studyusa/?pcode=240583 or by calling 800.937.1387 (please reference Producer account 240583). Three levels of coverage are available.

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 www.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. Please avoid making any unchangeable travel arrangements until you have verified with us.

Liability

In the event that we cancel your workshop, the extent of Maine Media's liability is limited to the return of all fees paid. Maine Media will not be responsible for reimbursement of non-refundable airline tickets due to cancellation of a workshop or replacement of an instructor.



What to Bring

Here are some suggestions on what to pack and what gear to bring (hint: don't forget your camera!) 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!

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

What to Pack

Clothing: Everything here is informal, just focus on 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 useful for fieldtrips (the midcoast area terrain is fairly rugged).
- Backpack and/or camera bag:** useful for taking 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, AT&T, US Cellular and Cellular One usually work well. Please be sure to silence your cell phone while in class.
- Laptop:** If you have a laptop, you are welcome to bring it.

Medicine: Please inform us of any **prescription medications** you will be taking while at Maine Media on the Academy Student Information Form, as well as your dosage schedule. If you have any allergies, please include this on the Information Form 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 **10-20 Images** of your past work, either print or digital, and/or a **brief reel**.



Digital Photography Classes

- Your Digital Camera** with manual functions for adjustable shutter speeds, f/stops, and ISO, preferably a DSLR or mirrorless camera. If you don't have your own camera, Maine Media has DSLR cameras to borrow. 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 Academy Photography courses one printer is provided for every two workstations and students produce all of their own prints in class.



Filmmaking Classes

SUPPLIES (optional):

- Headphones**
- Video Camera**
- 1TB minimum 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.
- Laptop:** It is highly recommended that you bring a laptop. All film classes are equipped with Mac computers, but you will be writing scripts in the evenings and over the weekends.
- Music:** If you have self-authored or licensed music, bring it!

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



Screenwriting Classes

RECOMMENDED READINGS (totally optional):

Screenplays Available Online

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

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



Resources

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.

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. Academy students are strongly encouraged to bring a personal external hard drive and back up their work throughout the week. A minimum of 1TB storage space is recommended. 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.

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