

# Welcome

## Welcome to Maine Media!

We are thrilled to have you with us. You are about to embark on a transformative journey as an artist, image-maker and storyteller. It will carry you far beyond our campus in Rockport, and connect you to a devoted visual and literary arts community. For 50 years, Maine Media has educated and inspired visual artists and storytellers to meet their creative ambitions. Whether this is your first workshop or your tenth, we are excited to make work together!

This packet contains information to help you prepare for your workshop and ensure you get the most out of your time. Please note that for all workshops one-week and longer, we ask that you [arrive between 4PM and 6PM](#) to allow time to register, settle into your room, and orient yourselves to campus. More information on policies, campus life, arrivals, travel, and what to pack follows in the coming pages.

Thanks for reading! I hope you are as excited as we are. If you have any questions about your class, what to bring, or the information in this packet, please don't hesitate to get in touch.



**Sincerely,**

Michael Mansfield, *President*



## Our Values

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. Maine Media 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.



# General Information

© Jen Hoffer

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 student questions about travel, student 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

Students should plan to arrive on **Sunday between 4PM and 6PM** and check in at the Ernst Haas Center. All workshops begin on Monday morning with Orientation and a Student Welcome at 8AM. Students not arriving until Monday morning, or who arrive late on Sunday, should register after 7:30AM on Monday before orientation.

### Late Arrivals

If you arrive after 6PM and arranged lodging with us, you should come to the Ernst Haas Center, where you will find your late arrival package and room key in the "Late Arrivals" mailbox adjacent to the front door of Haas, under the chalkboard on the porch.

All students arriving late should check in with our Registration Office, located in the Ernst Haas Center, after 7:30AM on Monday to complete your registration and receive any workshop materials.

Please call us toll free at **877.577.7700 ext 304** if you are going to be arriving after 6PM on Sunday.

### When to Depart

All workshops end on Friday evening. Housing checkout time is 11AM on Saturday.

### Accommodations are Limited

Maine is very popular with tourists in the summer and early fall. Make sure you have confirmed accommodations with us or a local inn before you arrive.



### TRAVEL

#### 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

American, Breeze, Delta, Frontier, jetBlue, Southwest, Suncountry, 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 and Bangor airports. Avis, Budget, and Enterprise are also available in Rockland, just south of Rockport. We highly recommend that students have access to their own vehicle for their time at Maine Media.

#### If You Take the Bus

Rockport is served by Concord Coachlines ([www.concordcoachlines.com](http://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 \$81 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 \$46 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.

Maine Media provides a local van service from the Rockport bus stop to campus on Sundays as well as Saturday mornings for your return.

### TRAVEL (cont.)

#### 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](http://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](tel: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](http://www.schoonerbaytaxi.me)), a long-time local business, provides transportation services between Portland (PWM) and Rockport. Arrangements must be made directly with Schooner Bay Taxi, not Maine Media. Call [207.594.5000](tel:207.594.5000) or email [cmerritt.sbt@gmail.com](mailto: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.

#### If You Sail

If you plan to sail your boat into Rockport harbor, moorings may be arranged at [207.236.9651](tel: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/2021/07/CampusMap\\_2021-scaled.jpg](https://www.mainemedia.edu/wp-content/uploads/2021/07/CampusMap_2021-scaled.jpg)

### Getting Around

If you do not bring a car, there may be fellow students with cars with whom you may carpool. If you are enrolled in a workshop that requires fieldwork, location scouting, or 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 from campus. (Toll free [888.236.8797](tel:888.236.8797) or [207.236.7120](tel:207.236.7120); [www.mainesport.com/rentals/bicycles](http://www.mainesport.com/rentals/bicycles))

### Pet Friendly

Maine Media 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 Maine Media.

- if shipping via USPS, address to: [\[Your Name\], PO Box 200, Rockport ME 04856](#).
- if shipping via FedEx or UPS, 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. Commercial laundromats are nearby and offer wash/dry/fold services.

## STUDENT SERVICES + LIFE AT MAINE MEDIA (cont.)

### Additional Expenses

Other expenses you may incur while at Maine Media might include books, supplies and materials, batteries, drinks, and entertainment.

### 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.)

### Withdrawal and 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](mailto:registrar@mainemedia.edu) is fine). We provide the following refund policy:

### All Rockport Based and Online 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. (\$500 for longer-term intensives).
- Withdraw less than 45 days but more than 30 days prior to the start of your workshop and we will refund 50% of your workshop tuition.
- Withdraw 30 days or less prior to the start of your workshop and 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 \$500 cancellation fee.
- Withdraw less than 60 days prior to the start of your workshop and there will be no refund.
- Some travel workshops may differ in requirements; please check the course description.

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 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 at [www.mainemedia.edu/workshops/registration-info/travel-insurance](http://www.mainemedia.edu/workshops/registration-info/travel-insurance). 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 accommodations.
- We do not reimburse for penalties on airline tickets as the result of a cancelled workshop.

**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 unforeseen circumstances that might prevent your attendance or 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](http://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](http://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. 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 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.

A group of people are hiking on a gravel path through a forest. In the foreground, a woman in a blue vest and jeans is walking towards the camera, holding a camera. To her right, a man in a grey jacket and dark pants is also walking towards the camera. Further back, there are several other hikers, including a woman in a red jacket and a man in a blue jacket. The path is surrounded by tall trees and green foliage.

# What to Bring

© Alissa Hessler

Here are some suggestions on what basic gear to bring, regardless of what workshop you're taking. Some workshops have special gear lists, which are typically sent out two weeks prior to the start of a workshop. Keep reading for recommendations of what to bring depending on your 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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## WHAT TO BRING

### Clothing

Everything at Maine Media 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 accordingly:

- ☐ **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.

### 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

### WHAT TO BRING (cont.)

#### 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.

#### 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.



# 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 have special gear lists, which are typically sent out two weeks prior to 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.
- ☐ **A memory card reader,** Camera USB cable, or other device appropriate for transferring images to a computer.

## 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)
  - [www.freepressonline.com](http://www.freepressonline.com)
  - [www.bangordailynews.com/midcoast](http://www.bangordailynews.com/midcoast)
  - [www.knox.villagesoup.com](http://www.knox.villagesoup.com)
- ☐ **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 [Gear We Have Here](#)





# What to Bring - Film

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 as well. Some workshops have special gear lists, which are typically sent out two weeks prior to 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**

**Note:** An hour-long training session on Set Etiquette and Safety will be required of anyone registered for a workshop that involves film production. Students only need to participate in this session once during their time on campus.

## 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:

- ☐ **External Hard Drive**  
For workshops involving production (cinematography, directing, documentary), editing or post production, we recommend that you bring an External Hard Drive to back up your project assets. Minimum 1TB hard drive (SSD recommended) with USB 3.0 or faster (USB-C or thunderbolt recommended).
- ☐ **Multi-Tool** such as a Leatherman
- ☐ **Gloves** for handling equipment and hot lights
- ☐ **Close toed shoes** and work clothes
- ☐ **Small Flashlight**
- ☐ **Optional Gear:** light meter, professional grade headphones, external hard drive or SSD, still camera
- ☐ **Great Reads:** some books our faculty love:
  - 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)

## Editing

- ☐ **Footage:** while footage is provided for editing workshops, you are welcome to bring other footage you hope to work on.
- ☐ **Headphones**

### Documentary

- ☐ Laptop and headphones
- ☐ Camera Gear (optional)
- ☐ Car: Access to a car is frequently useful for some documentary workshops.

- ☐ 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)
  - [www.freepressonline.com](http://www.freepressonline.com)
  - [www.bangordailynews.com/midcoast](http://www.bangordailynews.com/midcoast)
  - [www.knox.villagesoup.com](http://www.knox.villagesoup.com)

### Screenwriting

- ☐ Notepad/ writing utensils
- ☐ Screenwriting software: We strongly recommend that students have screenwriting software installed. Final Draft is the industry standard - there is a free 30-day trial version. Other free/trial screenwriting software include Celtx, Arc Studio, Fade In, and WriterSolo.
- ☐ Laptop and headphones if you use them
- ☐ Your Script(s) that you plan to work on, in any stage of completion. Depending on your workshop, you may be required to submit pages in advance. Check your workshop description to see if this applies.
- ☐ Read! We strongly suggest that aspiring screenwriters develop a habit of reading screenplays.

#### Screenplays available online:

- *30 Rock (pilot)* by Tina Fey
- *The Bourne Identity* by Tony Gilroy
- *Breaking Bad (pilot)* by Vince Gilligan
- *Children of Men* by Alfonso Cuarón & Timothy J Sexton
- *Chinatown* by Robert Towne
- *Enough Said* by Nicole Holofcener
- *Fleabag (pilot)* by Phoebe Waller-Bridge
- *Get Out* by Jordan Peele
- *Lady Bird* by Greta Gerwig
- *Logan* by Scott Frank & James Mangold & Michael Green
- *Looper* by Rian Johnson
- *Moonlight* by Barry Jenkins
- *Nightcrawler* by Dan Gilroy
- *Orange Is The New Black (pilot)* by Jenji Kohan
- *Parasite* by Bong Joon-ho & Han Jin-won
- *Rushmore* by Wes Anderson & Owen Wilson
- *Yellowjackets* by Ashley Lyle & Bart Nickerson

#### Recommended books on screenwriting:

- *Into the Woods: A Five-Act Journey into Story* by John Yorke
- *Elements of Style for Screenwriters* by Paul Argentini
- *Essentials of Screenwriting* by Richard Walter
- *Screenplay: The Foundations of Screenwriting* by Syd Field
- *Story* by Robert McKee
- *Save the Cat* by Blake Snyder
- *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

- ☐ Your gear (optional): we have the gear 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
- ☐ Headphones



# What to Bring - Writing, Book Arts & Design

© Erin Fletcher

The following lists are suggested for writing and book arts & design workshops. Please also refer to our general checklist for our suggestions on clothing, your portfolio, and personal electronic devices. Some workshops have special lists, which are typically sent out two weeks prior to 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**

## 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 materials, tools, and supplies needed for your workshop, unless otherwise specified by your instructor; that said, feel free to bring any of the following:

- ☐ Any favorite art making materials that you have or are comfortable working with, including favorite papers, cutting tools, bone folders, and so forth.
- ☐ Reference materials that may inspire you and your work during your workshop

Please be sure to review your workshop's course listing for specific supplies. Your instructor may have listed suggestions there, and may also email you in the weeks prior to class.





# Campus Guidelines

© Gibbings

## Smoking

For the health of our workshop community, [Maine Media 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 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 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) | [www.samhsa.gov/find-help/national-helpline](http://www.samhsa.gov/find-help/national-helpline)  
SAMHSA Treatment locator: [www.findtreatment.samhsa.gov](http://www.findtreatment.samhsa.gov)

Sweetser Promise Line: 1-800-434-3000  
Sweetser is a Maine non-profit that connects Mainers to mental health services.  
[www.sweetser.org/programs-services](http://www.sweetser.org/programs-services)

Maine Health and Human Services Hotline Directory:  
[www.maine.gov/dhhs/about/contact/hotlines](http://www.maine.gov/dhhs/about/contact/hotlines)

## HARASSMENT & DISCRIMINATION

Maine Media expressly forbids discrimination. Our non-discrimination policy is as follows:

Maine Media 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 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. 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](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 Maine Media website at:  
[www.mainemedia.edu/about/policy-forms](http://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](http://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](http://www.mecasa.org/maine-sexual-assault-support-centers.html)

**Maine Media is committed to providing equal opportunities for all students regardless of disability.**

Students wishing to discuss their specific needs can learn more about how to request accommodations at [www.mainemedia.edu/life-at-mmwc/accessible-learning/request-accommodations](http://www.mainemedia.edu/life-at-mmwc/accessible-learning/request-accommodations).

Please contact our Student Affairs Coordinator, Rachel Coleman, with any questions or concerns regarding your experience at Maine Media, or to be connected with additional resources.

Email [rcoleman@mainemedia.edu](mailto:rcoleman@mainemedia.edu) or visit the Haas Building on our Rockport campus.

## 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](http://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](http://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

### Suicide & Crisis Lifeline

Text or Call

988

### 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](http://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 9am-7pm,  
S-S 10am-3pm

## Language & Writing

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

**Chegg**  
(online tutoring platform)  
[www.chegg.com](http://www.chegg.com)

## LGBTQIA+

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

**Equality Maine**  
(adult LGBTQ+ groups and services)  
[www.equalitymaine.org](http://www.equalitymaine.org)

**Binder Program**  
[www.outmaine.org/resources/binders](http://www.outmaine.org/resources/binders)

**MaineTrans.net**  
(online support groups)  
[www.mainetrans.net/online](http://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](http://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](http://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](http://www.namaine.org/meetings-by-table)



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