

Facility: Universal Studio

Service: Production Services

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
BACKLOT LOCATIONS	4250-3		818.777.3000	818.866.02 93	8AM to 6PM/ Locations available 24 hours	universal.locations@nbcuni.com	Backlot- Over 30 Backlot Locations including New York Area/European/Mexican/Denver.
SOUND STAGES	4250/3		818.777.3000	818.866.02 93	8AM to 6PM	universal.locations@nbcuni.com	30 Sound Stages ranging from 6,800 sq ft - 29,000 sq ft/Wireless Access/Pits/Some with Silent Air Conditioning.
SET LIGHTING	4250/1	Rick Maas	Rental Desk 818.777.1590 Business Office 818.777.2291	818.866.01 05	7AM to 5:30PM	universal.setlighting@nbcuni.com	Extensive Inventory/Custom Made Equipment/LED Lighting
PAINT SHOP	4250-1	Mark Kozlowski	818.777.2351		6am-2:30pm	studio.operations2@nbcuni.com	All set and scenic finishes/faux finishing including paper, marble, woodgrain/backlot and stage sets/antique and furniture restoration/paint mixing/furniture spray booth/auto spray booth/paint disposal
PROPERTY	8166/1	Beverly Hadley	818.777.2784	818.866.15 43	6AM to 5PM	universal.property@nbcuni.com	Hand and Furniture props/draper- rental and manufacturing/hardware/light fixtures/tassles/upholstery/computerized inventory control/2 freight elevators/open loading docks
METAL SHOP	4250/1	Jeff Allen	818.777.2296	818.733.52 63	6AM to 3:30PM	studio.operations2@nbcuni.com	Certified by the City of Los Angeles/Type 1 Fabricator License.
MOULDING SHOP	747 Stage	Mark Jensen	818.777.5551	818-733-2305	6am-5pm	wood.moulding@nbcuni.com	Doors/Window Sashes/Props/Cabinets/Hand Rail/Easements/Custom Milling
GRAPHIC DESIGN & SIGN SHOPS	4250-2	Tom Edgington	818.777.2350	818.866.02 09	6AM to 5PM or as production requires	universal.signshop@nbcuni.com	Large Format printing/vinyl graphics/CNC Routing/Dimensional Letting/Faux Plaques/Hand Lettering/Floor Graphics/Custom Wall Paper/Vehicle Graphics/Prop Packaging/Standees/Mounting & Lamination/Digital and Vinyl Banner
COSTUME	8166/4	Poppy Cannon-Reese	818.777.2722	818.866.15 44	7AM to 6 PM	universal.costume@nbcuni.com	Rentable clothing and costumes/office space/cage space/walkabout costumes/armor and specialty costumes/womens and mens tailoring and dressmaking
REHEARSAL HALLS	3269		818.777.4964		24 Hours	universal.officeservices@nbcuni.com	Range from 1,883 sq ft to 1,974 sq ft/some include offices/all include closets/sink countertops
GRIP DEPARTMENT	4250/1	Carl Rock	818.777.2478 / 818.777.2291	818.866.01 05	7AM to 5:30PM	universal.grip@nbcuni.com	Full Inventory/Custom Made Equipment/Competitive Rates
SPECIAL EFFECTS RENTAL EQUIPMENT	8166/1	Beverly Hadley	818.777.2784	818.866.15 43	6AM to 5PM	universal.property@nbcuni.com	Air holding tanks/Bubble Machines/Dump Tanks/Fire Effects/Foggers/Pressure Pots/Rain Towers/Smokers/Snow Machines/Trips/Turntables/Water Tanks/Wave Machines/Winches/Wind Machines
STAFF SHOP	4250/1	Doug Miller	818.777.2337	818.866.01 28	6AM to 5PM	staff.shop@nbcuni.com	Vac-u-form including rock, brick, stone, custom/mold making - fiberglass, plaster, silicone/flex moldings/casting building ornaments- rosettes, cornice, brackets, columns/door and lock hardware/fiberglass casting/Construction Concrete/Set Plastering/Sculpting Services/Foam and Urethanes
STOCK UNITS	3156	Carl Rock; Paul Krieg	818.777.1126	818.866.13 63	6AM to 2:30PM or as production	universal.grip@nbcuni.com	Large selection including columns, fireplace mantles/miniatures/archways/tombstones/subway car/door

Directory

					requires		units/walls/wrought iron/egyptian items/statues/heaters/gas chamber
TRANSPORTATION	8166/1	Rick Finney	818.777.2966	818.866.1521	5AM to 9PM or as production requires	universal.transportation@nbcuni.com	Stakebed & Van Body Trucks/10 Ton Trucks/Camera Trucks/Forklifts/SUV's/Vans/Production Vans/Semi Tractors & Trailers
PRODUCTION OFFICE SERVICES	4250/3	Christy Lane	818.777.4964	818.866.0293	9AM to 6PM /Offices available 24 hours	universal.officeservices@nbcuni.com	Ranges from 550 sq ft - 11,500 sq ft/Wireless Internet/Furnished with no additional fees/on-site parking/mail run/conference rooms
DRESSING ROOMS		Christy Lane	818.777.4964		9am-6pm/Offices available 24 hours	christy.lane@nbcuni.com	Feature sitting area/bathroom with shower/Closet/Wireless Internet/Available 24 Hours
LABOR 724	4250/MZ	Phil Alvarado	818.777.2165	818.866.1448	6am-2:30pm	phil.alvarado@nbcuni.com	Set Construction/Striking Sets/Cleaning-Up Backlot Locations/Furniture Delivery
LABOR 80-CRAFT SERVICES	3156	Cliff Dexter	818.777.1671			cliff.dexter@nbcuni.com	Clean after all Production companies on stage and back-lot as well as I.A.S.T.E. unions except propmakers (local 44). Assist Special Events, Editorial, Sound, Wardrobe, Archives, Feature assets, Property Dept.'s as needed.
40 SHOP	4250/1	Stacy Freyre	818.777.2298	818.866.0105	5AM to 8:30PM	stacy.freyre@nbcuni.com	Provides all temporary power for production needs in addition to maintenance of set lighting equipment.
TOOL ROOM	4250/1	Bud Steele	818.777.3430		8AM to 6PM	bud.steele@nbcuni.com	Tool Room
PUBLICITY AND MARKETING	4250-3	Jeanne Cordova; Krista Boling	818.777.6085 / 818.777.4696	818.866.0293		jeanne.cordova@nbcuni.com ; krista.boling@nbcuni.com	Publicity & Marketing
HAZARDOUS MATERIALS	4250/1	Mark Danon	818.777.3261 / 818.777.6955	818.866.0128	24 Hours	mark.danon@nbcuni.com	Facilitates the recycling and/or disposal of all local, state, and federally regulated wastes.
BUSINESS AFFAIRS	4250/3	Liz Nassour	818.777.6660	818.866.0331	9AM to 6PM	liz.nassour@nbcuni.com	Production facility rental agreements for films, series, music videos, commercials, still shoot photography, UVS-1, Non-Production Short Form Letter Agreements, Picture Editorial Facilities & Services Agreements, Production office leases, Nitrate Element Restoration Services Agreements, Review/Approve Insurance Certificates per contract type.

Facility: Universal Studio

Service: Post Production Media Services

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
Post Production Media Services	2315	Post Production Media Services	818.777.0169		8AM to 6PM	universal.post@nbcuni.com	Sound/BluWave Audio/AV/Picture Editoria/Theater Rentals & Projection
BLUWAVE AUDIO	1220/LL	Richard LeGrand	818.777.3640		8:30AM to 5:30PM	richard.legrand@nbcuni.com ; universal.post@nbcuni.com	18,000 sq ft Facility/Audio Restoration & Preservation/Digital Sound Transfer/Digital Mastering
SCREENING & PROJECTION	2315/1	Julie Landholt	818.777.1331	818.866.4611	9AM to 5PM Hours extended as needed	julie.landholt@nbcuni.com	2K Projection/All HD Formats/Playback from DPX, QuickTime and most file formats/Digital Cinema/3D/Secure encrypted delivery/HD Digital and SD Video Projection/Side by Side Film Projection/All format QC

Directory

ADR	2315	Post Production Media Services	818.777.0169		8AM to 5PM	universal.post@nbcuni.com	Digital Video or Tape Picture Playback/Records to Pro Tools/DAT Backup/Instant fill-sampling/Large vintage microphone assortment/100% digital signal path/ISDN/Pro Tools on Stage/Soundmaster Motion Control/Wireless Internet/Complete Client Services
DIGITAL MASTERING	1220/LL	Peter Grives	818.777.3631	818.866.4113	8:30AM to 6:30PM	peter.grives@nbcuni.com ; universal.post@nbcuni.com	Windows Media Streaming/Create Dolby Digital and DTS streams for Blu-ray and standard definition DVD/Digital Delivery/High Def Laybacks/Standard Def Laybacks/Dolby E Laybacks/Conforming/5.1 Upmixing/Foreign Mixing/Mixing-Sweetening/DTS HD
TELEVISION MIXING	1220/LL	Larry Ellena	818.777.5105	818.866.5093	9AM to 6PM	universal.post@nbcuni.com	
EFILM and Company 3 DI Suite	2313	Dave Grove	323.856.3116		8AM to 5PM	dave.grove@efilm.com	Real-time access to all scans and media over private dedicated fiber/interchangeable film and 2D-3D digital projection/Interactive sessions with EFILM's Hollywood and New York Locations
SOUND TRANSFER	1220/LL	Scot Deer	818.777.2470 / 818.749.4862	818.866.5093	7AM to 5PM *nighttime drop-offs, dailies, etc	universal.post@nbcuni.com	<ul style="list-style-type: none"> • Night time drop-offs, dailies, etc. • Video playback - HDCAM SR/D5/Digital • Beta cam • Conform to picture/speed changes • Pro Tools® recording/editing • DVD/CD/magneto-optical • 35 mm & 16mm mag/dailies • Sony/Studer/Tascam DA-98HR/Akai/Fostex file conversion
SOUND EDITORIAL	2313/1	Scott Hecker; Michael Bertram	818.777.3636	818.866.1619	7AM to 6PM	universal.post@nbcuni.com	Sound/Music editorial, design, mixing, picture editorial & Avid rentals, EFILM® & Company 3®DI suite, Remote review/playback, ADR, Foley, Digital mastering, Audio preservation & restoration, Archival services, Sound transfer, QC, Screening and projection, Engineering / technical support, Digital infrastructure, Sohonet, SAN.
POST PRODUCTION ENGINEERING	2315/1	Doc Goldstein; Jeff Taylor	818.777.3180	818.866.2825	9AM to 6PM	universal.post@nbcuni.com	Outstanding engineering and mix tech support including sound, picture editorial and IT
THEATRICAL TRAILERS & TV SPOTS	2315/1	Steve Williams	818.777.0169	818.866.1494	7AM to 6PM	universal.post@nbcuni.com	Sound editorial and mixing services
STOCK FOOTAGE LIBRARY	2313	John Willison	818.777.1695	818.866.0763	9AM to 6PM	universal.post@nbcuni.com	<ul style="list-style-type: none"> • 5000 categories of high-quality footage • New materials are cataloged from the latest Universal films as well as our huge library of classic films and television source footage on 35mm color negative • All video formats supplied
Picture Editorial & Avid Rentals	2282	Keith Alexander	818.777.4728		8AM to 6PM	universal.post@nbcuni.com	Over 170 editorial rooms/full Avid Digital Editing System/Office accommodations for Producers and Directors available close-by/Extensive list of additional equipment
Remote Review/Playback	2315		818.777.0169		8AM to 5PM	universal.post@nbcuni.com	Global review of project mix session in realtime at individual production offices <ul style="list-style-type: none"> • Flexible solution to meet production needs • ISDN • Source-Connect • Dark fiber

Directory

							<ul style="list-style-type: none"> • Streaming • Audio-video communications
Audio Restoration, Music Replacement & Archival	1220/LL	Eric Lamb; Scot Deer	818.777.9033	818.866.2922	9AM to 6PM	universal.post@nbcuni.com	Digitization of elements at sample rates up to 96k/removal or reduction of crackle, pops, bumps and other anomalies/Broadband Noise Reduction/Sample Rate Conversion, pitch correction and vari-speeding if necessary/Editorial to conform to picture/Multi-channel (5.1/7.1) upmixing
AUDIO/VIDEO TECHNOLOGY	4250/MZ	Ed Carri	818.777.6792	818.866.1438	7AM to 6PM	edward.carri@nbcuni.com	Cable TV Service/Conference Rooms/CD/DVD Cloning/Support for Live Events
UNIVERSAL STUDIOS SOUND	2315/1	Steve Williams	818.777.0169	818.866.1494	9AM to 6PM	steve.d.williams@nbcuni.com	Sound/Music editorial, design, mixing, picture editorial & Avid rentals, EFILM® & Company 3®DI suite, Remote review/playback, ADR, Foley, Digital mastering, Audio preservation & restoration, Archival services, Sound transfer, QC, Screening and projection, Engineering / technical support, Digital infrastructure, Sohonet, SAN.
DIGITAL SERVICES	3153	Ron Silveira	818.777.1816	818.866.5258	9AM to 6PM M-F	ron.silveira@nbcuni.com	<ul style="list-style-type: none"> • 4K, 2K, HD, and SD film transfers • Scanning • Tape to tape/server based color correction • Pan and scan • Editing • Digital effects compositing • Paintbox • Graphics • Dirt concealment • Restoration • Video duplication • Conversions • Video encoding & related services • DCP and KDM creation and management
EDITORIAL FACILITIES	2282/154A	Keith Alexander	818.777.4728	818.733.4290	9AM to 6PM	keith.alexander@nbcuni.com	<ul style="list-style-type: none"> • Avid editing systems (Nitris DX, Mojo DX and Symphony) • 170 editorial rooms and suites • Final Cut Pro • Pro Tools® • HD equipment • Unity and ISIS storage solutions • Exceptional 24-hour technical support • Worldwide delivery and service
Foley					8am-5pm		Foley

Directory

Facility: Universal Studio

Service: Working on the Lot

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
LOT MAINTENANCE	4250/2	John Kersten	818.777.3430 / 818.777.2334	818.866.1452	6AM to 5PM	john.kersten@nbcuni.com	Lot Maintenance
DINING FACILITIES/CATERING	2311/LL	Studio Grill Restaurant	818.777.5432	818.866.1560	6:30AM to 2:35PM	bill.christie@nbcuni.com ; scott.ackerman@nbcuni.com	Universal Studios offers a variety of on lot dining services. The Cafe provides breakfast and lunch, Room Service delivers to offices and productions, The Grill is a more formal restaurant and Catering is available for productions or events
HEATING & AIR CONDITIONING MAINTENANCE	4250/2	Ron Cromar	818.777.5828	818.866.1452	8AM to 5PM	ron.cromar@nbcuni.com	Heating & Air Conditioning Maintenance
EMERGENCY SERVICES	3384/2	Bob Cavaglieri	818.777.7912	818.866.1566	8AM to 6PM	bob.cavaglieri@nbcuni.com	Emergency Services
MAILROOM	2282	Sara Mendicino-Beck	818.777.1530	818.866.1440	8AM to 6PM	sara.mendicino-beck@nbcuni.com	Mail Room
THE DOCUMENT SOURCE	2282/Golf Cart Alley	Delia Marquez	818.777.1288		7:30AM to 7PM	document.source@nbcuni.com	Document Source at John Ford Building
TELECOMMUNICATIONS	1320B/1	Sandro Pellegrini	818.777.7045	818.866.0293	9AM to 6PM	sandro.pellegrini@nbcuni.com	Telecommunications
HOSPITAL/MEDICAL SERVICES (STUDIO)	4250/2	Christi Berry	818.777.2400	818.866.0324	6AM to 6PM or as production requires		On-lot care include initial evaluation & treatment of illness/injury, both personal/work-related, over-the-counter and prescription medications (including antibiotics) dispensed on-site, Blood work*, Ear Irrigations, Allergy Shots*, Wound Care, Suture Removal, Wraps, splints, and crutches, Blood pressure checks and other wellness screenings.
PARKING	2160/1	Jan McMillan	818.777.4800	818.866.4548	8AM to 6PM	jan.mcmillan@nbcuni.com	Parking
JANITORIAL	1320A/4	Gil Monge	818.777.2357	818.866.1550	7AM to 2AM		Janitorial works
UNIVERSAL STUDIOS CORNER STORE	2282/1		818.777.4210	818.866.2147	7AM to 5PM		The Corner Store offers NBC Universal products including DVDs, toys, clothing and music. Magazines, snacks, lotto tickets and other personal items are also available.

Directory

L.A. COUNTY FIRE AND PARAMEDIC SERVICES	3384/1	On Duty Captain	818.777.2422	818.866.7510	24*7		L.A. County Fire and Paramedic Services
SECURITY/STUDIO	2160/1	Watch Commander	818-777-4496		24*7	security2@nbcuni.com	Studio Security at Carl Laemmle Building
Shoe Shine	Golf Cart Alley		818-777-5444				Shoe Shine at Verna Fields Building (Post Production)
Fitness Center	2160		818-777-4210				Fitness Center prides itself on the quality and operation of all of its cardiovascular and weight resistance equipment which are of top brands. You can push iron in the free weight zone or do your flexibility, abdominal, and calisthenic work in the stretch floor area. There's even a climbing wall for the thrill-seeker in you.
Room Service	2311	Irene Rodriguez	818-777-2400				Whether your meeting is in a rehearsal hall, office or sound stage our food & beverage services are available. Choose from our list of pre-set menus or simply call for pricing on a custom menu for your group. Contact us regarding our meeting facility in the back half of the Universal Cafe; available for groups of 15-80.
STUDIO CUSTOMER RELATIONS	4250/3	Krista Boling	818.777.4696	818.866.0293	9AM to 6PM	krista.boling@nbcuni.com	Address client concerns, questions and feedback.

Facility: Universal Studio

Service: Digital Services

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
Universal Digital Services	3153	Digital Services	818-777-1111				2/4K,HD/SD film transfers, Color correction, Pan&scan, Editing, Compositing, Dirt concealment, Restoration, Encoding, Duplication, Conversions, DCP & KDM creation.
Color Correction	3153	Digital Services	818-777-1111		8am-5pm		2K,HD,SD film-to-tape transfers, data scanning via Spirit Datacine. 16/35mm daily transfers, negative, interpositives, prints, rough cut, full film-mastering services.
On-Line Editing	3153	Digital Services	818-777-1111		8am-5pm		Autodesk "Smoke" & "Inferno", Final Cut Pro non-linear edit. Avid DS Nitris & Symphony Nitris for on-line edit. HD/SD linear tape edit via Axial edit controller, Snell HD/SD switchers with DVE. Time Tailor HD/SD vari-speed linear edit.
Off-Line Editing	3153	Digital Services	818-777-1111		8am-5pm		A full range of editing rooms and equipment is available through Universal Studios Editorial Facilities.
Digital Effects	3153	Digital Services	818-777-1111		8am-5pm		2/4K,HD/SD, digital/visual effects using Autodesk Inferno. GenArts Sapphire, SpeedSix Monsters, Foundry Furnace available to enhance project's visual

Directory

							effects.
Dirt/Scratch Removal	3153	Digital Services	818-777-1111		8am-5pm		Dirt/dust removal, scratch & wire removal, scene touch-up, tear repair, grain reduction/enhancement, color balancing, image stabilization using MTI Film CORRECT.
Video Duplication & Conversion	3153	Digital Services	818-777-1111		8am-5pm		All format HD/SD duplication, standards/up/down conversion, aspect ratio & cross conversion offered using the Panasonic UFC, Teranex, Alchemist Ph.C converter.
Encoding	3153	Digital Services	818-777-1111		8am-5pm		HD/SD encoding using Snell & Wilcox, Anystream, Digital Rapids.DCP & KDM creation/management. Transcoding using Anystream, Rhozet or Digital Rapids.
Digital File Delivery	3153	Digital Services	818-777-1111		8am-5pm		Secure encrypted delivery anywhere in the world via SmartJog, Signiant, DigiDelivery, and FTP. Dailies streaming with resolution & Avid bitrate files streaming.
Digital Theater	3153	Digital Services	818-777-1111		8am-5pm		2K Christie Projector, 2K Film Scanning, Autodesk Lustre Color Corrector, 35mm Film Projection, 10x24 ft screen, Dolby 5.1 Audio, DCP, KDM creation & management
Film Scanning	3153	Digital Services			8am-5pm		2K,HD/SD film-to-tape transfers/ scanning via Spirit Datacine or CReality telecine.Tape-to-tape or tapeless color correction, pan & scan capabilities with Da Vinci 2K Plus.
Quality Control	3153	Digital Services	818-777-1111		8am-5pm		HD & SD Quality Control with operator (any format).

Facility: Universal Studio

Service: Special Events

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
Studio Special Events	4250		818-777-9466			universal.specialevents@nbcuni.com	Universal's Studio Special Events Department provides an array of event locations and services creating an exciting and unique environment for any occasion.

Facility: NBC New York

Service: Production Services

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
Makeup and Prosthetics	30 Rock	Production Services	1-212-664-4093		24 Hours	miriam.fortis@nbcuni.com	All makeup special effects for film and TV from straight prosthetics to mechanical, mold making and life casting
Property	30 Rock	Production Services	1-212-664-2013		24 Hours	miriam.fortis@nbcuni.com	Hand Props and special orders



Directory

Costume	30 Rock	Production Services	1-212-664-2013		24 Hours	miriam.fortis@nbcuni.com	Manufacturing and altering of Costumes
Stages	30 Rock	Production Services	1-212-664-2013		24 Hours	miriam.fortis@nbcuni.com	9 sound stages from 4,060 sq ft - 10,000 sq ft

Facility: NBC New York

Service: Post Production Media Services

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
Artworks	30 Rock	David Steel	1-212-664-5972		24 Hours	david.steel@nbcuni.com	Offers Broadcast Design/Digital Packaging/Main and End Title Design and Animation/Print, Web and Digital Media Design/3D Animation/Virtual Set Design/Custom Packages
Editorial Facilities	30 Rock	Tessa Capodice	1-212-664-2186		24 Hours	tess.capodice@nbcuni.com	Variety of Editing Rooms equipped with Avids, ProTools, Adrenalines

Facility: NBC New York

Service: Special Events

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
Special Events	30 Rock	Amy Monheit	1-212-664-2022		24 Hours	amy.monheit@nbcuni.com	9 sound stages from 1,000 - 6,000 sq ft, property and décor, set lighting, audio video

Facility: NBC Chicago

Service: Production Services

Service	Building # /Floor	Contact Person	Phone	Fax	Work Time	Email	Description
Paint Shop	454 N. Columbus Drive	Production Services	1-312-836-5800		24 Hours	trisha.hockings@nbcuni.com	Any and all paint applications/techniques for production
Production Office Services	54 N. Columbus Drive	Production Services	1-312-836-5800		24 Hours	trisha.hockings@nbcuni.com	Production Office Services



Directory

Set Design & Carpentry	54 N. Columbus Drive	Production Services	1-312-836-5800		24 Hours	trisha.hockings@nbcuni.com	Set Design & Carpentry
Stages	54 N. Columbus Drive	Production Services	1-312-836-5800		24 Hours	trisha.hockings@nbcuni.com	2 sound stages ideal for still shoot, TV and commercial clients- including one at 4,087 sq ft and one at 10,234 sq ft