

EVENT GUIDE



NYU
PRODUCTION
LAB

2019 EDITION

PRODUCING THE NEXT GENERATION OF STORYTELLERS

MAKE AN
ORIGINAL

The NYU Production Lab is a creative content incubator whose mission is to help the next generation design and launch thriving careers in creative industries.

OUR MISSION

17

Projects signed onto Lab's Slate

380,000\$

film financing to the NYU creative community

42,000+

Visits and nearly

1,000

auditions hosted

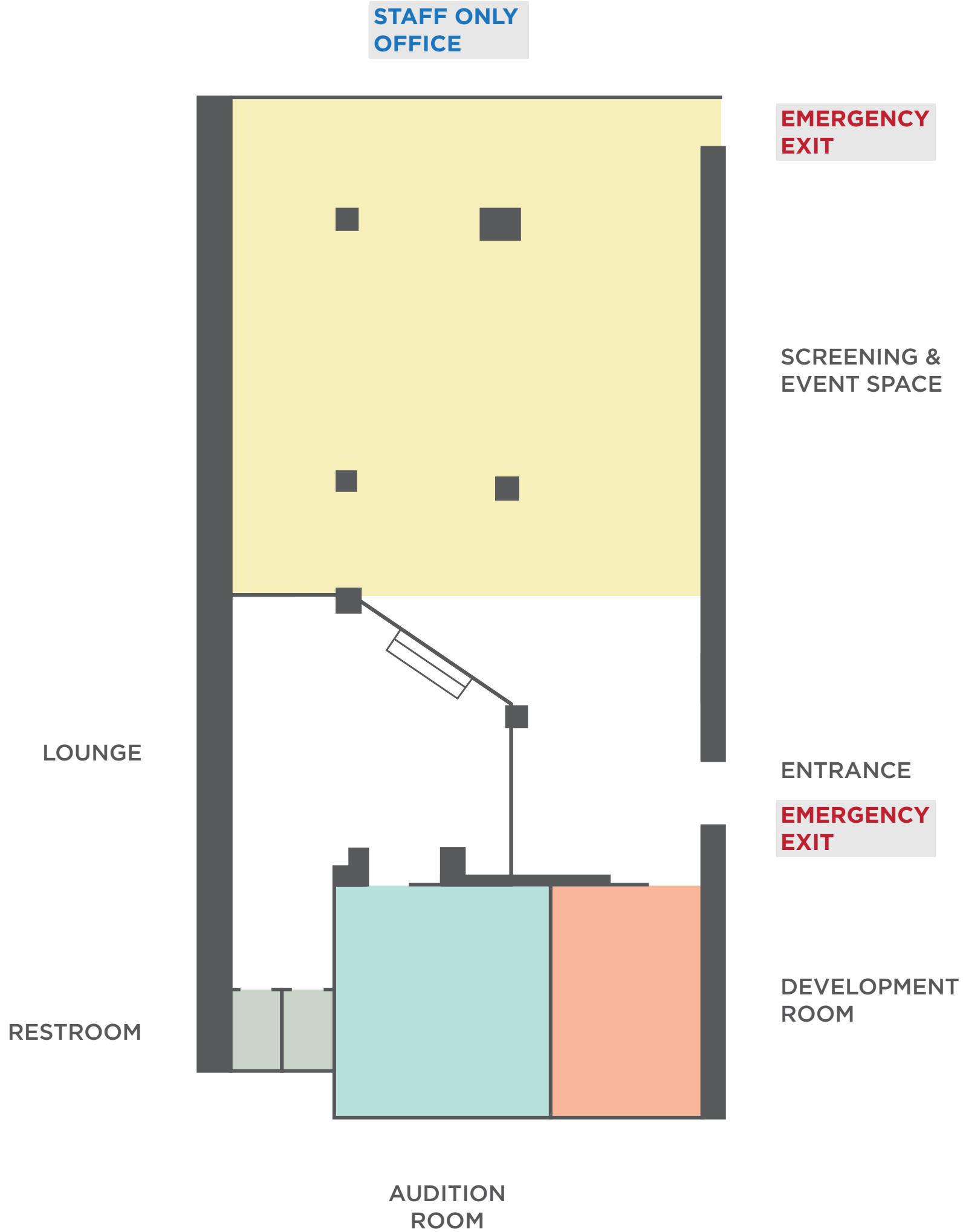
13

writers helped to develop feature-length scripts from 200-word ideas

50

career-oriented events and panels held, and so much more

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EXPECTATIONS & LAB USAGE POLICIES

LAB PROVIDES: [REDACTED]

- **SPACE**
- **MOBILE FURNITURE**
- **AV SPECS AS DESCRIBED**
- **INPUT ADAPTORS**

(USB-C TO HDMI; VGA TO HDMI; ETC.)

HOST PROVIDES: [REDACTED]

- **SET-UP & RETURN OF FURNITURE**
- **CHECK-IN FOR GUESTS**
- **AV TESTING** (IF NEEDED)
- **SOUND CHECK** (AS NEEDED)
- **PHOTOGRAPHY/VIDEOGRAPHY**

ADDRESS / HOURS / CONTACT

ADDRESS

16 WASHINGTON PLACE, NY 10003

ENTRANCE IS THROUGH THE LESLIE ELAB, A SEPARATE NEIGHBORING INSTITUTION. THE LAB IS DOWNSTAIRS

HOURS

10 AM - 8 PM: MONDAY - THURSDAY
10 AM - 6 PM: FRIDAYS

*CLOSED WEEKENDS & NYU-OBSERVED HOLIDAYS.

CHECK WEBSITE FOR ALTERNATE SUMMER AND HOLIDAY HOURS.

CONTACT

PRODUCTIONLAB@NYU.EDU

WEBSITE: [HTTPS://WP.NYU.EDU/PRODUCTIONLAB/](https://wp.nyu.edu/produtionlab/)

GUEST ACCESS POLICY

WHO HAS ACCESS TO THE PRODUCTION LAB?

The Production Lab is an NYU facility for the NYU creative community. Only NYU-badge holders and NYU alumni with Alumni cards and their guests are permitted at the Lab. Anyone not meeting these criteria will be refused entry.

For security purposes, all non-NYU badge holders MUST be registered at the time of room booking (or mailed to productionlab@nyu.edu at least 24-hours in advance of the meeting AND provided in hard copy at the street-level reception) in order to gain access to space. Non-badge holders will be refused entrance if not on an invite list.

HOW TO REGISTER NON-NYU GUESTS

NYU alums can apply for a netID (required for room bookings at the Production Lab) and alumni card on

<https://www.nyu.edu/alumni/benefits/accessing-your-alumni-card-online.html>

WHAT IS AN ALUMNI CARD AND HOW DO ALUMS GET THEM?

Below are the three ways authorized guests may be identified; anyone not on these lists should be refused entry and asked to contact their NYU host.

Non-NYU guests must be registered at least 24 hours in advance of any room reservation. Non-registered guests will be considered members of the general public and refused entrance.

We understand that sometimes guest lists (particularly for auditions) change or are not known at the time of booking. In such instances, NYU hosts are responsible for providing a hard-copy list to the street-level reception desk.

ACCESSIBILITY

NYU PRODUCTION LAB is an ADA-compliant facility and, in keeping with University policy, is committed to serving the needs of those with disabilities. All NYU organizations must adhere to Federal, State and City laws and the policies of New York University.

MARKETING POLICY

The Lab uses its newsletter, website, and social media accounts to market the Lab's events and supported projects. If you believe your event is in line with the work of the Lab's mission and would like the Lab to promote your event, please send a detailed email to productionlab@nyu.edu along with your existing marketing materials. After evaluating mission-alignment, the Lab will determine whether and how to include your event in its marketing materials and channels. In general, unless your project is supported through a Lab program, we will not offer free advertising for your project. **YOU ARE NOT PERMITTED TO USE THE PRODUCTION LAB LOGO IN ANY MARKETING MATERIALS WITHOUT THE WRITTEN PERMISSION OF THE PRODUCTION LAB.**

HOW TO RESERVE?

Select a meeting space at the Production Lab

 **Audition Room**
Seats 12-14
Let the auditions begin! Please include the name(s) and email address(es) of all NON-NYU badge holders when booking a reservation. Names not on the list will not be granted access to the Lab.

Room includes mobile furniture, magnetic white boards, and conference phone.

 **Development Room**
Seats 10-12
Need a place to pitch your film to investors? Look no further.

Room features: 80" Smart TV (MacMini and laptop HDMI/mini-display connectivity options); conference phone; magnetic white board; overhead JBL speakers; video-conferencing capabilities (Skype, GoogleHangout)

 **Screening & Event Space**
Seats 55; Accommodates 73
Host a test screening or your big film premiere! Use this form to request a time (requests must be made at least two business days

Your time zone: United States; Eastern time (GMT-4:00) [DST] [\(Change\)](#)

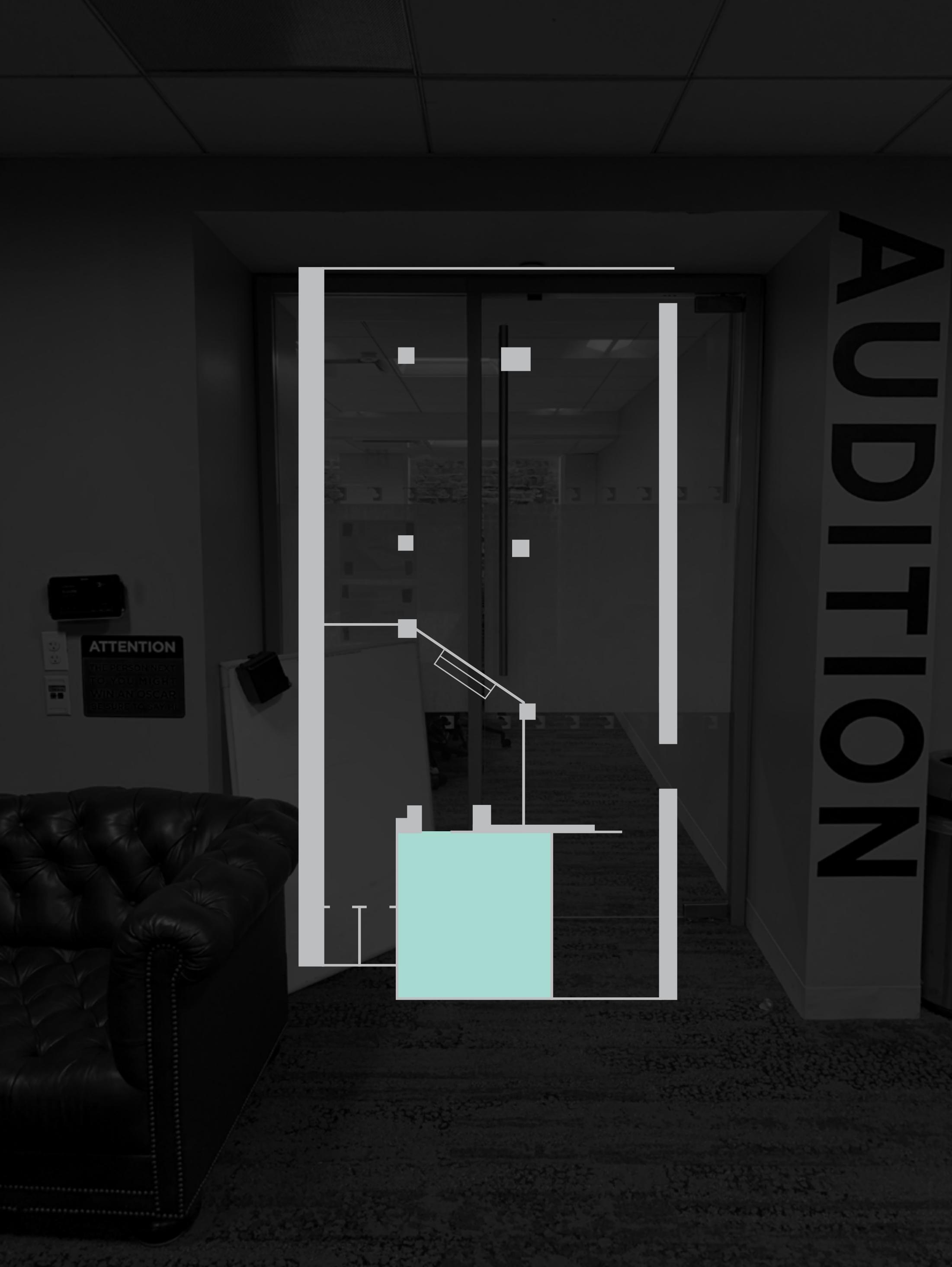
April 2019							<	>	Available starting times for Thu, Apr 18, 2019	
Mon	Tue	Wed	Thu	Fri	Sat	Sun			AM	PM
1	2	3	4	5	6	7			10:30 AM	12:00 PM
8	9	10	11	12	13	14			11:00 AM	12:30 PM
15	16	17	18	19	20	21			11:30 AM	1:00 PM
22	23	24	25	26	27	28				1:30 PM
29	30									2:00 PM
										2:30 PM

[< March](#) [May >](#)

1. Go to <https://wp.nyu.edu/productionlab/space/>
2. Select the space you plan to reserve

3. Select your time zone
4. Select a duration (30min - 180min)
5. Select date and time

AUDITION ROOM



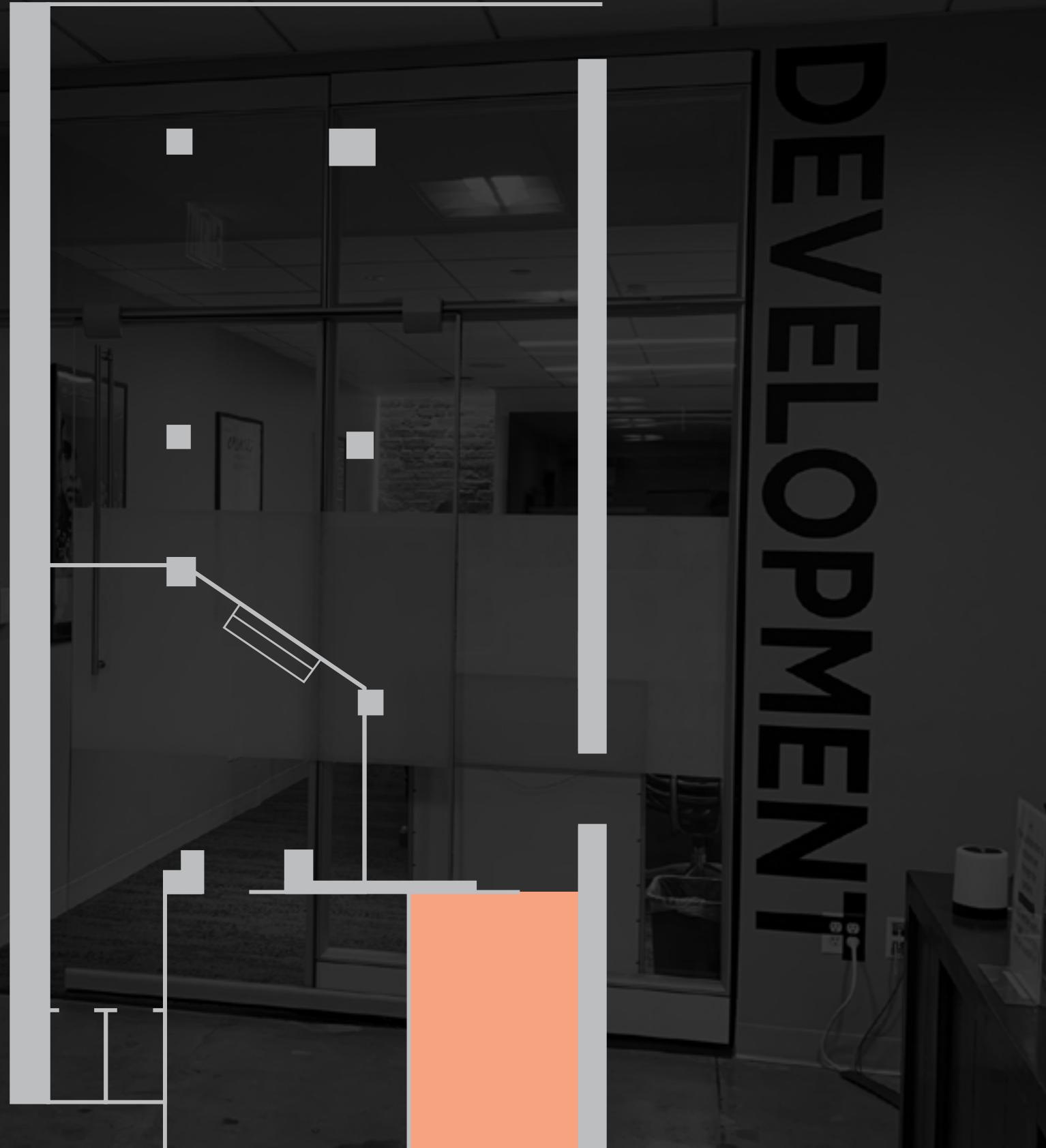
FEATURES

- 12 PEOPLE SEATING CAPACITY**
- MOBILE CHAIRS AND TABLES**
- MOBILE DRY-ERASE BOARD**
- CONFERENCE TELEPHONE**

NOTE

Leave instructions for all auditioning on the white board provided outside the audition room door to avoid wondering and confused talent.

DEVELOPMENT ROOM



FEATURES

12 PEOPLE SEATING CAPACITY

80" SMART TV

MacMini, Laptop connectivity via HDMI & Mini-display

Plug-and-play system: Plug in first then click the play button on the cable

DRY-ERASE BOARD

VIDEO CONFERENCING CAPABILITIES

Skype or GoogleHangout

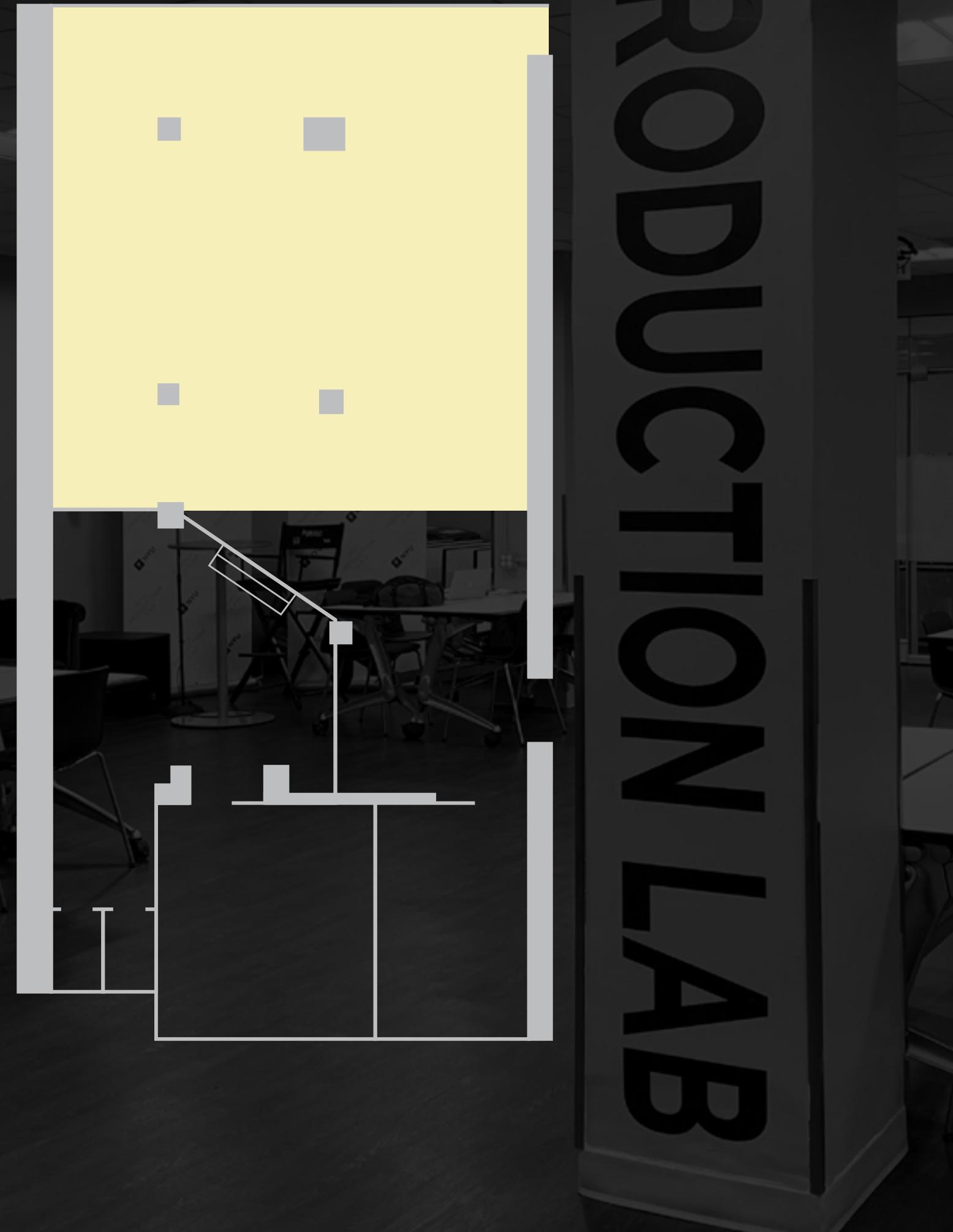
JBL OVERHEAD SPEAKERS

NOTE

Please contact the staff for microphone or video conferencing system in advance.

Please do not move the table.

SCREENING & EVENT SPACE



FEATURES

65 PEOPLE SEATING CAPACITY

**HITATCHI HD PROJECTOR &
JBL 7.1 SOUND SYSTEM**

MacMini (Streaming or USB Flash Drive), **Laptop** (via HDMI, Mini-display & VGA), **Region-free BlueRay player**

2 WIRELESS MICROPHONES

NOTE

Please reserve a 15 minute tutorial with Lab staff on the use of the audio/visual equipment and features at least 24 hours in advance of your event (excluding weekends) if you will be utilizing such equipment for your event.

FIRE CODE CAPACITY - Seating available for 65 people. There is a 75 person max fire code capacity (governed by Fire Code (FC403.1) "public gathering space").

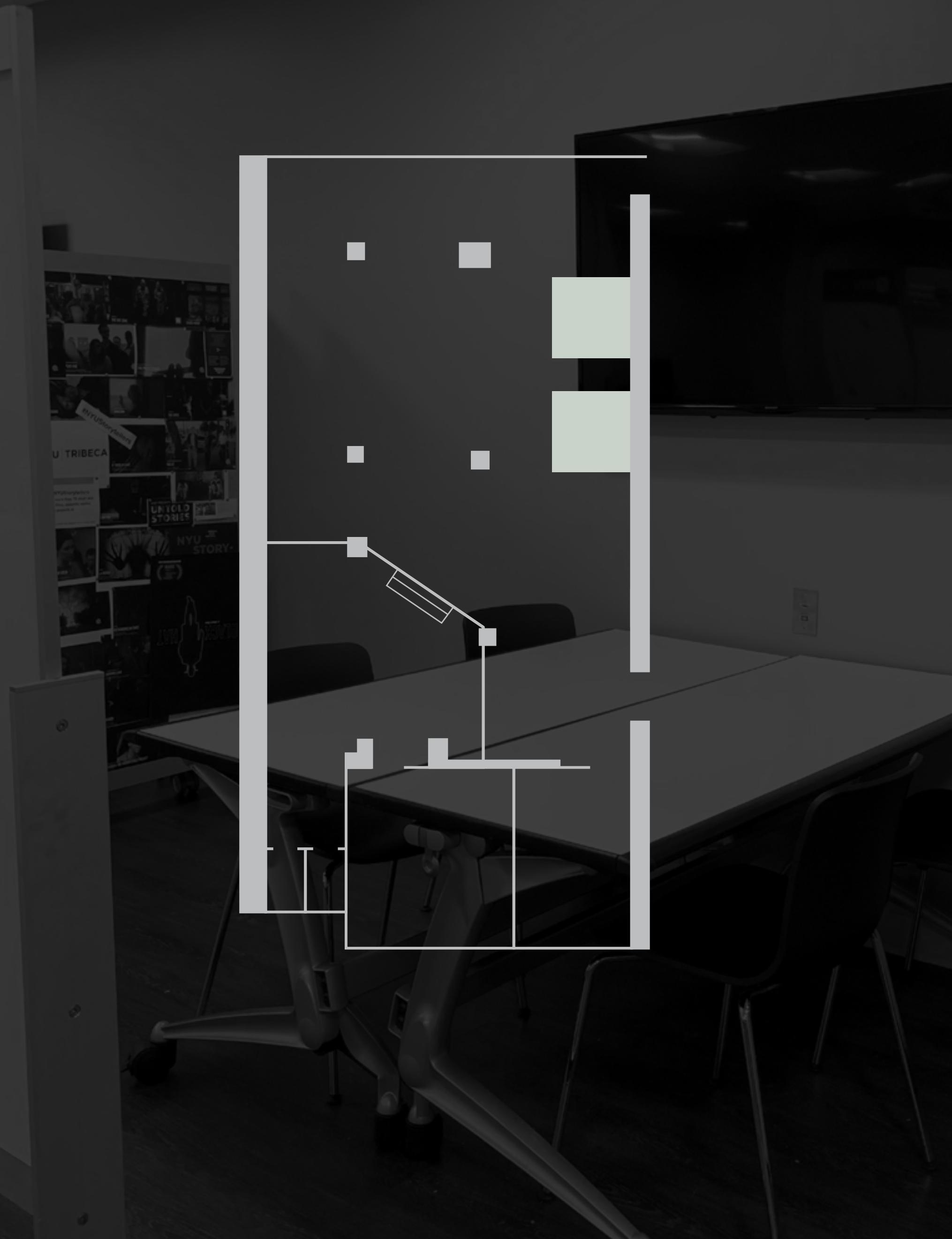
CRESTRON INPUT PANEL



1. Tap the screen to turn on
2. Select input Media
(Bluray Player, Mac Mini, Laptop)

Connect your laptop
(HDMI, VGA)

HUDDLE SPACES



FEATURES

6 PEOPLE CAPACITY

55" SMART TV

Laptop connectivity via HDMI, Mini-display

DRY-ERASE & TACK BOARD

NOTE

Huddle spaces cannot be reserved and are only available on a first-come basis. Huddle spaces are NOT available during events.



KITCHEN

The kitchen is a shared communal-space with Leslie eLab. Trash is located under the coffee machine.

Please enjoy the free coffee and be sure to clean up after yourself!

Refridgerator is for staff use only.



STORAGE LOCKERS

We offer individual reservable lockers for equipment storage on a semesterly basis.

Email "productionlab@nyu.edu" to reserve any of our three sizes:

SMALL - 14 x 10 x 12 (L x W x H)

MEDIUM - 14 x 10 x 23 (L x W x H)

LARGE - 14 x 10 x 67 (L x W x H)



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