

UCL Film and TV Society Studio and Equipment Handbook

HD - Studio and Equipment Manager

December 16, 2021

Contents

1	Introduction	1
1.1	Contact Details	1
1.2	Definitions	1
1.3	Prerequisites	2
2	Studio	2
2.1	The Space	2
2.2	Rules on Bookings	2
2.3	How to Make a Booking	2
2.4	Studio use and etiquette	3
3	Equipment	3
3.1	Current list of equipment	3
3.2	Rules on Bookings	4
3.3	How to Make a Booking	5
3.4	Equipment Use and Etiquette	5
4	Strike system	5
A	Example Studio Booking Email	5
B	Example Equipment Booking Form	6

1 Introduction

Hello and thank you for taking the time to read our Studio and Equipment Rules. These rules must be followed when using any of UCL Film and TV Society's spaces or equipment.

1.1 Contact Details

- Studio and Equipment Manager
 - Hasha Dar (HD) - hasha.dar.19@ucl.ac.uk
- Senior Committee
 - Diego Collado - diego.collado.19@ucl.ac.uk
 - Saul Lotzof - saul.lotzof.20@ucl.ac.uk

1.2 Definitions

1. "Society", "FilmSoc" refers to the UCL Film & TV Society
2. "SEM" refers to Studio (and) Equipment Manager
3. "Senior Committee member" refers to the President of the UCL Film & TV Society, Diego Collado and Treasurer, Saul Lotzof
4. "Producers" refers to the Drama Producer, Bryn Chiappe or Documentary Producer, Tomi Haffety

5. “Hirer” refers to the person leasing equipment from the UCL Film & TV Society
6. “K” (e.g. 1K) - short form for ‘thousand’. A 1K light refers to a lantern with a rated power output of 1000 W. “K” may also refer to sensor resolution. A 4K camera refers to a sensor capable of recording at a resolution of 3840×2160 pixels.

1.3 Prerequisites

Before you can book/use the studio and equipment, you *must* be:

1. A full ‘production’ member of The Society. You may be asked to provide your name and email address to us to cross-check your membership on our systems.
2. Eligible to book studio/equipment (see [Strike system](#)).

2 Studio

2.1 The Space

The studio is located in the Bloomsbury Theatre Building on the right side of the building. Entering via the Bloomsbury Theatre North entrance, the studio can be located at the end of the corridor and down the flight of stairs. Access may also be obtained via the lift. Studio access may only be achieved via an ID card of a committee member. The studio itself is divided up into three main sections, each of which can be booked individually.

1. Main studio
2. Sound recording room
3. Post-production room

2.2 Rules on Bookings

1. Bookings must be made at least 48 hours in advance of the start time of your booking.
2. You may only make bookings for the studio up until the date that the current term ends.
3. Bookings cannot be made outside of UCL term dates. These can be found [here](#). Bookings may be made during College Reading Weeks.
4. Bookings hours are dependent on the times that the Bloomsbury Theatre Building is open. This is typically 9:00 - 22:00 on weekdays and 9:00 - 18:00 on weekends. This may be subject to change and out of control of the Society.
5. Availability of studio space is at the discretion of the SEM and Senior Committee. A booking may be cancelled at any time by a member of the Senior Committee or a SEM. Some reasons for cancellation may include:
 - Documentary or Term Film production precedence
 - Consequence of strikes (see [Strike system](#))
6. As the sound recording room requires that activity in the post-production room be silent, concurrent bookings of the sound recording room and post-production room shall not be made. This is to ensure that adequate work may take place in each space. An SEM may discretionally book both spaces, if the circumstances allow.

2.3 How to Make a Booking

To make a booking, please get in touch with a SEM. Alternatively, you may get in touch with us via social media or email. We aim to respond within 1-2 working days, hence booking up to a week in advance is preferable (to ensure that you have enough time to find an alternative venue if the studio is not available). In your request, you *must* include:

1. Name and UCL email address.
2. Date, start and end times of your booking.
3. Which room you would like to book in the studio (see list in [2.1](#)).
4. Project name + purpose of booking
5. Equipment needed (if any - see [Equipment](#)).

You may refer to [Example Studio Booking Email](#). If the above are not included in your enquiry, it will only delay confirming your booking, please ensure that you have an accurate idea of the dates and times of your booking (and what equipment/facilities you require).

2.4 Studio use and etiquette

1. The studio is a shared space managed by the the Society. Please be considerate of other users in the space.
2. Please ensure that you arrive on time for your booking. If you are late for your booking, please inform a SEM as soon as possible. If you find yourself at the Studio and no one is there to unlock the door, you should call a SEM (whose number shall be provided to you once a booking is confirmed).
3. When your booking has finished, please ensure to leave enough time to restore the studio back to a clean and ordered state (as you would like to find it). This includes stacking chairs and restoring furniture to its original position, sweeping the floor, packing away props and equipment etc.
4. Only a SEM or Senior Committee Member may assess whether the studio space has been left in a clean state.
5. If there are any accidents, spills, or damage to the studio space, a committee member (SEM, Senior Committee Member, Producer) *must* be informed as soon as possible. We handle all incidents on a case-by-case basis according to Students' Union procedure.

3 Equipment

The has an inventory of equipment kept in the studio. Production members of the society may book this equipment out for personal shoots. Booking equipment is free of charge.

Equipment booking inquiries are subject to varying degrees of scrutiny. You may be asked to provide a brief overview as to why you require certain equipment. You may also be asked to provide a production schedule, if booking for longer periods of time. Equally, you may ask a SEM for advice on which equipment they think would work best for your shoot or use case.

Some equipment may require prior training before use. If you require use of such equipment, then a SEM shall arrange for such training to take place or assess your current skill level.

3.1 Current list of equipment

Equipment which requires training as a prerequisite is marked with an asterisk.

- Cameras
 - Blackmagic Pocket Cinema Camera 6K*
 - Blackmagic Pocket Cinema Camera 4K*
 - Canon C100*
 - JVC 4K Camcorder*
 - Sony A7 Mirrorless Camera*
- Camera Miscellaneous
 - Cinema Prime Lenses (14mm, 23mm, 35mm, 50mm, 85mm, 105mm)*
 - Zoom lens (24-105mm)
 - VLoc batteries
 - Camera batteries
 - Carrying bag
 - Various connection cables (Video, Power)
- Sound
 - Zoom H6 recorder*
 - Rode boom mic (x2)
 - Boom pole (x2)
 - Shock mount for boom pole + blimp + dead cat (x2)

- Condenser mic
- USB condenser mic
- Sennheiser lavalier radio mic set
- XLR cables
- Tripods and stands
 - Manfrotto 504
 - Manfrotto 504X
 - Manfrotto 504HD
 - Manfrotto monopod
 - Manfrotto slider
 - Velbon EF-61 (x2)
 - C-stands + knuckles + extension poles*
- Lighting
 - Falcon Eyes LED panel*
 - 1K light*
 - Kinoflo*
 - Gels and soft frost
 - Lighting flags*
- Storage
 - SD cards
 - SSD drives

3.2 Rules on Bookings

1. Booking must be made at least 48 hours in advance of the start time of your booking.
2. You may only make bookings for equipment up until the date that the current term ends. Bookings for the next term shall open on the day that the previous term ends.
3. Equipment rentals are at the discretion of the committee. A booking may be cancelled at any time by a member of the Senior Committee or a SEM. A cancellation whilst kit is booked out will require that kit be returned within 24 hours (ideally ASAP). Reasons for cancellation may include:
 - Documentary or Term Film production precedence
 - Consequence of strikes (see [Strike system](#))
4. Care of the equipment whilst booked out is the responsibility of the person making the booking. Kit must be checked out by a SEM or a member of the Senior Committee.
5. Kit being returned to the studio *must* receive the approval of a SEM or member of Senior Committee. This approval may be verbal (in-person) or as a text (if **all** the equipment is confirmed to be returned to the studio.) Only photographic evidence may be deemed as proof of return (if a SEM/Senior Committee Member is not there to assist in check-in of equipment).
6. Storage items should be given to you pre-formatted. If you find you have been given a card which has data on it, please contact a Studio and Equipment Manager, who shall assist you. Upon returning a card, please ensure that all important data has been copied by you. Upon check-in of a storage media, we can no longer guarantee that you may retrieve any data that you may have had on it. You may not keep the storage item beyond your allocated booking period.

3.3 How to Make a Booking

To make a booking, please get in touch with a SEM. Alternatively, you may get in touch with us via social media (Instagram: [@uclfilmsoc](#)) or [email](#). We aim to respond within 1-3 working days, hence booking up to a week in advance is preferable (to ensure that you have enough time to find an alternative (if the equipment you require is not available)). In your request, you *must* include:

1. Name and UCL email address.
2. Date, start and end times of your booking.
3. Equipment needed.
4. Project name + purpose of booking.
5. Production schedule (may be requested by SEM).

You may refer to [Example Equipment Booking Form](#). If the above are not included in your enquiry, it will only delay us in confirming your booking, please ensure that you have an accurate idea of the dates and times of your booking (and what equipment/facilities you require).

3.4 Equipment Use and Etiquette

The Society is the owner of all property mentioned above and is subject to UCL Students' Union inventory policy. All equipment is insured and kept secured in the The Society storage facilities.

1. Any incidents/damage to equipment *must* be reported ASAP. Damage assessment and repair cost quote is the sole responsibility of the SEM. No attempts to repair the equipment should be made by anyone other than those who receive the express approval of a SEM.
2. All damages are assessed on a case-by-case basis. For small damages, you may be billed directly. For larger damages, insurance policies protect you and our equipment.
3. Please return all equipment promptly and on time.

4 Strike system

To ensure smooth operation, we have a strike system in place. For breaching the rules aforementioned, one may receive a 'strike'. Strikes impact whether studio time or equipment is given.

If one is to receive two strikes, they will be barred from all space and equipment bookings. Receiving two strikes will not be considered as grounds to approve a request to refund The Society production membership.

A Example Studio Booking Email

Subject: Request to book FilmSoc Studio Space.

Hello!

I would like to make a studio space booking please. Here are the details of my booking.

- Name: Diego Collado
- Email: diego.collado.19@ucl.ac.uk
- Start time: 01/12/2021 09:00.
- End time: 01/12/2021 17:00.
- Room: Main studio.
- Project name + purpose: 'Famous Person Interview' - Filming an interview for dissertation project.
- Equipment needed: Manfrotto 504HD, 1K light, C-stand and knuckle.

Thank you for your time!

Diego Collado

B Example Equipment Booking Form

Subject: Request to book FilmSoc Equipment.

Hello!

I would like to book some equipment please. Here are the details of my booking.

- Name: Saul Lotzof
- Email: saul.lotzof.20@ucl.ac.uk
- Start time: 21/11/2021 18:00.
- End time: 25/11/2021 12:00.
- Equipment needed: Blackmagic 6K, Falcon Eyes LED Panel, Lighting flags, Manfrotto 504X, Zoom H6 recorder, Rode boom mic, boom pole, shock mount for boom pole, blimp.
- Project name + purpose: 'FilmSoc Trailer for Website' - short film to showcase society activities. To be posted on the FilmSoc website.
- Production schedule: please see attached PDF.

Thank you for your time!

Saul Lotzof