

FMSA + MR INTRODUCTIONS/BOOKING WORKSHOP

(BOOKING POLICIES, PROCEDURES + GEAR)





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MEDIA RESOURCES
SENIOR TECHNICIAN

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COORDINATOR

MEDIA RESOURCES POLICIES

- MEDIA RESOURCES POLICY + AGREEMENT
- YOU MUST READ AND AGREE TO THE POLICY BEFORE YOU CAN BORROW FMSA/MR GEAR
- [HTTPS://WWW.ECUAD.CA/ABOUT/ADMINISTRATION/ITSERVICES/ABOUT-ITS/ITS-DEPARTMENTS/MEDIA-RESOURCES/MR-POLICY](https://www.ecuad.ca/about/administration/itservices/about-its/its-departments/media-resources/mr-policy)

FMSA GEAR/SPACES POLICIES

- MINIMUM 7 DAYS IN ADVANCE BOOKING
- DO NOT BOOK GEAR THROUGH E-MAIL, AND MAKE SURE IF YOU HAVE ANY QUESTIONS YOU EMAIL OUR SHARED INBOX FMSATECH@ECUAD.CA
- FMSA LIVE/CONTROL ROOM, PRODUCTION STUDIO, D1390, D1325, AND THE GREEN ROOM IS BOOKED THROUGH THE WEBSITE; MOCAP D1400 IS BOOKED THROUGH THE IMS BOOKING FORM ONLINE: WWW.ECUAD.CA/IMSBOOKINGFORM
- PLEASE LEAVE THE PRODUCTION STUDIO AS YOU FOUND IT, CLEAN UP AFTER USE
- PRODUCTION STUDIO BOOKING LIMITS ARE AS FOLLOWING (IN A ROW):
 - 2ND YEAR – 2 DAYS MAX
 - 3RD YEAR – 3 DAYS MAX
 - 4TH YEAR – 4 DAYS MAX

BOOKING PROCEDURE AND PROTOCOL

1

PRE-PLANNING

- Cast + crew
- Equipment + accessories
- Locations + logistics
- Key dates

Start thinking about required insurance, permits and releases.

2

REQUEST EQUIPMENT

Minimum 7 days in advance:

- Fill out Equipment Request Form: fmsasupport.ecuad.ca
- Check your email for an equipment value estimate that can be used for insurance purposes

Questions? Ask a Technician.

4

SECURE ALL DOCUMENTS

- Secure all required permits + releases
- Buy production equipment insurance from Front Row Insurance: shortshoot.frontrowinsurance.com

3

EQUIPMENT BOOKING CREATED

- Check your email for initial booking confirmation or requests from Technicians to correct any errors or clarify information

Bookings are created based on availability. Equipment will be held until insurance, permit and release documents are submitted (if necessary).

5

EQUIPMENT BOOKING FINALIZED

Equipment on hold will be released.

- Submit insurance, permit and release documents to FMSA Technicians (if necessary)
- Check your email for release confirmation

6

PICK UP EQUIPMENT

- Pick up your equipment from Media Resources

SUBMIT ALL DOCUMENTS TO FMSATECH@ECUAD.CA

PROJECT PLANNING/PRE PRODUCTION

- MAKE A SHOT LIST/STORYBOARD, PLAN ALL OF YOUR SHOTS AND SETUPS IN DETAIL
- MAKE SURE YOU BOOK 1 DAY AHEAD AND 1 DAY AFTER THE SHOOTING DATES SO YOU HAVE TIME TO CHECK, CHARGE BATTERIES, AND ORGANIZE FOR RETURN
- RESEARCH THE EQUIPMENT YOU WILL BE USING
- PRACTICE! PRACTICE GETTING FAMILIAR WITH GEAR, FEEL FREE TO CONSULT US IF YOU EVER HAVE ANY QUESTIONS THAT CANNOT BE ANSWERED BY WORKSHOPS OR A QUICK GOOGLE SEARCH
- IF YOU ARE NOT TECHNICALLY INCLINED, WORK COLLABORATIVELY WITH SOMEONE WHO IS MORE FAMILIAR WITH THE GEAR YOU WILL NEED
- CHECK BEFOREHAND THE AVAILABILITY OF SPACES ON THE ONLINE CALENDAR
- DON'T BOOK GEAR "JUST IN CASE", WE WILL ASK WHY YOU NEED CERTAIN GEAR IF WE SEE AN ABNORMALLY BIG ORDER

PROJECT PLANNING + BOOKING DEMONSTRATION

- OUR WEBSITE IS [FMSASUPPORT.ECUAD.CA](https://fmsasupport.ecuad.ca)
- OUR EMAIL IS FMSATECH@ECUAD.CA

FMSA TECH SUPPORT



LATENESS, MISPLACED GEAR, LOSS/THEFT

- MAKE SURE YOU LET MEDIA RESOURCES KNOW IF YOU WILL BE LATE ON YOUR RETURNS — MISTAKES AND ACCIDENTS HAPPEN, AND COMMUNICATION IS KEY. WE WILL TRY TO HELP YOU IF YOU ARE TRANSPARENT WITH US
- IT'S ALWAYS SAFER (AND CHEAPER) TO HAVE THIRD PARTY INSURANCE (IF SHOOTING OUTSIDE OF SCHOOL), AS OUR SCHOOL INSURANCE DEDUCTIBLE IS \$10,000.
- ALWAYS TAKE PICTURES AND CHECK THE GEAR WHEN YOU RECEIVE IT FROM MR, AND MAKE SURE YOU HAVE ALL THE GEAR YOU NEED AND CROSS REFERENCE THE BOOKING.
- RETURN GEAR JUST AS YOU RECEIVED IT, IT HELPS YOU, MEDIA RESOURCES, AND YOUR PEERS, AND IS GENERAL ETIQUETTE AND SIGN OF MUTUAL RESPECT.
- YOUR ACCESS TO GEAR MIGHT BE REVOKED IF YOU CONSISTENTLY MISPLACE/LOSE GEAR AND ARE LATE WITH RETURNS

CONSULTATIONS + QUESTIONS

- FOR ANY GENERAL INQUIRIES REGARDING FMSA AREA AND GEAR, EMAIL FMSATECH@ECUAD.CA
- ANY PAPERWORK/INSURANCE/ADMINISTRATIVE INQUIRIES EMAIL RTSUCHIDA@ECUAD.CA
- ANY SOUND STUDIO/POST SOUND INQUIRIES EMAIL MSTEPHANSON@ECUAD.CA OR FWEIPERT@ECUAD.CA
- ANY PRODUCTION STUDIO/CAMERA/LIGHTING INQUIRIES EMAIL HUGOLIM@ECUAD.CA
- MAKE SURE YOU **ALWAYS CC** FMSATECH@ECUAD.CA!

