Non-Semester Equipment Use

Special permission for non-academic projects and further development of school projects may be granted to select students for use of Barrington Media Equipment during Winter and Summer breaks based on the following criteria:

- Quality of cinematic form and technique
- Originality of filmmaker's voice, vision, and point-of-view
- Resonance and power of the film's core idea or story
- Feasibility of production

Complete this form, and return to the Production Facilities Manager, Jean-Paul DiSciscio, for review by the Communication Arts Department Faculty at least 30 days before production is slated to begin.

1) Contact Information

1) Individual Applicant
   Name:
   Address:
   Email:
   Phone:

2) Project Title:
   Estimated total running time of film: __________

3) Summary of Project:

4) Shooting and Editing Dates of Project:

5) List your production equipment needs:
II) Project Narrative

In your Project Narrative, describe your project as fully as possible. Please limit your proposal to (2) typewritten pages and use clear formatting that will allow reviewers to read the narrative easily. **Be as descriptive as possible so they can visualize the proposed project.**

To be competitive, address the following topics in your proposal:

1) **Project concept:** What will the film explore?
2) **Aesthetic treatment and artistic voice:** What will the film look like?
3) **Project timeline:** Estimated schedule for development, production, and post production
4) **Key project personnel:** Highlight qualifications of key creative personnel involved in this film
5) **Relevance and timeliness of project**
6) **Intended audience and distribution strategies**

III) Guidelines

If granted approval, students must complete all postproduction two weeks before the following semester.

Projects are to be filmed locally (in Massachusetts). Out-of-state productions will be reviewed and subject to additional fees that will be assessed by the Communication Arts Department.

Students assume all responsibility for lost, damaged, or stolen equipment. Please refer to our Equipment Distribution Policies and Procedures on the Comm Arts Resources page of the Gordon website for a detailed description:

http://www.gordon.edu/comresources

IV) Fees

Students will be charged a flat fee for their equipment requests:

Summer: $300

Winter Break: $150