

MAGIC Facilities Guide for SOFA Students

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Introduction

Welcome to MAGIC! We learn by making things.

This guide was designed specifically for the SOFA community to help you orient to MAGIC facilities, policies, and procedures. But first, let's start with the basics:

What is MAGIC

MAGIC stands for Media, Arts, Games, Interaction and Creativity. Our facilities were designed to support the RIT and Rochester community interested in learning and exploring all forms of digital mediums, including film, animation, game design, 3D digital design, VR, AR, and everything in between!

MAGIC has both an academic and commercial mission. We are housed within the Division of Research at RIT, which means we do not belong to a specific college, but are available to support those across campus doing research in digital medias. Academics are always our first priority, which includes our support and service to classroom activity and exercises, research initiatives, along with RIT events and lectures.

Our commercial mission affords RIT students the opportunity to get some hands-on experience in their field of interest. We accomplish this by serving as a launching pad and publisher for RIT students and local game developers. We also work in client services as a for-hire studio, developing digital content to provide paid work for students on real-world projects. In addition, our production facilities can also be rented out commercially to external clients, often opening paid positions on set for students.

MAGIC and SOFA

Expanding the facilities and capabilities of the School of Film and Animation has been a part of MAGIC's mission since the building's conception. As such, you will find many of our policies and procedures mimic those that you are used to in SOFA, including trained student employees and RIT full-time staff here to support your ambitions as a filmmaker.

The Gannett SOFA facilities have everything you need to be a successful filmmaker and are your primary resource for equipment and support. MAGIC is a little extra bonus to those who wish to explore our facilities, and how you engage with MAGIC is up to you. Because we are in addition to the facilities within Gannett, not everyone will choose to work at MAGIC and that's okay – you will still make great work and have an excellent RIT career!

Because of this dynamic, MAGIC is structured to be an opt-in experience for those looking to further their own production curiosities. For example, our Arri Alexa Mini is an industry standard camera you will find on professional productions. If you are interested in cinematography, you may choose to take Advanced Cinematography I and II which will

teach you how to properly use this equipment. Keep in mind that projects will not require use of the Arri Alexa Mini, and it may in fact be overkill for most assignments. However, the option to learn this camera and check it out for your projects is made available to you through MAGIC.

We support a similar model for our Virtual Production System, Color Correction Suite, and Sound Design Suite. If any of these disciplines pique your interest, then MAGIC is for you!

Why is MAGIC different from SOFA

Both MAGIC and SOFA share the same core mission of supporting student's academic success through providing access to equipment, facilities, and advisement. Because MAGIC's mission is also intertwined with research and commercial activities, we must operate as two separate entities, but please do not let this discourage you from engaging with MAGIC. You will notice a few differences in policy and management, but remember, our goal is to support you in your RIT career. We are always available to address any questions or concerns you may have regarding our facilities, operations, or anything else MAGIC related.

The People of MAGIC

Get to know the full-time staff members at MAGIC!

David Long, Director of MAGIC

David leads the MAGIC Team. From supporting the teaching and learning goals of the research spaces to building connections for entrepreneurship and commercialization, David champions the MAGIC mission and is responsible for our budget. David is also an Associate Professor in SOFA and teaches courses in motion picture science.

Jenn Hinton, Director of Games Industry Relations and Chief of Staff

Jenn sets the agenda for MAGIC and plays a key role in the execution of strategy and takes direct leadership of business development, fundraising, select initiatives, projects, client relations, etc. She is responsible for day-to-day operations and program management. She serves as our spokesperson and brand ambassador and develops and champions all internal and external communications. She also coordinates all our efforts related to the video game industry.

Brenda Schlageter, Financial Operations Manager

Brenda oversees all of MAGIC's finances and HR department, making a lot of magic happen behind the scenes. She provides guidance and support to many of our student employees as well.

Amanda Hughes, Technology and Studio Manager

Amanda manages all of MAGIC's technology, production equipment, and facilities. She is responsible for the general building operations, responding to helpdesk tickets, and providing resources for current MAGIC projects and initiatives. She also oversees the MAGIC PA and MAGIC Tech department, along with some student teams working on specialty projects.

Andrew Sevigny, Media IT & Systems Engineer

Andrew is our residential engineer responsible for research, design, and implementation of MAGIC's technical infrastructure, production, and post-production facilities and workflows. It's people like Andrew that keep MAGIC's resources state-of-the-art! Andrew also works with Amanda in responding to helpdesk tickets and setting the agenda for the MAGIC Tech student team.

Denny McCorry, Digital Games Hub Coordinator

Denny is a game developer and our liaison between MAGIC and the local game community. He supports the participants in our MAGIC Incubator Program along with commercial game projects coming in through MAGIC.

Aaron Nieboer, Production Associate

Aaron serves as the producer for our in-house game development teams. This includes students in our MAGIC Maker Program and the development of That Damn Goat! Reach out to Aaron with questions in regard to game development or if you want to hear more about these programs.

Eva Sarachan-Dubay, Events and Social Media Manager

Eva handles all logistics for MAGIC related events along with our social media accounts. She also oversees the MAGIC Graphic Design department. Reach out to Eva if you'd like to hold an event at MAGIC.

MAGIC Hours of Operation

MAGIC's main office suite is on the 3rd floor of the building in the MAGIC Lab, MSS-3120. Located in this lab are faculty and staff offices, along with our MAGIC Tech help desk.

MAGIC Lab Hours:

Monday – Friday, 7:30am – 6pm. Assigned swipe access required outside these times.

The MAGIC PA's office is located at the end of the hallway on the 3rd floor, MSS-3045. Visit the PAs for equipment reservations and production support. Note that the PAs often have work duties throughout the MAGIC facilities. A sign will be on the door if they are not available in their office.

MAGIC PA Hours:

Monday – Friday, 9am – 5pm (Note: hours may vary specific to class support)

MAGIC Building Hours:

Monday – Saturday, 7am – 10pm: doors open

Monday – Saturday, 10pm – 12am: active RIT ID required for building access.

After 12am or Sunday access: All traffic must enter through main Booth entrance off the breezeway.

Getting Help

The MAGIC Staff is here to support you and move your projects forward. If you find you need technical support, production support, or facilities support, please submit at helpdesk ticket here or scan the QR codes throughout the building:

helpdesk.magic.rit.edu

Submitting a helpdesk ticket is the best way to get fast and efficient support! These tickets are directly received by Amanda Hughes, Andrew Sevigny, MAGIC Tech and the MAGIC PAs. Help tickets allow us to work together in solving problems and keep track of recurring issues.

A ticket is always the first step to getting help at MAGIC, but feel free to swing by the MAGIC Tech desk (MSS-3120) or MAGIC PA office (MSS-3045) for immediate support. They will submit a ticket on your behalf and then work with you to find a solution.

The helpdesk website is your first stop for all support requests and information. Here, you will also find helpful SOFA-specific resources and guides under the **Knowledgebase** and **Files** sections, including policies and processes for MAGIC specialty requests.

Safety & Emergencies

MAGIC has a published and accessible policy regarding our emergency procedures which can be found here:

<https://helpdesk.magic.rit.edu/downloads/files/magic-emergency-procedures>

A printed copy of this document is also located on the sound stage, in the PA office, and at the front desk in the MAGIC Lab.

Please note the following emergency resources:

In case of any emergency on campus, please contact Public Safety: (585) 475-3333. If it is a life-threatening emergency, dial 911. Please report all emergencies to a MAGIC staff member.

Please consider downloading Public Safety's official campus safety app: TigerSafe.

The Buddy System

MAGIC allows for late night usage within our labs and specialty spaces. For your safety, please be sure to follow the RIT buddy system policy if you intend to work outside normal business hours: <https://www.rit.edu/ehs/buddy-system>

Student Expectations & Responsibility

It is our goal to provide students with a safe, healthy, productive, and creative work environment. All members of the MAGIC community are expected to comply with general University policies.

Students assume full responsibility for any loss or damage of equipment or facilities under their care. Replacement and repair costs will be assessed on a case-by-case basis. Students automatically agree to be financially responsible for RIT owned equipment upon signing the Equipment Loan Agreement. Without signing the Equipment Loan Agreement, students cannot access MAGIC equipment. In cases of obvious equipment abuse or misuse, students can lose access to MAGIC equipment and facilities outside their scheduled class hours.

Insurance

MAGIC strongly encourages students to purchase insurance in case of accidental equipment damage or loss. Just like the SOFA Cage, we recommend the policy found at:

Gallagher College Student Insurance
<https://www.collegestudentinsurance.com/>

Here, you will find a variety of coverage options based on your rental needs.

Note that none of the policies offered at Gallagher College Student Insurance would cover full damage or replacement of the Arri Alexa Mini. Students renting the Alexa Mini have two insurance options:

1. Purchase separate insurance for the duration of their rental. We recommend working with Film Emporium: <https://www.filmemporium.com/film-schools/#Film%20Schools%20Insurance>
2. Students can rely on RIT's own insurance policy which has a \$25,000 deductible. In this case, RIT would pay for \$20,000 of that deductible and the student would be responsible for the remaining \$5,000.

MAGIC Production Student Support

MAGIC Production Assistants (PAs)

The MAGIC Production Assistants oversee all MAGIC film production inventory under the supervision of Amanda Hughes, Technology and Studio Manager. Their job is very similar to a SOFA cager, with a few added responsibilities. This includes making reservations, equipment check out and check in, facilities inspection and maintenance, classroom support, and event and commercial production support. MAGIC PA's also help enforce MAGIC policy and procedures to keep our operations running smoothly. MAGIC PAs are your primary resource for all film related MAGIC needs.

Outside of these job duties, the MAGIC PAs also serves as a MAGIC ambassador to help guide SOFA students on how they can engage with MAGIC. It is their job to be available and supportive when answering questions for fellow students as they learn our operation.

MAGIC Key PAs

The MAGIC Key PA helps Amanda Hughes manage equipment inventory and operations. They have added responsibility and meet with Amanda on a regular basis to address any issues or discuss plans for upcoming events. The Key PA will review reservations and all specialty request forms, along with assist in maintaining repairs and confirm weekly tasks are being completed. The Key PA is an excellent resource if you have any questions regarding MAGIC's equipment, facilities, or policies!

MAGIC Specialty PAs

MAGIC Specialty PAs are students hired to help manage a specific discipline in production. For example, we have color correction supervisors and virtual production supervisors as part of the MAGIC staff. These students are here to manage these spaces and help other students with interest in that field gain access or understanding on how to use that specific equipment.

Specialty PA work hours and location vary, however open office hours are held each semester and will be advertised at the PA office. The best way to get ahold of a specialty PA is to submit a production helpdesk ticket!

MAGIC Facilities: Reservations & Access

Facility Reservations

All MAGIC production facilities are reserved through the RIT Event Management System (EMS) at reserve.rit.edu. These reservations are individually reviewed by a MAGIC staff member to confirm the student requesting the facility has been trained in that space, and the requested activity is appropriate to the space. See individual facilities below for training process and information.

Because reservation approval is a manual process, we encourage all reservations to be submitted at least 48 hours in advance. Reservation requests submitted over a weekend will not be reviewed until the following business day. Note that submitting a reservation does not guarantee approval and access. A MAGIC staff member may reach out to you regarding your reservation for more information if necessary. Your access and reservation are not finalized until you receive a reservation approval confirmation receipt from EMS. If you have not received this confirmation receipt, your reservation is still pending approval and you will not have access to the space.

Facilities access will be granted to your RIT UID for the exact times and duration of your reservation. This means if you submit a reservation for 4pm, you will not be able to access the facility at 3:59pm. Please take this into consideration when selecting the times for your reservation. Remember, many of MAGIC's facilities are booked back-to-back, so please be sure to vacate the space before the end of your reserved time slot, and return the facility back to its original conditions. Students are financially responsible for any facility or equipment damage during their reservation period.

Facility Reservation Changes or Cancelations

We understand your plans may change or you may no longer need access to a reserved facility. In this case, please cancel or adjust your reservation by visiting reserve.rit.edu. Students may be docked for no-call, no-show facility reservations.

MAGIC Facilities

MAGIC Sound Stage, MSS-2020 and MSS-2060

FAQ:

How to gain access: Students must have taken Production Process before they can access the MAGIC Sound Stage.

Maximum reservation duration: 3 days. Extended access can be requested by submitting a production support helpdesk ticket. Extended requests are evaluated on a case-by-case basis.

Who approves reservations for the sound stage: Amanda Hughes, MAGIC Technology and Studio Manager, is responsible for approving reservation requests for the sound stage.

Virtual Production: Note the virtual production resources located on MSS-2060 are only accessible to those who have been trained by taking Virtual Production I and II, or have approval for specific MAGIC affiliated research. If you are interested in learning more about virtual production or integrating these workflows into your film shoot, submit a production support helpdesk ticket to speak with a MAGIC Virtual Production PA.

What color do I paint the flats: Behr Slate Grey 6695, Flat Finish

<https://www.behr.com/consumer/ColorDetailView/6695>

Can I park in the loading dock: You may park in the loading dock temporarily for production equipment check in or check out, in coordination with a MAGIC PA. Vehicles must be moved immediately after equipment transaction has been complete. Vehicles will be ticketed if left at the MAGIC loading dock without permission to do so.

Can I operate the loading dock: Students MAY NOT operate the MAGIC loading dock. Only trained RIT staff and MAGIC student staff may operate the dock. Please coordinate with a PA for assistance.

Can I access the green room: The green room is not reservable through EMS, however you can request access by submitting a facilities support helpdesk ticket. Please remember to submit these requests at least 48 hours in advance. The green room is to be used for production support only and is not a break room or study room.

Can I access the grip cage: Only authorized personnel are allowed to enter and access the grip cage. Please respect this boundary.

Can I use a candle or other open flame on the sound stage? No. The use of any open flame, candle, smoking, or pyrotechnics are prohibited on RIT campus.

Can I bring food and drink: Yes, food and drink is allowed in this space.

The sound stage at MAGIC is a 7,000 sq ft facility designed for film production and set construction. The sound stage can be configured as the full 7,000 sq ft space or be divided into two 3,500 sq ft stages. Because MAGIC hosts a lot of classes, production, and events, you will notice the divider wall is closed most of the semester.

MAGIC refers to each half of the stage as either the WEST (MSS-2020) or EAST (MSS-2060). The WEST side of the studio is where most classes take place and provides easy access to studio flats and the prop storage room. The EAST half of the studio has been designed to support research in virtual production. This slightly reduces the studio footprint to accommodate equipment such as the LED wall and computer control station, but there is still plenty of space for traditional production as well!

Most SOFA productions only need access to one half of the studio, and we encourage you to submit your reservation for either the EAST or WEST stage. If you have an ambitious idea

that needs the full 7,000 sq ft stage, please submit a production support helpdesk ticket for approval of use of the full space.

Note that when the divider wall is closed, you may not have easy access to resources on the other side of the studio. This means if you are filming on the EAST side, be sure to confirm your needs for flats or props with a PA in advance, as you may need assistance bringing this equipment over to the EAST half of the stage.

Also note the studio divider wall is sound dampening, but not fully soundproof. We ask student crews to coordinate with one another when filming simultaneously on either half of the stage. Ask a PA for assistance if needed.

You may dress studio flats as need, including painting, however, it is expected flats will be returned back to their original condition by the end of your reservation. Remember that painting takes time, and you are responsible for providing all the necessary equipment. The flats must be completely dry before the end of your reservation. Neglecting to return flats back to their original condition may result in docking up to 1 week. For more information on painting the flats, please view our helpdesk knowledgebase article:

<https://helpdesk.magic.rit.edu/kb/articles/painting-magic-sound-stage-flats>

Props from our prop/storage facility are available for you to use on a first come, first serve basis. Props are only to be used on the sound stage and are not reservable/checkout-able for on location sets. Please do not leave any props from your set in the MAGIC prop room. If you have a prop you wish to donate to the space, please contact Amanda Hughes before leaving it behind.

The sound stage must be returned to its original condition before you vacate the space. This includes removal of all equipment and personal belongs, placing flats and T-brackets neatly along the wall, stacking tables and chairs neatly, removal of all garbage, sweeping, mopping or vacuuming if needed, removal of all tape marks from floors and battens, and confirming all doors are secured. Neglecting to return the stage to its original condition may result in docking up to 1 week.

Sound Mix, MSS-2100 & ISO Booth

FAQ:

How to gain access to Sound Mix: To access this space, students must be currently enrolled in or have taken SOFA 572 Mixing and Sound Design and must be on the class list provided by the course instructor. Specialty access may be given to students working on MAGIC affiliated research.

How to gain access to ISO Booth: Access to the ISO Booth is not included with your sound mix reservation. To access the ISO Booth, you must be trained and approved by the faculty with expertise in this space, or working on MAGIC affiliated research.

Maximum reservation duration: 4 hours. Reservations submitted for over 4 hours will be declined and requested to re-submit under the 4-hour limit. Extended access can be requested by submitting a facilities support helpdesk ticket. Extended requests are evaluated on a case-by-case basis.

Who approves reservations for Sound Mix: Amanda Hughes, MAGIC Technology and Studio Manager, is responsible for approving reservation requests for the Sound Mix Suite.

Can I bring food and drink: No, food and drink is not allowed in this facility.

The Sound Mix Suite serves as both a classroom and reservable work space. The facility is acoustically perfect and Dolby Certified for 7.1 surround sound. There is an adjacent foley/narration room, making it the ideal location for audio recording, editing, and playback. The space is equipped with Avid Pro Tools and a handful of additional 3rd party audio software.

Baselight Color Correction Suite, MSS-2160

FAQ:

How to gain access: To access this space, students must be currently enrolled in or have taken SOFA 567 Digital Color Correction and must be on the class list provided by the course instructor. Students can also be trained for access by scheduling a training session with a MAGIC Color Suite Supervisor. They can schedule a training session by submitting a production support helpdesk ticket. Specialty access may be given to students working on MAGIC affiliated research.

Maximum reservation duration: 4 hours. Reservations submitted for over 4 hours will be declined and requested to re-submit under the 4-hour limit. Extended access can be requested by submitting a facilities support helpdesk ticket. Extended requests are evaluated on a case-by-case basis.

Who approves reservations for the Color Suite: Amanda Hughes, MAGIC Technology and Studio Manager, is responsible for approving reservation requests for the Color Suite.

Can I bring food and drink: No, food and drink is not allowed in this facility.

The Baselight Color Correction Suite is both a classroom and reservable work space. The facility offers the same 4K RGB Laser Projection System found in the Wegmans Theater, so your color grading and final touches translate seamlessly into your final exhibition in the Wegmans Theater. The Color Suite offers both Davinci Resolve and FilmLight Baselight color correction software, along with a Sony X300 4K V2 OLED HDR Mastering Monitor for experienced colorists.

Wegmans Theater, MSS-2180

FAQ:

How to gain access: Specialty training is not required for the Wegmans Theater, however, the requested activity must be appropriate for the space.

Maximum reservation duration: Flexible. Reservations for the Wegmans Theater are evaluated on a case-by-case basis.

Can I bring food and drink: No, food and drink is not allowed in this facility.

Who approves reservations in the Wegmans Theater: Eva Sarachan-Dubay, MAGIC's Events and Social Media Manager, is responsible for reservations in the Wegmans Theater. Please reach out to her directly with Wegmans questions and inquiries.

Can I test my DCP in Wegmans Theater prior to film festival submissions: Yes! Please follow the process outlined here: <https://helpdesk.magic.rit.edu/kb/articles/request-screen-content-in-a-magic-theater>

Can I host a movie night in the Wegmans Theater: No, private movie nights are not allowed in the Wegmans Theater.

What activities are appropriate for the Wegmans Theater: MAGIC academic affiliated activity including associated classes, lectures, film screenings, film festivals, student club/organization meetings, and project reviews are an appropriate use for the space. Film screenings must be affiliated with an RIT club/organization or department. The event must be publicized and open to the community. All films screened on campus must have purchased the license to do so and follow all RIT copyright regulations.

The Wegmans Theater is the only proper movie theater available on campus. Equipped with a Christie 4K RGB laser projection system and Dolby Atmos surround sound, you can see and hear how your work holds up on the big screen.

Operating the Wegmans Theater from the front podium is user friendly with a simple HDMI connection and touchscreen control panel. If the content you plan on presenting is a Digital Cinema Package (DCP), you can follow the steps outlined here for assistance in ingest and projection: <https://helpdesk.magic.rit.edu/kb/articles/request-screen-content-in-a-magic-theater>

MAGIC Conference Rooms, MSS-2015 and MSS-3190

FAQ:

How to gain access: Specialty training is not required for the conference rooms. Priority access is given to MAGIC affiliated faculty, staff, students, clubs, events, and associated academic departments (such as the College of Art and Design and School of Interactive Games and Media).

Maximum reservation duration: Flexible. Reservations for the conference rooms are evaluated on a case-by-case basis.

Can I bring food and drink: Yes, food and drink are allowed in this facility.

Who approves reservations for MAGIC conference rooms: Eva Sarachan-Dubay, MAGIC's Events and Social Media Manager, is responsible for reservations for MAGIC conference rooms.

The MAGIC conference room facilities are available for you to use for academic meetings and purposes. Please be considerate of others using the space after you and be sure to turn off the TV, push in chairs, remove any trash, turn off lights, and secure the doors before vacating the space.

MAGIC Stop Motion Rooms, MSS-3150, MSS-3156, MSS-3158, MSS-3172

FAQ:

How to gain access: MAGIC Stop Motion Rooms are available to those currently enrolled in stop motion courses. An access list will be shared with Amanda Hughes who will grant students swipe access for the semester. Two stop motion rooms are available for long-term semesterly check out for those working on stop motion capstones and theses. Faculty will coordinate with Amanda Hughes on behalf of students who need access to long term stop motion usage. These students will be granted 24/7 swipe access to their dedicated space for the semester.

Maximum reservation duration: Reservations for the stop-mo rooms cannot be submitted via EMS. If you are in a stop motion course, you must sign up for a timeslot which is posted on the stop motion room doors.

Can I bring food and drink: No, food and drink is not allowed in the facility

The MAGIC Lab, MSS-3120

FAQ:

How to gain access: The MAGIC Lab office space is open Monday – Friday, 7:30am – 6pm. Those working on MAGIC affiliated projects or research will be granted access outside these hours.

Can I use the computers in the MAGIC Lab: No, the MAGIC Lab is not an open lab. This is because a lot of MAGIC's work is for commercial and research purposes. This means the computer stations are outfitted with commercial software licenses specific to each user's needs. If you were to sit down at one of these stations, it likely would not have the software you're looking for. Please see section below for open labs located in MAGIC.

The MAGIC Lab is where you will find the full time MAGIC staff and research faculty offices. It is a collaborative, flexible workspace which supports a number of extracurricular

activities, including commercial art and design services, faculty research, independent studies, and the MAGIC Makers Program.

The Makers Program allows students to earn experience equivalent to co-op credit, while focusing entirely on their own start-up project in games, film, and digital media. MAGIC provides students in this program with the tools to get their idea going. This includes start-up funding for publication, technical support, business mentorship, and coaching from professional staff and industry advisors. To learn more about applying to the MAGIC Makers Program and to see previously supported projects, please visit:

<https://www.rit.edu/magic/programs#maker-program>

MAGIC Animation Labs, MSS-2010 & MSS-3170

FAQ:

How to gain access: The MAGIC Animation Labs are 24/7 accessible with your RIT ID. You may use these labs anytime class is not in session. These labs are owned and managed by the IT staff in the College of Art and Design, so all the software and tools you are used to in SOFA are available here as well!

Can I bring food and drink: Food and drink is allowed at the tables in the back of the classroom. You may not have food and drink at your computer workstation.

MAGIC Media Development Labs, MSS-2150, MSS-2175 & MSS-3110

FAQ:

How to gain access: The MAGIC Media Development Labs are accessible with your RIT ID from 7am – 11pm, Monday through Friday. You may use these labs anytime classes are not in session. These facilities are owned and managed by the School for Interactive Games and Media, so you may find some software differences between what you are used to in SOFA.

Can I bring food and drink: Food and drink is allowed at the tables in the back of the classroom. You may not have food and drink at your computer workstation.

MAGIC Production Equipment Policies

Because MAGIC uses the same equipment checkout system as CAD, you will find many of our policies and procedures align with what you are used to in SOFA. Please note MAGIC is still a separate operation and has a few slight differences to accommodate our unique needs.

For starters, all equipment reservations, check ins, check outs, and inquiries should be directed to the MAGIC PA student team. You can find them in their office at MSS-3045 or in the sound stage. Because MAGIC does not have a formal cage or counter, most check outs and returns will take place on the sound stage. Note that the sound stage hosts a lot of simultaneous activity, including student productions and multiple check outs, so we appreciate your patience and understanding as we balance your needs with the remaining events throughout the building. This means a PA might need to sneak through your set to check out equipment to a classmate. We ask that you are understanding during these types of circumstances, but please report any questions or concerns directly to Amanda Hughes.

Equipment Access

Just as you did in SOFA, a MAGIC Loan Agreement must be signed before you may check out any MAGIC equipment. MAGIC equipment is available to 2nd year students and above who have taken the qualifying courses as outlined below. MAGIC affiliated research students may receive access to specialty equipment without the proper course training under specific request from their faculty advisor. An example of this may be MPS students interested in using the Arri Alexa Mini for their MPS shoot out project. In this case, their faculty advisor would need to approve this request, and PA assistance would be provided on set if needed.

MAGIC PAs also receive training and access to all MAGIC equipment because they are responsible for its maintenance and upkeep. PAs are trained on all MAGIC equipment during their orientation process.

MAGIC Qualifying Training Classes:

MAGIC lighting and grip equipment: Production Processes

Fisher Dolly: Advanced Cinematography I or Gearhead training workshop

Blackmagic Ursa Mini: Advanced Cinematography I

Nucleus Wireless Follow Focus: Advanced Cinematography I

DJI Ronin: Advanced Cinematography I OR PA scheduled training

Mole Tener: Advanced Cinematography I

Arri Alexa Mini: Advanced Cinematography II

664 Mix Pre 10: Advanced Sound or Mixing and Sound Design

Check In and Check Out

FAQ:

Do I need my RIT ID to check out gear? Yes. You cannot check out any gear without your RIT ID.

Do I need my RIT ID to check in gear? Your RIT ID is not required for check in. MAGIC will always accept its own inventory for return.

Do I need to be present for gear inspection? Yes. You must be present with all gear ready for inspect upon checking in equipment. Because MAGIC check outs can be large and we

only have a few PAs on duty, you may not need to stay with the PA for your full equipment check in, however, you must wait for the PA to give you the okay to leave. You will still be financially responsible for any damage to equipment under your name.

Can I leave my equipment on the sound stage to be inspected the following day? You may only leave equipment on the sound stage for next day inspection with approval from Amanda Hughes or a MAGIC Key PA. Remember, a lot of activity happens on the stage. If there is another shoot scheduled after your set, you cannot leave your gear on the stage as this is disrespectful to the next user and is a risk to the equipment currently under your care.

Do I need to charge my batteries? No. MAGIC does not require batteries to be charged upon check in.

All students must sign the MAGIC Loan Agreement before they can access MAGIC equipment. Every time you check out equipment from MAGIC, you must have your RIT ID card. If you do not have your ID card, you will not be able to check out equipment. You may not use someone else's ID card to check out equipment. MAGIC may report any student attempting to check gear out using an ID card that is not their own to public safety.

Check outs can be scheduled as a reservation or as a walk-up checkout, pending equipment availability. We recommend you inspect all equipment thoroughly before leaving with it for set. Remember, you are now financially responsible for all gear under your possession. If you notice any issues with your equipment during your checkout, please let a PA know and they can assist you in finding a replacement.

You do not need your RIT ID for equipment returns, and MAGIC will always accept its gear back. That means you can return gear on behalf of someone else, however, that person is still responsible for any damage or repairs. Equipment is expected to be returned in the same condition it was loaned out. A PA will inspect each piece of equipment and all kit parts upon check in. You must be physically present during your check in and may only leave when a PA gives you the okay to do so. You will be contacted directly with any issues regarding your equipment.

Some equipment may not pass PA inspection. This may be because it is damaged, missing, malfunctioning, or otherwise not performing as expected. In this case, the PA will take this piece of equipment out for service for a Key PA and Amanda Hughes to investigate. This equipment will not be accessible to any other student until it has been okayed by a manager and put back into service. You will be contacted directly if there are any financial implications to bringing this gear back online.

Just like in SOFA, MAGIC expects wet or dirty cases to be cleaned and dry upon return. Gear that is returned cold may be left to acclimate to room temperature before beginning inspection.

Unlike SOFA, MAGIC does not require batteries to be fully charged upon check in. Be prepared you may receive equipment with a low battery charge when heading directly from check out to set.

Reservations

Almost all MAGIC production equipment can be reserved in advance for your production. Reservations must be made in person with the assistance of a PA in the PA office, MSS-3045. Students can only have 1 reservation in the system as a time. Visit our helpdesk knowledgebase for a full list of equipment in MAGIC's inventory at <https://helpdesk.magic.rit.edu/downloads/files/magic-equipment-list>.

Equipment Restrictions

Because we have a limited inventory, please note the following equipment restrictions for any student reservation or check out:

- 1x Camera
- 3x Lights
 - o You may request more than 3 lights by submitting an adequate lighting diagram to the PA office
- C Stands and Combo Stands must be appropriate to the quantity of lights and modifiers

Loan Period

Equipment checked out Monday – Thursday is due back within 24 hours. If you check gear out on Tuesday at 11:03am, your gear must be returned and fully inspected by Wednesday at 11:03am.

Equipment checked out on Friday is due back before 5pm the following Monday. Note – because the MAGIC inventory is used almost entirely to support the Production Processes class, **returning your gear before 12pm on Monday may be requested**. This way we can accommodate both your production and P2.

Follow the MAGIC PA Newsletter for PA office hours, updates, and holiday/break closures.

Docking

Failure to return equipment on time or vacate a production facility on time will result in docking. Missing a reservation, unpaid invoices, or obvious abuse/misuse of MAGIC equipment, facilities, or personnel may also result in docking. Docking means you do not have access to check out equipment, facilities, or make reservations for a duration of time, depending on the above offense. Note that when you are docked in MAGIC, you are also docked in SOFA and vice versa.

Docking penalties are calculated as follows:

- Equipment that is returned up to 15 minutes late will result in 1 day's docking.

- An additional day of docking will be added for every additional 15 minutes you are late.
- The maximum docking penalty duration is 6 days.
- A manager may manually dock a student or extend a docking in rare circumstances. For example – if your gear is overdue and a manager has tried to contact you but have not heard back, we may reach out to public safety to check that you are okay. If you have simply neglected to respond or return equipment, your docking may be extended due to obvious policy neglect and abuse.

Late gear is calculated by the time gear has been finalized as “checked in” in the system. This means if you arrive at 11:00am and your gear is due back by 11:05am, you may be docked if it takes over 5 minutes to inspect your equipment. Remember it is not the PAs duty to try to prevent you from getting docked. Equipment inspection takes time and care, and it is the PAs job to take the time needed for thorough inspection. Do not rush or pressure a PA to speed up inspection. Please reach out to Amanda Hughes directly with questions or concerns.

Intentional Disregard for Rules and Policy

If you are discovered to be intentionally disregarding or abusing MAGIC rules and policies, your access to MAGIC facilities and the cage may be suspended. Examples of misuse may include knowingly keeping equipment past its due date and time, using coercive methods to convince other students to obtain access to equipment or facilities on your behalf when docked, or using MAGIC facilities or equipment for commercial use without prior approval.

MAGIC will contact public safety regarding equipment that is 48 hrs overdue if we have not heard from the student possessing the gear. Public safety may contact you directly to help retrieve MAGIC’s equipment. Failure to return the gear will be reported as missing and the student will be financially responsible to replace all missing gear.

Damaged, Missing, Broken Equipment

Equipment that is damaged, broken, or lost while in your possession will be noted during check in taken out for service in our system. The Key PA and Amanda Hughes will assess the damage and repair, and a bill will be sent to your account if applicable. You are responsible for all gear checked out under your name, so please remember this if you let friends borrow gear you have checked out. If another student accidentally damages gear you loaned to them, you are still the financially responsible party.

Paying Bills

If you receive a bill on your account, you will have 2 weeks to pay it. If you do not pay within this time, you will be docked until it is paid. Anything repaired in-house will only be billed for cost of parts. If gear must be shipped for repair, you will be billed for total charged parts, labor and shipping.

Please contact Amanda Hughes if you plan to cover your bill by using insurance. We can work out a proper timeline while your claim is being processed to avoid unnecessary docking.

All payments will be coordinated with Amanda as well.

Come talk to us!

Please remember that the MAGIC student team and full-time staff are here to support you. If you have any questions, concerns, cool ideas, or anything you'd like to discuss related to our operations, please reach out to Amanda Hughes.

Most importantly, we understand that life happens. If you are running late or cannot make it to the PA office for an equipment appointment, please reach out to us via submitting a production support helpdesk ticket. We will do our best to try and accommodate your circumstances.

If MAGIC reached out to you regarding an upcoming facility or equipment reservation, please be sure to respond as quickly as you can. This will help us to make sure you have everything you need.

Special Requests

MAGIC may accommodate special requests for supporting your production, including:

- Extended equipment or facility check out
- Using a fog machine on the sound stage
- Using a motorized vehicle on the sound stage
- Use of prop guns/weapons on campus
- Non-major sound stage requests
- Virtual/Motion Capture production support

All the information you need for these specialty requests and policies can be found on our helpdesk knowledgebase located at:

<https://helpdesk.magic.rit.edu/kb/film-animation>.

Please review our request policies and submit the appropriate information as a production support helpdesk ticket. Amanda or a PA will be in touch with you shortly after submitting your request.

Remember, many of these requests require coordination and approval from several different RIT departments, and MAGIC is not the only party needing to approve this activity. We recommend these types of special requests are submitted **at least** two weeks in advance.

Commercial Use

A commercial project is defined as any production with an exchange of money or production outside academic or research purposes. Checking out equipment for your SOFA productions, projects, or experimenting to learn equipment are perfectly aligned with our academic mission.

Unlike SOFA, because MAGIC has a commercial mission, MAGIC equipment can also be used for commercial projects by students. However, MAGIC must treat students as they would any other commercial client as to remain fair and equitable with local production companies and resources – meaning we must bill for any commercial use of our equipment of facilities. MAGIC does offer a discount for facility rentals for students, alumni, and faculty.