RIT | MAGIC Spell Studios

REQUEST: Screen Content in a MAGIC Theater for QC

Andrew Sevigny - 2025-08-14 - School of Film and Animation Special Requests

Requesting to Screen Content in a MAGIC Theater for QC (DCPs, film/animation, etc)

MAGIC Spell Studios supports content playback for students/faculty to review content for Quality Control (QC) in the **Wegmans Theater** or our **Color Grading Suite**.

If you are a student or faculty member looking to screen content for QC in one of our theaters, follow the instructions below to submit a request.

Warning

This request is ONLY for QC of content, NOT for screenings events. To request a screenings event, please email Eva Sarachan-Dubay (esdmss@rit.edu) with your request.

Note

Please visit either schedule.cad.rit.edu or reserve.rit.edu for available times so you are making an educated request on timing/availability

Consider the timing of your QC request. Approval of these requests is contingent on space availability as well as technical support availability (depending on the content type).

- Screening Requests/Reservations **should be made at least 1 week in advance** to provide the best chance of availability and approval.
- **Content must be received by MAGIC no later than 48 hours in advance of the screening**

Request Process & Required Information

1. Navigate to https://helpdesk.magic.rit.edu/new-ticket to begin a new request
2. Be sure the Department is set to **MAGIC Spell Studios**, and under “Support Type,” select:
    1. **Event Support/Inquiry > DCP Screening Request**

3. Follow the remaining prompts on the request form. Be sure to include as many details as possible!

Once your Request is Submitted

- MAGIC may respond via email with additional questions before approval/denial
- MAGIC will respond to the request via email with either 1) an approval & confirmation of the screening time & theater reservation or 2) a denial of the request with reasoning
- MAGIC will provide instructions for submitting content, if necessary
    - **DCPs and large video content will need to be delivered via hard drive to the MAGIC Tech desk in MSS-3120**
    - Some content may be delivered via network/internet

Warning

Content must be received by MAGIC no later than 48 hours in advance of the screening - for screenings that require playback support from the booth (anything not played via the podium input - including DCPs, etc.)