



SUMMER FILMMAKING WORKSHOP

Welcome 2017 Filmmaking Workshop Participants:

On behalf of the Potomac Arts Academy and the Summer Film & Video Program Director, welcome to Mason! Congratulations on becoming part of the vibrant Mason arts community. We understand that your time is valuable, and we thank you for choosing to participate in our program. We are committed to offering you the highest quality of arts instruction and enrichment and to ensure that your experience at the program is meaningful and inspiring. The following important information will let you know what to expect during your time with us and allow you to plan and prepare. **WE ENCOURAGE YOU TO PRINT OUT THESE PAGES AND KEEP THEM HANDY FOR THE DURATION OF THE PROGRAM.**

SUPPLIES

WHAT TO BRING:

- *Camp supplies will be provided for you each day!*
 - Your creativity!
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DIRECTIONS

GETTING HERE – DRIVING DIRECTIONS:

This program takes place on the **Mason Fairfax Campus**, located at the intersection of Chain Bridge Road (Route 123) and Braddock Road (Route 620) in Fairfax VA. Although there are several ways in to campus, we recommend the following route. *(You are more than welcome to use a different route to the Drop-Off Site if you prefer.)*

Google Maps Coordinates: 38.825707, -77.306301 (for Drop-Off Site at Parking Lot C)

From I-495: Take exit 54, Braddock Road (Route 620), westbound. Follow Braddock Road West for approximately six miles. Take a right on Nottaway River Lane (at the large Mason digital Marquee); the entrance to **Parking Lot C** will be on your right.

From Braddock & Rte. 123 (Chain Bridge / Ox Road) Intersection: Proceed east on Braddock Road. Take a left on Nottaway River Lane (at the large Mason digital Marquee); the entrance to **Parking Lot C** will be on your right.

SEE DIRECTIONS VIDEO TUTORIAL HERE: <https://youtu.be/HDX2E0NgIDw>

Mason Fairfax Campus Map: <http://potomacacademy.gmu.edu/wp-content/uploads/PDFs/Summer2017Map.pdf>

PARKING

IF YOU ARE PARKING A VEHICLE FOR THE DURATION OF THE PROGRAM DAY:

Visitors to the Mason campus must have a valid **temporary Parking Pass** to park in **Lot A** (across the street from Parking Lot C – please walk to the Drop-off Site in Lot C). Passes are \$25/ week and can be **purchased online** beforehand and

printed at home! Instructions are on the website:

http://potomacacademy.gmu.edu/PDFs_Forms/ParkingPassSummerProgramInstructions2015.pdf

OR you can park in the **Shenandoah Pond Parking Deck** (about a 10 minute walk from the Art & Design Building) for \$3/hr (\$15/day max).

A Parking Pass is **NOT** needed if you are just following the standard Drop-Off/ Pick-up procedure (see below).

Please be sure not to park in any faculty/staff spaces, handicapped spaces, reserved spaces, or in student-only lots to avoid getting a ticket!

DROP-OFF

VERY IMPORTANT MORNING PARTICIPANT DROP-OFF PROCEDURES:

Participants should plan to arrive at the **Drop-Off Point** at **PARKING LOT C** (#8 on the Summer Map) no later than **9:00AM**. You may begin arriving at 8:30AM; staff members are ready to greet you “curbside” at this time. **Look for Summer Staff dressed in RED SHIRTS** who will welcome you and escort participants (in groups) to the exact location of the program (see below) for Check-In.

Short-term parking: If parents wish to walk their child(ren) to the Drop-Off Point OR the Check-In Location (see below), and you do not have a GMU Parking Pass, short-term parking is available (free of charge for up to 15 minutes) in the Shenandoah Parking Deck off of Patriot Circle. (*Note: After 15 minutes, you will be charged \$3/hr*)

Expect heavy traffic and activity: Other camps and University activities may be going on at the same time, so please give yourself some extra time to arrive, and be sure to look out for our designated RED-SHIRT staff. As always – safety first! 😊

LATE ARRIVALS/ ABSENCES/ LEAVING EARLY

LATE ARRIVALS: If you anticipate a late arrival, please call Morgan at **757-613-0285** to let us know. (If you arrive after 9:30am and no “red-shirts” are there, you will need to park in the Shenandoah Parking Deck and walk your child to the classroom in the Art & Design Building.)

ABSENCES: If the participant is going to be absent for that day, please call Morgan at **757-613-0285** as soon as possible to let us know, otherwise a staff member will be calling you to check in.

LEAVING EARLY: If participants must leave early, please **send a note** with them to hand **to their instructor** so that our staff can plan ahead.

LOCATION

SPECIFIC LOCATION OF PROGRAM ACTIVITY:



The **exact location** of your program is the **Art & Design Building** (#4 on the Summer Map). Staff members at the Drop-Off Point (see previous entry) will escort participants in groups to this location. Daily Check-In will take place in this location as well.

PICK-UP

VERY IMPORTANT AFTERNOON PARTICIPANT PICK-UP PROCEDURES:

At the end of each program day, participants will be escorted by RED-SHIRT staff to the **Pick-Up Point** in **Parking Lot C** (same as Drop-Off Point). This program ends at **4:00PM** each day – students will be ready for pick-up at **4:15PM** at the **Pick-Up Point**.

When you arrive at Parking Lot C, drive around as directed by the staff. **To ensure everyone's safety and well-being, please follow all instructions for check-out procedures given by the staff. Do NOT try to pull up to the Lot C curb for "kiss & ride" style pick-up; it is extremely hazardous, and there are plenty of parking spots available in the lot – THANK YOU!**

Inclement Weather: In case of inclement weather (such as heavy rain) during the pick-up time, please proceed to Lot C as usual. You will be instructed from there by our staff to our alternate pick-up point. In the event of extremely hot weather, please arrive at the Pick-Up Point as close to the program end time as possible to avoid children having to wait in the heat. If necessary, we will use our inclement weather plan, but in all cases, parents should report to Lot C first.

Late pick-up: Any pick-up that occurs after 30 minutes from the program end time is considered a "late pick-up". A \$10 fee for late pick-ups will be assessed every 15 minutes starting at 12:30pm / 4:30pm payable by next morning's check-in. After 12:45pm/ 4:45pm, students who have not been picked up will be walked to our Aftercare area (in the **Center for the Arts**) and can be picked up from there. You may reach the Aftercare Coordinator at **703-554-4931** for assistance.

Ages 16+ Participant Drivers: For participants that have notified us that they driving and parking their own vehicle, they should follow check-out procedures, and a staff member will direct them as necessary.

PRE-REGISTERED AFTERCARE

For those participants who pre-registered for Aftercare, at the end of the program day, the student will be escorted to the Aftercare Location in the Center for the Arts. For pick-up, please drive up to the front of the Center for the Arts on Mason Pond Drive and call the Aftercare Coordinator at **703-554-4931**. Aftercare is available until 6PM - a \$10 fee for late pick-ups will be assessed every 15 minutes after that.

FIRST DAY

WHAT TO EXPECT ON THE FIRST DAY:

Participants **MUST** check in upon arrival to the Program Location **each day** – as we will call parents after the program begins if a name is not checked on the list. At First Day Check-In, participants will be provided with a program packet and any pre-purchased materials (if applicable). After an initial welcome from the University representative and/or the Program Director and Instructors, participants will be guided on where to go and what to do – your specific course outline and objectives will be explained at that time.

FOOD

FOOD CHOICES:

A campus food court is located in the **Johnson Center**, a short walk from the Art & Design Building. Choices in the food court, which may have reduced summer schedules, include Panera, Burger King, Red Hot & Blue, Sub Connection, Freshens, Mein Bowl, and IndAroma and Starbucks Coffee.

Participants can bring cash for the food court or a bag lunch (requiring no refrigeration). Lunch times will be supervised, and participants are not allowed to wander around campus on their own.

ATTIRE

APPROPRIATE ATTIRE:

Participants should dress casually but appropriately. Please be aware that a significant amount of video shoots may happen outside in the summer temps. *Water bottles will be provided!*

SCHEDULE

DAILY SCHEDULE:

Regular program hours are from 9:00AM to 4:00PM each day.

Student film project presentations will be debuted on the final Friday afternoon. More information to follow!

BEHAVIOR

BEHAVIOR/ DISCIPLINE:

In the rare case that a participant displays disruptive behavior and is a hindrance to the progress of the program, that participant (and parents of a minor) will receive a verbal warning. If the behavior continues, students will be asked to leave the program permanently with no refund granted. The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

Hitting/fighting/causing physical harm	Verbal Assault	Sexual misconduct
Profanity/disrespect to staff or participants	Refusal to cooperate	Violation of rules and policies
Possessing weapons/drugs/tobacco	Stealing	Biting/spitting
Temper tantrums	Leaving facility grounds	Bullying

ELECTRONICS

PERSONAL ELECTRONICS POLICY:

While we realize that many participants have cell phones, they should not use them during program hours except during scheduled breaks or in case of emergency. Other personal electronic devices should not be brought, as we cannot be responsible for lost/damaged electronics.

MEDICAL

MEDICAL ISSUES/ ILLNESS:

If a participant does not feel well and may need to leave early, they should tell a staff member. We will contact the parent to assess the situation, and, if necessary to arrange a pick-up. For everyone's safety and well-being, we cannot allow children with contagious or communicable disease to attend the program. In the rare case of serious illness/accident, a staff member will call 911 and then immediately contact the parent.

CAM/VID

CAMERA/VIDEO POLICY:

As a reminder, when you registered for this program, you accepted the following waiver:

"I do hereby grant and give these groups the right to use my or my child(s) photograph/video or image with or without my or my child's name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto."

Of course, any images/video from the program will be used strictly for organization promotional purposes only and with the utmost discretion, and student names will never be posted without special permission.

CONTACT US

HOW TO REACH US ON-SITE:

For on-site assistance, please contact the following Potomac Arts Academy staff -

Morgan Reed, 757-613-0285 - OR -

Libby Curtis, 571-296-5880

(While you are welcome to call the Potomac office at any time, a staff member might not be available during summer program hours.)

If you have any further questions or concerns, don't hesitate to contact the Potomac Arts Academy office at 703-993-9889 or potomac@gmu.edu . ***We look forward to seeing you soon!***

Sincerely,



Benjamin Steger, Program Director



Gabrielle Mitchell, Instructor

The Summer Filmmaking Workshop is a program of Mason's Potomac Arts Academy

