



TO : ALL BIGFOOT AND IAFT STAFF

FROM : MAGGIE RUDER
Prop Maker

SUBJECT : **CYCLORAMA PHOTO STUDIO USAGE**

DATE : FEBRUARY 21, 2011

Anyone wishing to shoot on the cyclorama photo studio needs to take the following steps when planning their shoot:

Email Andrew McMennamy and Maggie Ruder with the following information **at least** 24 hours prior to shooting.

1. Date of Shoot
2. Title of Project/Project Name
3. Start and End time of shoot, including equipment setup time
4. Color needed for cyclorama (white/green). Additional warning time required for green.
5. Any props, set dressing or other art needs to be set up prior to shooting.
6. Any Art Dept needs for during shoot, i.e. labor, set dressing, set changes.

Use of the cyclorama is dependent upon having time to repaint between shoots.

In order to supply labor outside of normal business hours, advance notice is required. No one is to shoot on the cyclorama without notifying the art department ahead of time.

If you wish to shoot but do not provide the requested information, crew to move sets, clean, set up art are not guaranteed to be available. The art department needs advance warning in order to be able to crew any additional projects.

We want to make sure the cyclorama stays in good condition and to do this we all need to work together.