

**University of Illinois  
Department of Dance**

**2015-2016 Graduate Media  
Coordinator Quick Guide for Faculty  
and Students**

dance at illinois

LOCATE CENTER. ● AND GO FROM THERE.

## I. PEOPLE

- GRADUATE MEDIA COORDINATOR (GMC)
  - GMC:** Momar Ndiaye  
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  - Assistant:** Arielle Dykstra  
Assistant Contact Address: adykstr2@illinois.edu
- VIDEO CREW
- DANCE PRODUCTION COORDINATOR
  - GMC Advisor:** Renée Wadleigh
  - GMC Equipment Advisor & Support/Media Lab Director:** Ken Beck

## II. FREQUENTLY ASKED QUESTIONS

- **What do the GMC and Video Crew do for the Department?**
  1. We shoot and edit every Mainstage Concert for the Department: November Dance, February Dance, Studiodance I, and Studiodance II (edited for practice only) and Senior concerts.
  2. The GMC maintains the Video Archive of Departmental works.
  3. The Video Crew shoots BFA Auditions and Designer Runs when not in DRK (Events in DRK use installed DVD set up).
  4. Video Crew shoots other Departmental Events only when assigned by Department Head at start of Fall Semester.
- **What do you mean by maintaining the Departmental works Video Archive?**
  1. For each Mainstage Concert, Senior Concert, and assigned Department Event, the GMC:
    - a. Maintains a digital archive of raw footage gathered from SD cards for a temporary period. If you want raw footage, contact the GMC no later than one week after concert date.
    - b. Creates and stores an edited QuickTime digital file (.mov) and uploads it to our private Vimeo page. These are usually available for viewing 2 weeks after the show. Studio II is the exception. Studiodance II is not edited until the FOLLOWING spring.
  2. For the BFA Auditions and Designer Runs held outside DRK, the GMC provides the SD card to the Event Director immediately following the audition for downloading. The SD card should be returned to the GMC promptly.
- **I'm a dancer and I want a copy of my video. How do I get it?**
  1. First, each piece must have a signed Choreographer's Permission/Non-permission Form. If this is not on file, videos will not be distributed.
  2. Second, Download and fill out the Video Request Form from the department's website.
  3. Third, hand in the hard copy of the form in the GMC's mailbox. The GMC will follow up if an appointment needs to be made. Typically, the GMC supplies everyone with a link and password to their dance. The link will

connect you to our private Vimeo page from which the piece can be downloaded. If you prefer a playable DVD, these are only prepared by special request to the GMC.

- **I'm a choreographer and I'm concerned about releasing my work due to copyright issues. What do I do?**
  1. Choreographers must sign a Copyright Policy Form and give to GMC.
  2. Choreographers must sign a Choreographer Release/Non-Release form and give to GMC.
  3. GMC will only provide a video to dancers/designers if Choreographer has given permission.
  4. GMC will release to dancers with/without sound according to Choreographer's form.
  5. GMC will give a copy of the Choreographer Release/Non-Release form to students, so they understand the scope of the use of the video.
  6. For more information on Copyright please see:  
<http://publish.illinois.edu/copyright-for-arts/resources/>
  7. To access copyright forms: <http://www.dance.uiuc.edu/resources/forms>
  
- **I want to learn how to...edit video/make a promo/upload to Vimeo/get video on my website/figure out my new camera, etc.**

Make an appointment with your GMC! We are available to help you learn and have time set aside each week for students and faculty.
  
- **What don't you do?**
  1. The GMC does not archive or shoot events outside those assigned at the beginning of the year by the Department Head.
  2. We do not shoot or archive events held in DRK. There is video equipment available in the DRK booth to record DVDs.
  3. We do not edit personal video projects, faculty research, or anything not listed above.

### III. MORE DETAILS

Below you'll find specific information about our procedures and how they might affect you.

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- A. Events not shot by Video Crew
- B. Performance preparation and shooting procedures
- C. Editing procedures November, February, and Studio I
- D. Editing procedures Studio II
- E. Editing procedures all other events

#### A. Events Not Shot by Video Crew

1. MFA Auditions (MFA Director responsible)
2. Designer Runs in DRK (Concert Director responsible. GMC will help with DVD duplication)
3. Guest lectures (unless assigned by Department Head)
4. Repertory Company (Director responsible)
5. End of semester showings (DRK Manager responsible, DVD recordings archived for one year before recycled)
6. Independent Concerts in DRK (Event Directors responsible)
7. Independent Concerts NOT in DRK (Event Directors responsible)

#### B. Performance Preparation and Shooting Procedures

For Mainstage Concerts, assigned Departmental Events, and Senior Concerts, the GMC assigns Video Crew to view rehearsals, speak briefly with choreographers, and attend specific shooting dates. The assigned Video Crew and/or outside hire assumes responsibility for the job and attends Designer Run, the non-tech run through, and Dress Rehearsal for practice. Assigned Video Crew will accommodate reasonable shooting requests to the best of their ability. Shooting Crew should not be approached with instructions at the time of the performance shoot. Mainstage Concerts are shot on Thursday and Saturday.

#### C. Editing Procedures—November, February, and Studiodance I

The GMC is responsible for editing concerts in a timely manner. The GMC reviews all footage and looks to find the best quality footage available to edit. If Thursday and Saturday's footage is found to be of similar quality, the choreographer will be contacted and asked to review the footage and choose which night will be edited.

Choreographers may ask to view the unedited Master by contacting the GMC, and they may request which concert should be edited. Choreographers must initiate the request within 2 weeks of the concert. Editing begins two weeks after concert closing.

#### D. Editing Procedures—Studiodance II

Video Crew creates edited digital files of Studiodance II the year after the performance. This edit is done for practice only. If choreographers desire this footage before the next year, they must utilize the raw footage or the rough edit done by the GMC.

#### E. Editing Procedures—Senior Concerts and other Departmental Events

Typically these events are shot with one camera. The GMC trims the footage, adds titles and credits, and creates a digital video file that is stored and available in the archive.