



# **Production Handbook**

**2024-2025**

Valid from September 1<sup>st</sup> 2024

## **Welcome to Tallinn University Baltic Film, Media and Arts School!**

This handbook provides essential information about school's equipment and production facilities. It is also about the rules to know and procedures to follow in order to succeed in school assignments and projects.

The faculty and administration of Tallinn University Baltic Film, Media and Arts School (BFM) wish You successful studies!

**EVERY STUDENT AND FACULTY MEMBER OF BFM AGREES TO FOLLOW  
THE RULES AND PROCEDURES OUTLINED IN THIS HANDBOOK**

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# PROJECT PRODUCTION WORKFLOW

## Head of Production

**Location:** Narva Rd. 27, VITA building, room V-403  
**Office hours:** Consultation times agreed in advance by e-mail

All student productions at BFM are coordinated by Head of Production. He assists students in production related issues and is responsible for planning and supervising the productions.

Additional information about production policies and requirements:

### **Toomas Sääs**

Head of Production

Phone: (+372) 53909495

E-mail: [toomas.saas@tlu.ee](mailto:toomas.saas@tlu.ee)

## Project based production

BFM uses a project based production approach for student productions. Each creative project goes through following stages. The most important part of any production is pre-production. The proper planning and working on your project idea in this stage will guarantee more efficient and effective production and post-production. After completing the project it is mastered and archived together with the related documentation.

The needed forms and materials for the production cycle are constantly updated and available at <https://www.tlu.ee/en/bfm/about-us/bfm-production-centre/production-forms>

## Project Production Forms

### **PROJECT PLANNING FORM**

*Project Planning Form* is a document filled by the Instructor of the course and submitted to the Head of Production in the beginning of the semester. The details of the projects planned during the course are submitted which is the basis for the tentative production schedule for the semester. Based on this information the Project Approval Forms are sent to the Instructor.

### **APPLICATION FOR PROJECT APPROVAL**

*Application For Project Approval* is submitted to Head of Production for course and diploma projects. For exercises this application is not needed. In appendices are submitted project materials (script, shooting script, budget, production plan etc.) in electronic form by email to [toomas.saas@tlu.ee](mailto:toomas.saas@tlu.ee).

The required materials are different depending on the department and the project type. Head of Production gives additional information about specific requirements.

## PROJECT APPROVAL FORM

*Project Approval Form* is the proof that the Student has completed all the required preparation works for the project and is ready for production.

**The Project Approval Form (project number) is a document which Student must present:**

- every time before making equipment bookings
- for booking editing and grading rooms
- before opening the new Project folder hard-disk space in Post Production Center

The Project Approval Form is given to student by the Instructor or Head of Production.

The form must have a Instructor's signature.

For Course Project and Diploma Project also the signature of Head of Production is required. Signature of Head of Production is not needed for exercises.

## APPLICATION FOR CREATIVE STIPEND

For Diploma Projects and Course Projects students can submit to Head of Production the *Application for Creative Stipend*. The sum of the stipend is determined on project basis and is distributed according to the approved budget for creative stipends.

The stipend is transferred to the Student's bank account.

## USAGE OF STIPEND REPORT

Student must fill in the *Usage of Stipend Report* by the date fixed in the application and submit it to Head of Production together with the original invoices. When this report form is not completed on time student's access to the equipment is limited.

A creative scholarship that has not been used for its intended purpose must be returned to the school.

## PRODUCTION PROJECT

After completing the project Student submits to Head of Production the *Production Project* which consists of various documents such as contracts with the actors, music cue sheets, finalized budget etc. The materials required in Production Project are specified by department, project type (short film, documentary, TV broadcast) and project type (Course Project, Diploma Project).

Additional information about the specific requirements from Head of Production.

## **Extracurricular Projects**

Special extracurricular projects must also have a signed Project Approval Form. For those projects signature of Head of Programs of each department or Head of Production is required.

*Without showing the Project Approval Form – NO ACCESS TO EQUIPMENT.*

## **Extending the Project Deadline**

Meeting the deadlines is a sign of professionalism and affects the final grade for the project. However there can be situations when meeting the fixed deadline is impossible. If this is the case then Students have the right to fill in the [Extending The Project Deadline Form](#) and have it signed by the Instructor and the Head of Production.

## Production Levels

All productions in BFM are categorized into three levels:

- Level 1 - Exercise
- Level 2 - Course project
- Level 3 - Thesis project

The following table gives an overview of each level:

	<b>Level 1 Exercise</b>	<b>Level 2 Course project</b>	<b>Level 3 Thesis project</b>
Maximum shifts (8 hours) for using the equipment	1-3	3-5 for short feature 5-10 for documentary	7-14 for short feature 7-21 for documentary
Camera equipment	Using the basic camera equipment	Equipment according to the professional preparation of the student	Equipment according to the professional preparation of the student
Sound equipment	2 wireless mics, 1 boom mic, recording to camera (sound exercises are exceptions)	Equipment according to the professional preparation of the student	Equipment according to the professional preparation of the student
Light equipment	Portable Light kits	Equipment according to the professional preparation of the student	Equipment according to the professional preparation of the student
Camera dolly and tracks	No access	Equipment according to the professional preparation of the student	Equipment according to the professional preparation of the student
Access to Film Studio including building the set and cleaning the studio	Max. 5 days	Max. 7 days	Max. 14 days
Access to Television Studio including set up and cleaning the studio	Max. 2 day	Max. 5 days	Max. 10 days
Maximum amount of editing footage captured to hard-drive	2 hour	8 hours	25 hours
Deadline to finish the project from signing the Project Approval Form	2 month	End of semester	1 year



## Archiving of the Projects

**Media Archive** stores BFM student productions. Submitting the final project master and supporting materials to the archive is the last step in the production process. Media Archive database allows searching and previewing of graduation films, course projects and practical assignments produced during courses in BFM. The interface to enter and search the project data is **Estonian Film Database**.

### Archiving the project documentation:

#### Thea Tael

Editor of Media Archive  
Phone: (+372) 5086595  
E-mail: [thea.tael@tlu.ee](mailto:thea.tael@tlu.ee)

For every finished project student must send to e-mail [thea.tael@tlu.ee](mailto:thea.tael@tlu.ee) the following documents:

- Archiving Form
- Music Cue Sheet
- Dialogue List
- Beginning and End Credits

The forms are available at [Media Archive website](#)

### The archiving of the projects:

Submit the final project (film, documentary, TV-projects etc.) as a Quicktime files and follow these guidelines:

1. Use the following settings:

\* Apple ProRes 422 HQ codec

2. Required language versions:

\* Master WITHOUT ANY SUBTITLES (required)

\* Master with ENGLISH SUBTITLES

\* Master with ESTONIAN SUBTITLES (optional)

(required if the film is shown on Estonian TV channels or in cinemas)

\* DCP Digital Cinema Package (if exists)

3. Create JPG format still pictures (1 picture of the director, 5 from project itself, 5 from the film-set/location) and bring to Media Archive.

**NB! If you have edited your project outside the school system or on your own external hard-disk then you should bring the master Quicktime files to Media Archive.**

## Submitting the Projects for Grading

As a general rule the finished projects are copied to the specific course's „DropBox“ folder in SharedStorage network drive for grading. Specific requirements are set by course instructors.

## Project Deadline and Deleting of the Project

After the Project Deadline date the Project folder hard-disk space will be LOCKED for READ ONLY.

14 days after the Deadline date it is possible to read from project's hard disk space but not to write on it (you can not add additional files).

This time period is for Students to make their own backups of the project.

**Project Folder with all files included inside will be DELETED 14 days after Project Deadline.**

Student can extend the Project Deadline by filling the [Extending the Project Deadline Form](#).

**The same rules apply also for the projects stored in Sound Studio computers.**

## Requirements for Using the BFM Logo and Credits

All the student productions made in school must have the **official animated BFM logo** in the beginning of the project. The BFM logo is also used in the DVD covers and other promotional materials.

The logo can be found at Shared Storage network drive at **SharedStorage/4\_BFM\_LOGO**.

The ending credits must finish with the copyright symbol, name of the school and the year of production:

For example in English:

© Tallinn University  
Baltic Film, Media and Arts School

2024

For example in Estonian:

© Tallinna Ülikooli  
Balti filmi, meedia ja kunstide instituut

2024

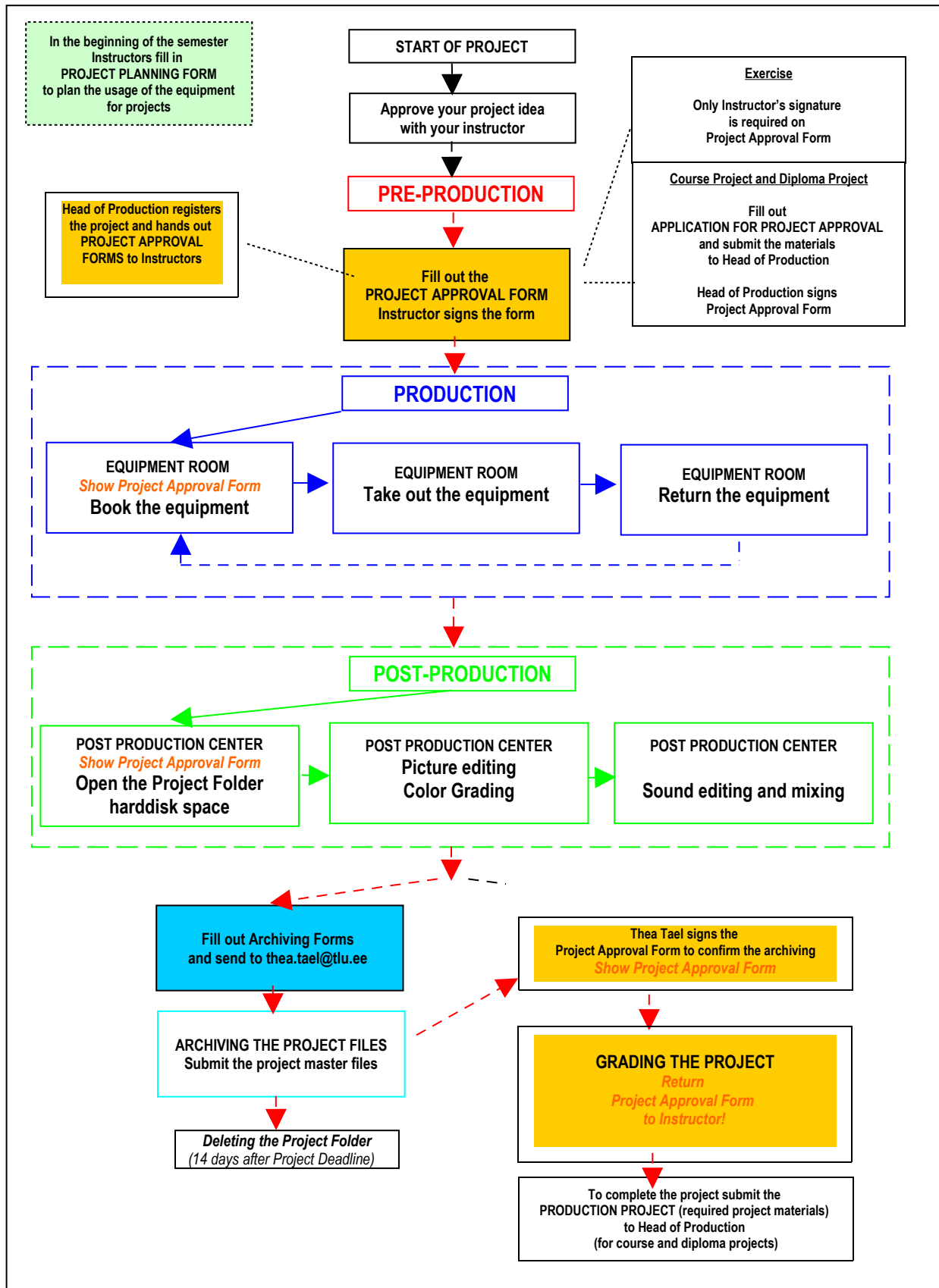
## Requirements for Sponsor Logos

Sponsor logos in the beginning and end credits should not be too large and draw too much attention. **The maximum size of one logo should not exceed 1/6<sup>th</sup> of the screen width.**

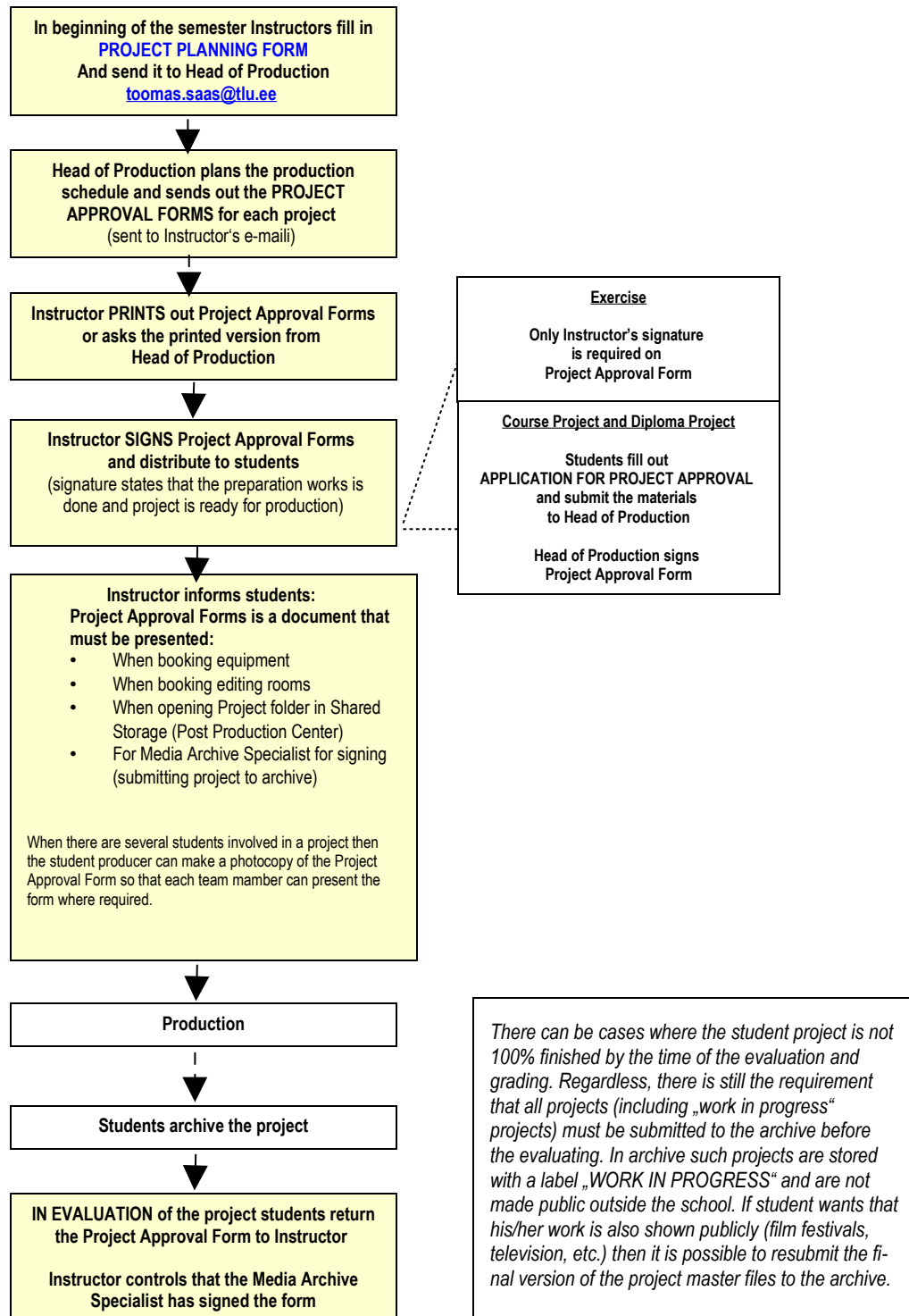
Making the logos too large could mean that the project can not be shown on Estonian Public Television because of the legal limitations for sponsor logos.

More information about the specific requirements from Head of Production.

# Project Workflow



## The Role of Instructor in Production Process



## BOOKING AND USING THE EQUIPMENT

### Equipment Storage Rooms

#### CAMERA AND SOUND STORAGE (N-209)

**Location:** Narva Rd. 27, Room N-209  
**Opening hours:** Monday to Friday 9:30 – 12:00 and 14:30 – 17:00

- In the camera and sound equipment storage, there are cameras, camera tripods, sound equipment, and recording monitors.
- Reserved equipment must be picked up and returned in person.
- There are locked cabinets for storage.
- Please make equipment reservations through the **BFM Webshop**.

Booking and information:  
E-mail: [bfm-equipment@tlu.ee](mailto:bfm-equipment@tlu.ee)

#### **Tõnu Talpsep**

Technical Specialist  
Phone: (+372) 6199907  
Mob: (+372) 5235684  
E-mail: [tonu.talpsep@tlu.ee](mailto:tonu.talpsep@tlu.ee)

#### LIGHTING STORAGE (V-104)

**Location:** Narva Rd. 27, Room V-104  
**Opening hours:** Monday to Friday 9:30 – 12:00 and 14:30 – 17:00

- In the lighting equipment warehouse, there are lights, light stands, electric cables and more lighting equipment and camera carts and other mobile equipment.
- You can pick up the reserved lighting and moving equipment with the warehouse door card or return it 24/7.
- Please make equipment reservations through the **BFM Webshop**.

Booking and information:  
E-mail: [bfm-equipment@tlu.ee](mailto:bfm-equipment@tlu.ee)

#### **Raul Tõnurist**

Technical Specialist  
E-mail: [raul.tonurist@tlu.ee](mailto:raul.tonurist@tlu.ee) / [bfm-equipment@tlu.ee](mailto:bfm-equipment@tlu.ee)

Equipment pick-up and return:

#### **Eduard Emanuel Leahu**

Technician  
Phone: (+372) 515 8693  
E-mail: [eduard.leahu@tlu.ee](mailto:eduard.leahu@tlu.ee)

**[Read also about Equipment Storage Rooms rules!](#)**

## Equipment Reservations

The prerequisite for booking equipment is a confirmed Project Approval Form. It is not possible to reserve equipment without a valid project number received from the Head of Production or course instructor.

The equipment must be ordered as early as possible, but at least **48 hours** before collection in the rental system **BFM Webshop** – <http://bfm-rental.tlu.ee>

For Monday, the equipment must be ordered no later than Thursday, and for Tuesday no later than Friday. If necessary, we try to accommodate documentaries.

Orders will be answered as soon as possible. Specifying details and confirming the reservation takes place via e-mail.

If equipment is taken from both warehouses, **separate orders** must be made for camera or sound equipment and lighting or moving equipment. **Check availability** under each product.

In the comments box, you can ask questions or share any additional information, e.g. whether the lighting equipment is used in the BFM or in the location - then we know whether the equipment is loaded from the corridor or front door.

The use of technology is free for projects carried out as part of the study. For commercial use, the price list applies.

## Equipment pick-up and return

The equipment must be taken out and returned according to the agreement. If circumstances cause a delay, the storage must be notified as soon as possible. The cancellation of the shoot must also be reported.

The equipment should be picked up and returned by the person responsible for its use, such as the cinematographer, sound person or gaffer. Things should be packed up after the shoot by the people who unpacked them.

The equipment taken out should be checked before leaving. The user is responsible for the equipment until it is returned. If something is missing or damaged upon return, the user will cover the cost of replacing or repairing it, subject to the deductible in the case of insurance.

In the case of educational work, a rental agreement for the free use of equipment is signed when the equipment is taken out. Outside of teaching, equipment is rented according to the equipment rental price list on the BFM website.

If the equipment is transferred from one user to another according to the agreement, they must complete a **Field Transfer of the Equipment Form**. One copy must be submitted when returning the equipment to the warehouse.

Camera and sound equipment, as well as a camera cart, rails and generator can be loaded or unloaded through the back door of the Nova house.

To load or unload lighting equipment, you should back up in front of the front door of the lighting equipment storage between the main door of the Vita and Nova houses, leaving room

for passing cars. As a rule, lighting equipment used in BFM is transported through the corridor door of the light storage.

The university yard can be accessed from under the barrier between the Silva and Mare houses. If you press a button on the wall of the Mare house, the information manager or the security guard can open it 24 hours a day. When leaving, the barrier opens automatically.

The camera and sound equipment storage door cards also open the lighting equipment storage vestibule and lift doors, but the lighting equipment storage door cards do not allow access to the camera and sound equipment storage cabinets.

***Condition of equipment upon return:***

- Equipment must be clean, including dust, dirt, snow and tape. The optics must be cleaned and protected with a cover cap.
- The initial configuration of the equipment must be restored, e.g. the plate of the camera tripod must be attached to the tripod head and the parts of the sets must be in the designated places. Some kits come with packing instructions. If the places are not marked or there are no instructions, it is worth checking what is included in the set and where it is located before use. A photo may be helpful. Parts of different sets must not be mixed up.
- Batteries should be fully charged if possible. Batteries can also be charged in storage. Storages are not responsible for charging batteries. If the batteries need to be used immediately after removal, please notify the storage.
- All cables must be properly coiled and secured with the appropriate tape.
- All tripod sections must be assembled and all tripod tension screws must be tightened.
- If possible, sort by type of technique.
- Faults, burnt-out bulbs, etc. must be reported upon return. Serious malfunctions must be reported immediately. Inoperative equipment must be marked with tape, a label, etc. The technique must not be repaired by yourself, except for changing bulbs.

**Equipment storages have the right to fines for carelessness, delays, leaving equipment unattended or handing it over without a document.**



## Accessing Equipment User Manuals

Before taking out some equipment it is always good idea to make yourself familiar with the User Manual. Even if you know the basics of operating the camera, sound recorder etc. each model has its own specifications. Without knowing these details before shooting starts you may end up with questions without the time to find answer. So please read the manuals!

User Manuals are available:

<https://www.tlu.ee/en/bfm/about-us/bfm-production-centre/user-manuals>

## Rental of School's Equipment for Non-School Projects

The first priority of BFM equipment is to serve the class assignments and student productions. Use of School's equipment and facilities for these projects is free of charge. In order to be able to use the equipment Student needs the signed *Project Approval Form*.

It is also possible to rent out the School's equipment for Non-School Projects on the basis of the rental prices fixed in the **EQUIPMENT RENTAL PRICE LIST**.

## EQUIPMENT INSURANCE

When using the School's equipment the Student who has signed the Rental Agreement takes full material responsibility for the safety of the equipment rented out.

He/she is liable for any claim up to the purchase value of the lost, stolen or broken equipment. In case the loss or damage is covered by the insurance there is an student own responsibility up to 640.- EUR on any claim.

The following information describes the terms and conditions of the insurance policy.

### Where is insurance cover valid?

The insurance of the equipment is valid only in the borders of **European Union countries**.

In case the equipment is taken outside of the borders of these countries there is no insurance coverage and the Student is fully responsible for any damage for which he/she is liable.

### What is covered by the insurance?

Insurance case is an unforeseen and unexpected event, condition, act or responsibility. According to the insurance policy the possible causes for the insurance case can be:

- damages which are caused by the insufficient qualification of the operator of the equipment and his/her negligence when operating the equipment;
- internal electrical and mechanical malfunctions of the device;
- fire, direct lightning strike, explosion, damages from the extinguishing water;
- damages because of the traffic accident to the vehicles transporting the equipment;
- intentional actions by the third persons dedicated to destroy the private property of others;
- hail, rain, storm, leaking fluids, damages caused by humidity;
- burglary.

In case of burglary the insurance case is valid if the equipment was stolen or destroyed by:

- breaking in, defined as theft from the equipment storage room by breaking or removing the lock or the door of the room;
- robbery, defined as taking away the equipment by using physical violence or by direct threat of using violence;
- intentional actions by third persons, understood as destroying or breaking the equipment during the robbery or breaking in.

## What is NOT covered by the insurance?

**Do not use alcohol or drugs while using the equipment.** According to the insurance policy any damage which occurred while the User of the equipment was under the influence of alcohol or any narcotic substance will not be refunded.

**Do not use the equipment in air or maritime transport (airplanes, air balloons, ships, boats etc).** Insurance does not cover the damages when the equipment was installed, used or transported in air or maritime transport.

**Carefully protect the equipment from burglary between the shooting periods.** Damage from burglary is covered only if the equipment storage room is equipped with the active security system that alarms the location guarded or there is organized a physical guarding.

**Do not leave the equipment to the hotel room.** Insurance does not cover the theft or burglary from the hotel room. When staying in hotel, store the equipment in hotel room security vault or leave for the storage to the hotel administrator.

**Never leave the equipment unsupervised in a car.** Insurance cover is invalidated if equipment is stolen from an unattended car, even if the car has an alarming system.

## What to do if equipment gets damaged or broken?

Follow these steps:

1. Call to equipment storage and inform about the accident.
2. When you get back to school immediately report the accident to the on-duty Equipment Storage technician.
3. In Equipment Storage fill out the *Report About Broken, Lost or Stolen Equipment* where you must describe in detail when, what and how it happened.

## What to do if equipment is stolen?

Follow these steps:

1. In case of theft of burglary immediately **call to Police 112** and wait for their instructions.
2. Fill out the Police Report about the incident and write down the contacts of the police officer working on the case.
3. Call to Equipment Storage and inform about the incident.
4. When you get back to school immediately report the accident to the on-duty Equipment Storage technician.
5. In Equipment Storage fill out the *Report About Broken, Lost or Stolen Equipment* where you must describe in detail when, what and how it happened.

**NOTE:** Failure to follow any or all the above procedures may result in a denial of your claim and make you completely responsible for the loss or damage.

## OVERVIEW OF EQUIPMENT AND FACILITIES

An overview of the production equipment in use at BFM can be obtained from the rental system **BFM Webshop** – <http://bfm-rental.tlu.ee>

## FILM STUDIO

**Location:** Narva Rd. 27, Room N-113

**Hours of operation:** during the productions 7 days a week

### **Booking and information:**

#### **Toomas Sääs**

Film Studio Technical Specialist

Mob: (+372) 53909495

E-mail: [toomas.saas@tlu.ee](mailto:toomas.saas@tlu.ee)

BFM Film Studio (160 m<sup>2</sup>; 13.5x11.85x6.5 m) is customized specifically for film production. With a workshop, camera, sound and lighting equipment storerooms as well as make-up, dressing and group rooms, the film studio complex is able to offer a complete service. The film studio can be used for building sets for movies, short films and commercials. The room is also being used as a large TV studio (cabling for 8 cameras).

The ceiling of the film studio is equipped with motorized lighting fixtures and there is also cabling for dimmers and DMX control. It is possible to use a black (360 degree), white and green background. The film studio's lighting equipment, rails and the Panther Pick Up dolly are stored in a secure equipment storeroom.

The film studio can also be used for larger official receptions, seminars and training events. It is also possible to use 130 folding chairs and movable tables.

## Shooting in Film Studio

**Person who is given the access to the Film Studio takes the full personal responsibility for the following:**

- Sharing and collecting the Key Card sets of the Studio rooms to other crew members involved in the production.
- While working in the Studio all doors must be kept CLOSED and LOCKED.
- After leaving the studio all doors must be CLOSED and LOCKED.
- All equipment and working tools should be used with care and after finishing the work be stored in organized manner (not be left laying around the set - Be tidy. Be organized. Be safe.)
- Equipment used in the production should never be left unattended.
- Student can be held personally responsible for any damage or theft of the School's equipment from the Studio during the time-period of the production which occurs due to his/her negligence. He/she is liable for any claim up to the purchase value of the lost, stolen or broken equipment. In case the loss or damage is covered by the insurance there is an access up to 640.- EUR on any claim.
- Is responsible for the personal safety of the crew during the work in Studio.
- Is responsible for following the Fire Safety in the Studio during the work period.
- Makes sure that there is unblocked access to all fire extinguishers and exits and emergency exits at all times.
- Makes sure that there is NO SMOKING in the Studio or NO USE of SMOKE/FOG MACHINES as these will turn on the smoke alarm system.
- When smoking or smoke machines are required on the set Student must inform the Film Studio Technical Specialist.
- Makes sure that NO ALCOHOL is used at any time regardless of the age.
- Emptied and cleaned beverage cans and bottles may be filled with non-alcoholic liquids for use as props. When not in use, such items must be stored in a box or when in use on set clearly marked "DECORATIONS".
- Must finish the shooting and the Studio cleaning up by the DEADLINE date specified in the form.
- **If Studio rooms are handed over without proper cleaning up after the production the Student will be fined 64.- EUR.**
- Must give back all the received Studio Key sets not later than on the DEADLINE date.
- **There is a fine of 5.- EUR for late returning of the keys.**
- For losing the Key the Student must refund the replacement of the lock and the keys.
- **Student is fined up to 300.- EUR.**

## TELEVISION STUDIO

**Location:** Narva Rd. 27, Room N-109

**Hours of operation:** during the productions 7 days a week

### **Booking and information:**

#### **Marko Järv**

Technician

Tel: (+372) 5118724

E-mail: [marko.jarv@tlu.ee](mailto:marko.jarv@tlu.ee)

**Television studio** (106.4 m<sup>2</sup>, 11.2x9.5x6.5 m) can be used to make professional multi-camera recordings.

Studio is equipped with professional cameras (5x GrassValley LDX 92, Creative Grading Panel CGP500 control). Cameras have Libec studio tripods, Panther U-Bangi slider and camera crane. The number of cameras can be upgraded using additional Panasonic AG-HPX600E and AJ-PX800GH cameras.

Studio lighting is controlled by ChamSys MagicQ MQ70 Compact Console. Standard lighting consists of 40 fixtures. For special needs additional lighting from school's lighting storage can be added. The studio is equipped with motorized lighting trusses with cabling for dimmers and DMX control. There is a possibility to use black, white and green background curtains.

In Control Room Ross Video Carbonite 2 Production Switcher with vMix graphics workstation allow working in high definition and offer live streaming capabilities. Integrated Zoom and Skype connections for online hybrid events.

Signal routing is performed by Neveon 64x64 3G-SDI router. BlackMagic Design Hyperdeck Studio Pro recorder provides 10bit 4:2:2 recording and playback in industry standard format Apple ProRes 422 HQ. iMac workstation provide fast access to the central media storage system.

Video monitoring uses Sony FWDS46H2 multiviewer screens, SWIT BM-U245HDR, BM-H215, S-1221HS and JVC DT-V17G15 monitors. Studio intercom system consists of Riedel Performer C44plus System and wireless Hollyland Solidcom M1 system with 8 beltbacks.

Sound Control Room has Avid S3L-X System 16 Controller running the Venue software with AAX plugins. Genelec 8030 monitors and 7050 subwoofer offer calibrated stereo monitoring. Various microphones are available for studio and location needs

## Using the TV Studio

**Person who is given the access to the TV Studio takes the full personal responsibility for the following:**

- Sharing and collecting the Keys of the Studio rooms to other crew members involved in the production.
- While working in the Studio all doors must be kept CLOSED and LOCKED.
- After leaving the studio all doors must be CLOSED and LOCKED.
  
- All equipment and working tools should be used with care and the after finishing the work be stored in organized manner (no cables etc. left laying around the set - Be tidy. Be organized. Be safe.)
- Equipment used in the production should never be left unattended.
- Student can be held personally responsible for any damage or theft of the School's equipment from the Studio during the time-period of the production which occurs due to his/her negligence. He/she is liable for any claim up to the purchase value of the lost, stolen or broken equipment. In case the loss or damage is covered by the insurance there is an access up to 640.- EUR on any claim.
  
- Is responsible for the personal safety of the crew during the work in Studio.
- Is responsible for the Fire Safety in the Studio during the work period.
- Makes sure that there is unblocked access to all fire extinguishers and emergency exits at all times.
- Makes sure that there is NO SMOKING in the Studio or NO USE of SMOKE/FOG MACHINES as these will turn on the smoke detection system.
- When smoking or smoke machines are required on the set Student must inform the Studio Assistant before starting work.
- Makes sure that NO ALCOHOL is used at any time regardless of the age.
- Emptied and cleaned beverage cans and bottles may be filled with non-alcoholic liquids for use as props. When not in use, such items must be stored in a box or when in use on set clearly marked "DECORATIONS".
  
- Must finish the shooting and the Studio cleaning up by the DEADLINE date specified in this form.
- **If TV Studio rooms are handed over without proper cleaning up after the production the Student will be fined 32.- EUR.**
  
- Must give back all the received TV Studio keys not later than on the DEADLINE date.
- **There is a fine of 5.- EUR for late returning of the keys.**
- **For loosing the keys the Student must refund the replacement of the lock and the keys (will be fined up to 300.- EUR).**



## POST PRODUCTION CENTER

**Location:** Narva Rd. 27, Rooms N-512  
**Office hours:** Monday to Friday 09:30 – 17:30

### **Booking and information:**

E-mail: [bfm-postproduction@tlu.ee](mailto:bfm-postproduction@tlu.ee)

### **Natalja Larina**

Post Production Center Administrator

Phone: (+372) 5289669

E-mail: [natalja.larina@tlu.ee](mailto:natalja.larina@tlu.ee)

## Computer Lab N-507

**Location:** Narva Rd. 27, Room N-507

Computer Lab is equipped with 17 seats of Mac 21.5" M1 computers and various video and sound editing software. Besides the lectures and practical training, students can use these computers to edit their assignments. All computers are part of a network storage. In the back of the classroom there is a voice over recording booth.

Computer Lab has [Apple Authorised Training Centre Education](#) certificate.

## Computer Labs V-304, N-416, V-302

In these Computer Labs iMac 21.5" computers and identical software to room N-507 can be used.

## Video Editing Rooms

**Location:** Narva Rd. 27, N-421 - N-424, N-426 - N-429

**Hours of operation:** 7 days a week

Students can edit their individual projects in eight separate Editing Rooms using Final Cut Pro, Adobe Premiere Pro, Avid Media Composer and Davinci Resolve Studio on Mac Studio workstations. Also other Adobe Creative Clouds applications can be used. To guarantee the standardized sound monitoring across the post production workflow both editing rooms and sound editing studios are equipped with Genelec 8030 active monitors.

## Sound Studios

**Location:** Narva Rd. 27, Rooms N-308, N-310, N-317, N-318, N-214, N-411, V-303

**Hours of operation:** 7 days a week

### Booking and information:

#### Tanel Kadalipp

Sound Engineer-Designer

Tel: (+372) 55599032

E-mail: [tanel.kadalipp@tlu.ee](mailto:tanel.kadalipp@tlu.ee)

The BFM study complex has three sound studios and three sound editing rooms that offer a complete solution, from multi-track recordings and audio editing up to Dolby Atmos Theatrical and Dolby Surround 7.1 mastering. The sound studio complex was designed taking into account film and TV production audio requirements as well as music production needs.

The sound studios have a trunk cable connection with the film studio and television studio on the first floor of the building and also with the Tallinn University ceremonial hall, which gives the option for catering to large scale recordings and live events. It is also possible to use the sound studios for practical workshops.

**The first sound studio** (54 m<sup>2</sup>; 212.5 m<sup>3</sup>; 8.65x6.3x3.9m) uses Dolby Atmos Theatrical and Dolby Surround 7.1 compliant monitoring equipment, Procella Audio monitors (primary monitors P815-FP, subwoofer P18, surround monitors P8, P8iCW), Biamp ALC-1604D, ALC-404D amplifiers, Avid MTRX II sound card and Biamp Nexia SP processors.

The Apple Mac Studio workstation uses the Avid ProTools Ultimate system with Avid S6 console and Avid HD I/O 16x16, two Avid PREs and Avid SYNC HD. It is possible to interconnect with second sound studio equipment (total I/O 32x32 and 32 Avid PRE inputs). The Waves Mercury Native plug-in collection is also installed. The equipment room has a Sony VPL-FHZ80 video projector.

**The second sound studio** (19.5 m<sup>2</sup>; 50.7 m<sup>3</sup>; 3.9x5.0x2.6m) and the three sound editing rooms use Avid ProTools HD Native Thunderbolt HD OMNI system with 5.1 Genelec (8030 and 7050) monitoring and Avid Artist Mix and Artist Control surfaces.

The studio uses the expansive **Sound Ideas sound effects** and background audio collection, and there is also the possibility to record Foley sound effects.

## Booking of Editing Rooms and Sound Studios

Room booking form is accessible from here:

<https://www.tlu.ee/bfm-postproduction>

## Rules of Using the Editing and Color Grading Rooms

Each BFM student and lecturer (hereinafter referred to as the User) agrees to the following instructions when working in the Editing Center rooms:

1. A valid and confirmed Project number is required to book any room.
2. Room usage is divided into three shifts:
  - Shift I (08:00 – 14:00)
  - Shift II (14:00 – 20:00)
  - Shift III (20:00 – 08:00)
3. Maximum of 6 shifts can be booked in a row. Only 1 shift and 1 room can be booked per day (unless there is a different agreement).
4. Requests without specifying the shift will be ignored.
5. Before booking, the User must check the room availability from [ASIO](#) schedule.
6. [Room booking form](#) must be completed to receive a key card.
7. The key card can only be collected from room N-512 according to the schedule.
8. The administrator has the right to cancel a booking if the User is more than 30 minutes late (without prior notice).
9. If the User does not show up, all their bookings will be canceled, and they will receive a warning.
10. Three warning system means: after the third warning, the student who violated the rules will lose the right to use any Post Production room for the entire semester.
11. It is forbidden to independently change the setup of the pre-configured system (such as connecting speakers, cabling). In such cases, the administrator has the right to cancel the booking and issue a warning.
12. Booking cancellations must be made at least 30 minutes in advance.
13. After the Room Booking Form is confirmed by the administrator, the User will receive a key card and the right to work in the room.
14. Key cards for the third shift are issued before 16:00.
15. Weekend keycards can be collected on Friday before 16:00.
16. Passing or exchanging the key card to others is strictly prohibited. If the User passes the key card to another student, they will receive a warning.
17. The key card must be returned immediately after the last shift, either directly to the administrator or to the Card Return white mailbox (on the 5th floor).
18. The User must keep the doors locked. After finishing the work, the User checks that the room remains tidy and the door is locked.
19. If material damage is caused to the school, the User is financially responsible up to the procurement value of the equipment. If the damage is covered by insurance, the User's deductible is up to 640 EUR.
20. BFM is not responsible for theft or damage to personal items left unattended in university premises.
21. Storing personal belongings in the rooms is prohibited.
22. Before leaving, the User must clean the room and turn off all monitors. User must not shut down the computer but log out after finishing work.
23. Cleaning of the monitors by User is prohibited.

## Rules of Using the Sound Studios

Each BFM student and lecturer (hereinafter referred to as the User) agrees to the following instructions when working in the Editing Center rooms:

1. To book sound studios, write to the responsible person [kadalipp@tlu.ee](mailto:kadalipp@tlu.ee) (Tanel Kadalipp) and wait for confirmation. Please let us know as soon as possible if you are not using the pre-booked room.

After receiving the confirmation, fill out the reservation form and pick up the card in room N-512 (Mon-Fri 9:30-16:00)  
Contact person: Natalja Larina (5289669)

2. The use of the premises is divided into four shifts:

- I shift (08.00 – 14.00)
- II shift (14.00 – 20.00)
- III shift (20.00 – 02.00)
- IV shift (02.00 – 08.00)

3. Maximum of 6 shifts can be booked in a row. Only 1 shift and 1 room can be booked per day (unless there is a different agreement).

4. Requests without specifying the shift will be ignored.

5. Before booking, the User must check the room availability from [ASIO](#) schedule.

6. [Room booking form](#) must be completed to receive a key card.

7. The key card can only be collected from room N-512 according to the schedule.

8. The administrator has the right to cancel a booking if the User is more than 30 minutes late (without prior notice).

9. If the User does not show up, all their bookings will be canceled, and they will receive a warning.

10. Three warning system means: after the third warning, the student who violated the rules will lose the right to use any Post Production room for the entire semester.

11. It is forbidden to independently change the setup of the pre-configured system (such as connecting speakers, cabling). In such cases, the administrator has the right to cancel the booking and issue a warning. Do not change the position of the speaker volume controls. If necessary change the sound volume from the computer's sound card.

12. Booking cancellations must be made at least 30 minutes in advance.

13. After the Room Booking Form is confirmed by the administrator, the User will receive a key card and the right to work in the room.

14. Key cards for the third shift are issued before 16:00.

15. Weekend keycards can be collected on Friday before 16:00.

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20. BFM is not responsible for theft or damage to personal belongings left unattended in university premises.

21. Storing personal belongings in the rooms is prohibited.

22. Before leaving, the User must clean the room and turn off all monitors. User must not shut down the computer but log out after finishing work.

## Opening New Project Folder Hard-disk Space

For each project coming to post-production Student needs a properly filled and signed *Project Approval Form*.

***Project Approval Form must be shown before opening the new Project folder hard-disk space on Blackmagic Cloud Store or SharedStorage server.***

Depending on the Production level the Project folder size is limited.

## Computer Lab In Class Assignments and Projects

- For every class projects in Computer Lab is created a CLASS FOLDER with the name of the lecture.

This folder is Read-only which means that students taking part of that lecture can access the materials needed for completing the class assignments (for example to edit a trailer from the material provided).

- It is NOT POSSIBLE to WRITE to this folder or add additional materials.
- Students can save their version of the assignment to their PROJECT Folder
- When the project is finished the final version should be copied to DROP BOX in the CLASS FOLDER for previewing and evaluating by the Instructor.

## Temporal Storage of Files in Local AV Scratch Drive

- **ATTENTION! Computers local AV Scratch hard drives can be WIPED OUT whenever they get full and the room is needed!**
- Local AV Scratch disk is used only for capturing and not for long term storing the media files. As soon as you have finished the capturing COPY the contents of the folder you created in AV Scratch to your Project folder or your own external hard-disk.
- It is the responsibility of each Student to copy the files from AV Scratch to Project folder!
- **DO NOT EXPECT FINDING YOUR FILES FROM THE LOCAL AV SCRATCH AFTER THE DISK HAS BEEN CLEANED UP!**

## Using the Guest Account

- **ATTENTION! Guest User account will DELETE all the files under the Guest account after logging out!**
- Files stored on external hard-drives, AV Scratch and SharedStorage are saved.

## Using Your Personal External Hard-disk

If you want to make a personal backups of your work or edit your projects at home or on your laptop it is recommended to invest in an **external USB 3.0 hard-drive**. Please contact Post Production Center administrator to have your drive formatted to work best with BFM computer systems.

Also **USB flash memory sticks** are useful for storing your project files and transferring smaller files.

## Adobe Creative Cloud programs require Adobe ID sign in

Adobe Creative Cloud applications require user Adobe ID login every time you open the first Adobe application after log in.

Please create your Adobe ID and use it.

## Overview of Available Software in BFM Computer Network

### Software installed in Computer Labs and in Editing Rooms

Final Cut Pro  
Motion  
Compressor

Avid Media Composer Enterprise  
Avid ProTools  
Steinberg Nuendo  
Logic Pro

Adobe Creative Cloud  
Davinci Resolve

Frameforge Storyboard Studio

Event Manager X  
7toX for Final Cut Pro X  
XtoCC for Final Cut Pro X  
XtoPro Audio Convert Marquis Broadcast  
DIGITAL REBELLION Preference Manager

CDClipMerger (Convergent Design)  
Cinema Raw Development (Canon C500)

Open Office  
Apple Pages  
Apple Numbers  
Apple Keynote

Safari  
Firefox  
Google Chrome  
Skype  
Zoom  
Cyberduck FTP  
Simply Burns  
Blackmagic Disk Speed Test  
DigiDoc3, ID-Card Utility

Quicktime X  
VLC Player  
Flip for Mac  
REDCINE X

MPEG Streamclip  
Handbrake  
Gimp  
Audacity  
CCCleaner  
Caffeine  
UnRarX  
The Unarchiver  
Paragon NTFS for MacOX

## SuperNova Cinema

**Location:** Narva Rd. 27, room N-406

### Booking of cinema projectionist

E-mail: [bfm-projectionist@tlu.ee](mailto:bfm-projectionist@tlu.ee)

Room: N-508

The 105 seat SuperNova cinema hall is equipped with modern projection and sound equipment. The cinema hall uses Estonia's first digital cinema projector with 4K resolution and Dolby Atmos sound system.

The Sony SRX-R515 projector is the first in Estonia capable of projecting a 4K resolution image (4096x2160 pixels) onto the screen. The projector can play back 2K and 4K resolution movies from a DCI compliant DCP copy through the integrated SONY XCT-S10 server. The HDMI input of the projector also accepts images from an Apple iMac computer and 4K Blu-ray player.

In addition to the 4K projector, the cinema hall also uses a Sony VPLFH35 WUXGA (1920x1200 pixel) video projector that can be used for lectures and presentations.

The cinema hall uses Tannoy and Procella Audio monitors, Lab.gruppen and Biamp amplifiers and Dolby Atmos CP950 processor.

The cinema hall can also be used as an auditorium and conference hall. It is possible to use radio microphones and other sound equipment. Events in the hall can be recorded with a multi-camera system and live-streamed over the internet.

The SuperNova cinema hall hosts on a regular basis movie premieres and meeting nights with authors. The cinema has weekly cinema sessions that offer a top rate movie going experience.

The acoustic design of the cinema hall was made by Akukon Oy. The Sony 4K digital projector was set up by Miterassa OÜ and Dietrich Dumke from the Sony Europe office. The cinema hall's equipment was delivered and installed by Digital Emotions OÜ.

## Blackbox

**Location:** VITA maja, ruum V-103

### Booking and information:

#### David Truusa

Technician

Mob: (+372) 55570002

E-mail: [david.truusa@tlu.ee](mailto:david.truusa@tlu.ee)

Mait Agu Blackbox (197m<sup>2</sup>, 12x16x7m) is used mainly by choreography students for performances but can also be used for film and television production.

Blackbox has a special dance flooring and portable tribune to enjoy the dance performances. There is built in cabling for 8 cameras interconnected to the Television Studio equipment control room. Blackbox has 6m wide screen with 6100 lumen laser projector Sony VPL-FH266. ChamSys MagicQ MQ70 lighting console is controlling lighting fixtures.



## **GENERAL POLICIES**

### **BFM Reserves the Following Rights Regarding Student Work**

#### **Rights to Show Student Works**

All projects made with BMF equipment may be included, without additional permission of the filmmaker, cast or crew, in promotional videos and DVD's about the BFM program and/or streamed on the web. By using BFM facilities and equipment you are giving an implied permission to Tallinn University Baltic Film, Media and Arts School to use your film in these ways.

#### **Student Image/Likeness**

Students attending classes at BFM or on shoots for BFM projects may have their likeness captured on film or video and have their images distributed in BFM promotional brochures, videos, films, DVD's, and on the Internet.

### **Take Care of Your Personal Belongings**

Do NOT store any production or post-production materials or any personal belongings anywhere in the Computer Lab, Editing Rooms, Sound Studio or Television Studio facilities.

Anything left behind at the end of the day WILL be removed to the LOST AND FOUND box in the Post Production Center Office (N-512).

**BFM IS NOT RESPONSIBLE FOR THEFT OR DAMAGE DONE TO PERSONAL PROPERTY LEFT UNATTENDED IN ANY OF THE ROOMS.**

### **No Smoking Policy**

Smoking is strictly prohibited on the facilities of Tallinn University for fire safety reasons.

### **Complaints, Questions and Comments**

Any problems, complaints, questions, or suggestions about any policy, the equipment in general should be addressed to the Technical Director Tarmo Rajaleid [tarmo.rajaleid@tlu.ee](mailto:tarmo.rajaleid@tlu.ee).

## LIST OF PENALTIES AND FINES

- Failure to return the equipment on time more than 30 minutes -  
**FINE 5.- EUR** (warning for the first occurrence)
- Leaving equipment unattended to the premises of BFM (example to the Computer Lab or Editing Room)  
**FINE 15.- EUR**
- Making equipment transfer from one student to another without filling the *Field Transfer of the Equipment* form –  
**FINE 15.- EUR for both students**
- Not cleaning up the Film Studio after the production  
**FINE 64.- EUR**
- Not cleaning up the TV Studio after the production  
**FINE 32.- EUR**
- Late returning of KEYS in Post Production Center Rooms and in Film Studio  
**FINE 5.- EUR** (warning for the first occurrence)
- Loosing the Key Card of Editing Rooms or Studios  
**Student must refund the replacement of the key card**
- Broken or lost equipment -  
**Price charged to fix or replace it**  
In case the insurance coverage – **liability up to 600.- EUR**  
  
**In case no insurance coverage – full liability for the price of the equipment stolen or lost**

The Fine Decision Order can be **appealed** within 48 hours with written appeal to Director of Baltic Film, Media and Arts School.

**ALL FINES MUST BE PAID BEFORE YOU ARE ALLOWED TO MAKE EQUIPMENT OR ROOM RESERVATIONS OR CHECK OUT ANY ADDITIONAL EQUIPMENT.**

If at the end of the semester fines are still outstanding an academic hold (preventing registration, graduation, use of other university facilities, etc.) will be placed upon the student's account until the amount is paid.

Broken, damaged and lost equipment takes approximately three to six weeks to either be repaired or replaced. Therefore please treat the equipment with respect. If you break it, you not only hinder your production, but all the other students' as well.

## CONTACTS

### Tarmo Rajaleid

Technical Director

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### Post Production Center Office

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### Natalja Larina

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### Sound Studios

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Sound Engineer-Designer

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### Media Archive

#### Thea Tael

Editor of Media Archive

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### Blackbox

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Technician

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