

Colorado Film School Quick Reference Sheet

Hours*: Building closed until further notice. Check the weekly CFS newsletter for updates.

IMPORTANT NUMBERS

- CFS Main Office
(303) 340-7321
- Equipment CAGE
(303) 340-7325
- Lowry Security
(303) 419-5557
- IT Support
(303) 360-4900
- CFS Fax
(303) 340-7326
- Lowry Student Services
(303) 340-7093
- CCA Counseling Services
(303) 360-4949
- Crisis Hotline
(844) 493-TALK (8255)
911 or go to the nearest emergency room

| Staff and Faculty Contacts | |
|---|--|
| Brian Steward, CFS Director (303) 340-7206 brian.steward@ccaaurora.edu | <i>Writing / Directing; Safety; Industry Guidance</i> |
| Jim Tharp, Assistant Director (303) 340-7322 james.tharp@ccaaurora.edu | <i>Cinematography; Room Reservations; Risk Assessment; Drone Consultation; Commercial Production</i> |
| Jennifer D. Scott, Student Success Coordinator (303) 340-7333 jennifer.scott@ccaaurora.edu | <i>Dept. Approval; Prerequisite Overrides; Support Resources</i> |
| Jordan Meyersieck, Technology, Systems & Space Integration Specialist (303) 340-7331 jordan.meyersieck@ccaaurora.edu | <i>Technology, software, or building related questions</i> |
| Aaron Koehler, Equipment Room Manager (303) 340-7337 aaron.koehler@ccaaurora.edu | <i>Equipment issues; Equipment Training; FS Greenlight Issues; Work-Study</i> |
| Haley Heer, Academic Program Support Specialist (303) 340-7334 haley.heer@ccaaurora.edu | <i>Location Insurance; Reimbursements; Donation Letters</i> |
| Angela Tancik, Film Pathways Advisor (303) 340-5219 angela.tancik@ccaaurora.edu | <i>Lowry Advising Center (book an appointment online or call to schedule)</i> |
| Stephanie Lee, Film Pathways Advisor 303-360-4912 stephanie.lee@ccaaurora.edu | <i>(book an appointment online or call to schedule)</i> |
| Galina Boulgakova, Head of Acting Program (303) 340-7323 galina.boulgakova@ccaaurora.edu | <i>Acting / Directing; Talent Acquisition</i> |
| Geoffrey Chadwick, Production / Post Production (303) 340-7330 geoffrey.chadwick@ccaaurora.edu | <i>Post Production</i> |
| William Hicks, Head of Producing & Screenwriting (303) 340-7327 william.hicks@ccaaurora.edu | <i>Writing / Producing; Screenwriting; Fade In:</i> |

Upcoming Events (Mark Your Calendar):

- Mon Jan 18 – **Martin Luther King Jr. Day** – NO CLASSES
- Tue Jan 19 – First day of classes
- Fri Jan 22 – Set Safety and Culture Training, 12-4pm; REQUIRED for students who started Fall 2020 and Spring 2021
- Fri Feb 5 and Sat Feb 6 – Open Auditions; details coming soon
- Mar 22-27 – **Spring Break** – NO CLASSES
- Mon May 10 – **Spring 2021 Semester Ends**
- TBD – End of Semester Student Show or Stream Fest (keep an eye on your student email and newsletters throughout the semester for more information)

TIPS:

- Follow CFS on **Facebook** for class updates, events, announcements, job-related postings
 - Don't purchase any equipment, technology, computer hardware, software, or peripherals until you consult with your instructor(s) or the following staff:
 - Jordan Meyersieck for computer technology, software, headphones (don't buy noise-cancelling!)
 - Aaron Koehler or Jim Tharp for camera equipment – limited during Spring 2021
 - **Show up 20 minutes early** – ALWAYS
 - Check your **email** – both CCA Student Email and D2L (internal messaging) daily!
 - Read the weekly newsletter (sent every Saturday morning) for important updates, events, and articles
 - Add no-reply@cccs.edu to your email contacts (otherwise may go to junk mail)
 - Add noreply.CCA@ccaaurora.edu to your email contacts (otherwise may go to junk mail – you don't want to miss a wait list opening notification)
 - Join **Galina's Casting Facebook Group** to post or find Casting Calls at CFS or within the Community
 - Join **CFS CREW Facebook Group** to respond to or post a call for student production crew needs
 - Join **CFS Roomies Facebook Group** to search for shared housing with another CFS Student
 - Join **CFS Alumni Facebook Group** to connect with Alumni after graduation
 - Join **Colorado Film School: Amongst Ourselves** for networking with current students and recent graduates; receiving exclusive announcements, and to find unique opportunities
 - **FEED YOUR CREW** on any set that occurs longer than four (4) hours (*ask for known allergies, too*)
 - **FILM FOOTAGE** - ALWAYS give a download or hard copy of your film to your talent as soon as possible – we need to maintain a good relationship with the acting community
 - Do not **over-commit** – take on what you can manage well, take responsibility, fulfill your commitments
 - **Refer a Concern via CARE Report on MyCCA Student Portal** – see something? Sense Something? Say Something. Do Something.
 - **See your Film Advisor** – every semester if possible; make a long-term plan
 - Film production courses all require various preparation PRIOR to registration
 - Prerequisites and/or corequisites. Talk to your advisor for details about the following:
 - Script approvals
 - Location scouting
 - Team building
 - Communication with instructor(s)
 - Some require departmental approval
 - Visit CFS's **Jobs & Opportunities** (under Current Students) page for internship/contest/festival/job announcements
 - **Read the CCA Student Code of Conduct** (follow drug/substance, behavior policies)
 - No drugs, no tobacco, no smoking, no vaping, no alcohol, no intoxication on campus, avoid strong scented products, maintain good hygiene, respect the space of others around you
 - **Computer lab station reservations** –
 - Be respectful of reservations – cancel as soon as possible if you cannot commit to the lab reservation
 - Do NOT prop doors
 - **GET TO KNOW the CFS Resource Guide**
- CFS Student Resource Guide** → [CFSguide.wordpress.com](https://cfsguide.wordpress.com)
- Everything you need to know about CFS policies, procedures, reservations, production preparation