

# Colorado Film School Quick Reference Sheet

Hours\*: Mon, Wed, Thur, Fri 9:00 a.m.-5 p.m.; Tue 9 a.m.-10 p.m. (You must make a reservation to be allowed entry into the building)

## 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; Production III; 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 Aug 24 – First day of classes
- Fri Aug 27 – Set Safety and Culture Training Postponed until Spring (see below)
- Mon Sep 7 – **Labor Day** – NO CLASSES; college closed
- Sat Oct 31 – **Halloween Day** – Virtual costume/photography contest TBD
- Tue Nov 24-Sat Nov 28 – **Thanksgiving Break** – NO CLASSES; college closed Thu Nov 26 and Fri Nov 27
- Sat Dec 12 – **Fall 2020 Semester Ends**
- Fri Jan 22 – **Set Safety and Culture Training** (postponed from Fall)

## 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 Fall 2020
- **Show up 20 minutes early** – ALWAYS
- Check your **email** – both CCA Student Email and D2L (internal messaging) daily!
- Add [no-reply@cccs.edu](mailto:no-reply@cccs.edu) to your email contacts (otherwise may go to junk mail)
- Add [noreply.CCA@ccaaurora.edu](mailto: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*)
  - Keep this in mind for future semesters – No productions Fall 2020
- **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 – Keep this in mind for future semesters – No productions Fall 2020
- 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](http://CFSguide.wordpress.com)

- Everything you need to know about CFS policies, procedures, reservations, production preparation