



# The Standby Program

A non-profit media arts service organization providing video, audio, film & digital post-production and preservation services to the arts and cultural community.

# Project Registration Form

### RETURN FORM TO

245 West 55th Street, #1011, New York, NY 10019

Tel: (212) 206-7858

Email: info@standby.org

**1** To use The Standby Program your project must be non-commercially funded. By signing up for Standby you agree to and are responsible for the following criteria: (PLEASE INITIAL ALL 3 CRITERIA)

\_\_\_\_\_ **Credit The Standby Program** in end credits, website and all promotional material associated with the project.

\_\_\_\_\_ **All bookings** must go directly through Standby. **A 50% deposit** is required prior to all work, and the balance immediately upon completion.

\_\_\_\_\_ **A copy** of the final product must be provided to The Standby Program both for Archival Records and the Annual Standby Sample Reel provided to funders.

**2** CONTACT/DIRECTOR: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAY/EVE TEL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

HOW DID YOU HEAR ABOUT STANDBY? \_\_\_\_\_

**3** PROJECT TITLE: \_\_\_\_\_ LENGTH: \_\_\_\_\_

DESCRIPTION & WEBSITE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4** **STANDBY SERVICE(S) NEEDED (CHECK)**

AVID Editing  Preservation Services

Final Cut Pro Editing  Film to Tape Transfers

Color Correction  Dubbing

Audio Post-Production  DVD Production

Other \_\_\_\_\_

**5** **STANDBY CHARGES AN ANNUAL ACCESS FEE**

**\$85 Annual Access Fee:** This fee includes access to all Standby services for 1 year. (Send a check or check the box if you would like us to charge amount to your credit card.)

**6** **PAYMENT OPTIONS:**

CHECK - payable to: **The Standby Program**

CREDIT CARD -  VISA  MC  AMEX  DISCOVER

NAME ON CREDIT CARD \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

BILLING ADDRESS OF CARD SAME AS CONTACT?  YES OR  NO  
IF NO:

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**7**  I have read and understand the Procedures and Policies for The Standby Program and I agree to the terms and condition stated therein.

SIGN: \_\_\_\_\_ DATE: \_\_\_\_\_



## **Standby Program, Inc.**

*Media arts access and consultation services for artists and organizations*  
245 W. 55<sup>th</sup> Street, Suite # 1011 • New York, NY 10019 • Tel: (212) 206-7858 • [www.standby.org](http://www.standby.org)

### **Procedures and Policies**

Welcome to The Standby Program! Here is a list of things to help get you started.  
(For full terms and conditions please see below FAQ's)

#### **FAQ's**

*-What is the Standby Access Fee?*

The access fee is an annual fee, currently \$85, which covers basic administration costs.

*-How does payment work?*

All payments go through Standby. You must pay the Standby access fee as well as a 50% or more deposit prior to any work being done. Then the remaining balance is due upon completion. We accept cash, credit & check.

*-How do I book time with a studio?*

All bookings must go through Standby. Please do not call the studios directly until given instructions to do so. Standby makes all the preliminary arrangements and once you have made an initial payment, you are put in direct touch with the studios to work out specifics.

*-Do I need to put Standby in the credits?*

Yes! It is crucial to our mission and funding, as a non-profit, to be able to demonstrate and promote the services we offer.

If possible, please use our logo, contact us directly for a high-quality res image.

Credits are as follows:

For post-production services:

*Post Production Services*

*(specify: Video Editing, Color Correction, Audio, etc)*

*Provided by*

*The Standby Program*

*At Name of Participating Studio*

*\*Please don't forget to credit the editors who worked on your project as well.\**

For fiscal sponsorship:

*Fiscal Sponsorship Provided by*

*The Standby Program*

*[www.standby.org](http://www.standby.org)*

*-What if I have to cancel?*

Cancellations must be made at least 24 hours in advance. Failure to give us proper notice, may result in a charge.

**Any questions? Please call us directly 212.206.7858 or email us at [info@standby.org](mailto:info@standby.org)**



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### Procedures & Policies

The Standby Program provides artists access to high-end video, film, audio and digital post-production services at a fraction of the commercial costs. Standby is an artist-run non-profit service that partners with commercial post-production studios. When you register to use Standby you are agreeing to the following procedures & policies.

- I. Eligibility & Application
- II. Scheduling
- III. Deadlines
- IV. Access Fee
- V. Deposit
- VI. Billing
- VII. Tape Stock
- VIII. Project Storage
- IX. Cancellations
- X. Setup
- XI. Breaks & Overtime
- XII. Credits

#### I. Eligibility and Application

Standby accepts self-produced, non-commercial productions by individual makers or non-profit organizations only. Work for hire or any form of commercial work is not eligible. Projects funded by the individual, a non-profit organization, a foundation, or a government agency usually qualify to access Standby's services. To register complete an application form (which can be downloaded from our website) and email, fax, or snail mail it to us. If you have already worked on an approved project you may send us a letter with the details of your new project.

#### II. Scheduling

When you use Standby, you must conduct all initial transactions with the Standby Program staff. Do not contact the studio directly regarding transactions for your project unless you are instructed to do so. Inform the scheduling person of all source formats. The more you can tell us about your technical needs the better we can serve you.

#### III. Deadlines

We operate on a standby basis. This means that we are subject to being bumped by commercial projects at any time. Therefore, we cannot guarantee that any project will be completed by a specific deadline. If you do have a deadline, inform the scheduling person; we will try to accommodate your needs as best we can. You may want to make secondary arrangements in the event that we cannot accommodate you within a certain time frame. Scheduling at least 2 weeks in advance is suggested. Keeping a window free around this time is also important. Give yourself enough time to allow for bumping and other unexpected delays.

#### IV. Access Fee

Standby charges an annual access fee of \$75. The fee must be paid prior to the beginning of a job. If you are doing only a one time small dub job and are not planning on using Standby again within a year, you may choose to pay the \$35 dub fee instead of the \$75 annual fee.

#### V. Deposit

We must receive an advanced deposit large enough to cover a minimum of 50% of the cost of all anticipated work. Time cannot be held and work will not be done without sufficient funds on deposit. Personal checks must be submitted at least one week in advance. There is a \$25 service charge on all bounced checks.

#### VI. Billing

After the edit your editor will fill out a job card and ask for your signature. Look it over carefully before you sign. Your signature is verification of the accuracy of the job card. The editor will then send the job card to our office, where we will issue an invoice and deduct the cost of the job from your account. If at the end of your project you have money in your account we will issue you a refund check at your request. At some of our co-operating facilities, the editor may not obtain your signature at the end of a job session. You are still responsible for payment for all services rendered.

#### VII. Tape Stock

Tape stock is available at the studio however; depending on the studio it can cost 2 to 3 times what it costs in stores. Check with Standby for recommendations on which studios this applies to.

#### VIII. Project Storage

Bring to the edit session all video and audio materials needed for your edit including the rough cut. Tape storage is available on a limited basis only. You will be asked to take all materials with you at the completion of your edit. You are responsible for the organization of your materials; neither Standby nor the studio assumes liability for these materials or for their safe storage. All materials that you bring to the studio must be labeled (both tape and box) with your name, phone number, project name and the Standby Program's name.

#### IX. Cancellations

Please let us know as far in advance as possible if you need to cancel or postpone your edit date. Cancellations must be made at least 24 hours in advance. Failure to give us this consideration will result in a charge for one hour of editing time. Excessive or persistent lateness will also be charged as edit time.

#### X. Set-up

When you start an edit session the editor has to set-up the room for your particular needs. You may be charged for this set-up time even if the editor starts before you arrive. Set-up time may take as much as an hour or as little as 10 minutes, depending upon your needs and the complexity of the work. These charges will be included on the work order that you sign when you complete your session.

#### XI. Breaks & Overtime

Editors at Standby observe union working conditions. All edit sessions may be limited to a length of seven hours, during which time your editor is allowed to take a one-hour lunch break. The editor may choose to break up this time, taking shorter breaks more frequently; s/he will inform you of break periods. Overtime may be charged for work performed beyond this limit.

Please treat your editor with respect. You will be working as a team during the duration of your edit and will make the working relationship difficult and unproductive if you put undue amounts of pressure on your editor. Providing food for the editor during the session is a standard courtesy and is always appreciated.

## XII. Credits

The Standby Program is a non-profit organization; as such our continued visibility is crucial to maintaining the private and public funding we receive. We strive to keep our fees to artists as low as possible for access and fiscal sponsorship services. In exchange we ask that you give Standby as prominent a credit as possible. Where possible we ask that you include Standby's logo, which we can send to you as an electronic file.

Post Production Services  
(specify: Video Editing, Color Correction, Audio, etc)  
Provided by  
The Standby Program  
at (Name of Participating Studio)

Please don't forget to credit the editors who worked on your project as well.

Fiscal Sponsorship Provided by  
The Standby Program  
[www.standby.org](http://www.standby.org)

To help us continue making our services available credit should appear in the end credits of videos, films, in exhibition materials, on websites and promotional materials.

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