



Production Handbook

2023-2024

Valid from September 1st 2023

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 V403
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

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 on a DVD.

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 preparatory works for the project and is ready for production.

The Project Approval Form is a document which Student must present:

- every time before making equipment bookings
- 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.

- **The form must be submitted to the course Instructor before grading.**
- **Without the confirmation of the Media Archive Specialist for the archiving of the project Instructor will not submit the final grade.**

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 not completed on time student's access to the equipment is limited.

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.

Special 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:

	Level 1 Exercise	Level 2 Course project	Level 3 Thesis project
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	Unlimited access	Unlimited access
Sound equipment:	2 wireless mics, 1 boom mic, recording to camera (sound exercises are exceptions)	Unlimited access	Unlimited access
Light equipment:	Portable Light kits	Unlimited access	Unlimited access
Panther Dolly and tracks:	No access	Access	Access
Access to Film Studio including building the set and cleaning the studio	Max. 5 days	Max. 7 days	Max. 14 days
Access to TV 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:

Location: Narva Rd. 27, room N407
Office hours: Monday to Friday 9:30-16:00

Thea Tael

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

For every finished project student must send to e-mail 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 is the following:

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

1. Use the following settings:
 * Apple ProRes HQ codec

2. Required language versions:
 * Master WITHOUT ANY SUBTITLES
 * Master with ENGLISH SUBTITLES
 * Master with ESTONIAN SUBTITLES (optional)

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 (using Apple ProRes HQ Quicktime). 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/BFM Media Archive Forms**.

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

2023

For example in Estonian:

© Tallinna Ülikooli
Balti filmi, meedia ja kunstide instituut

2023

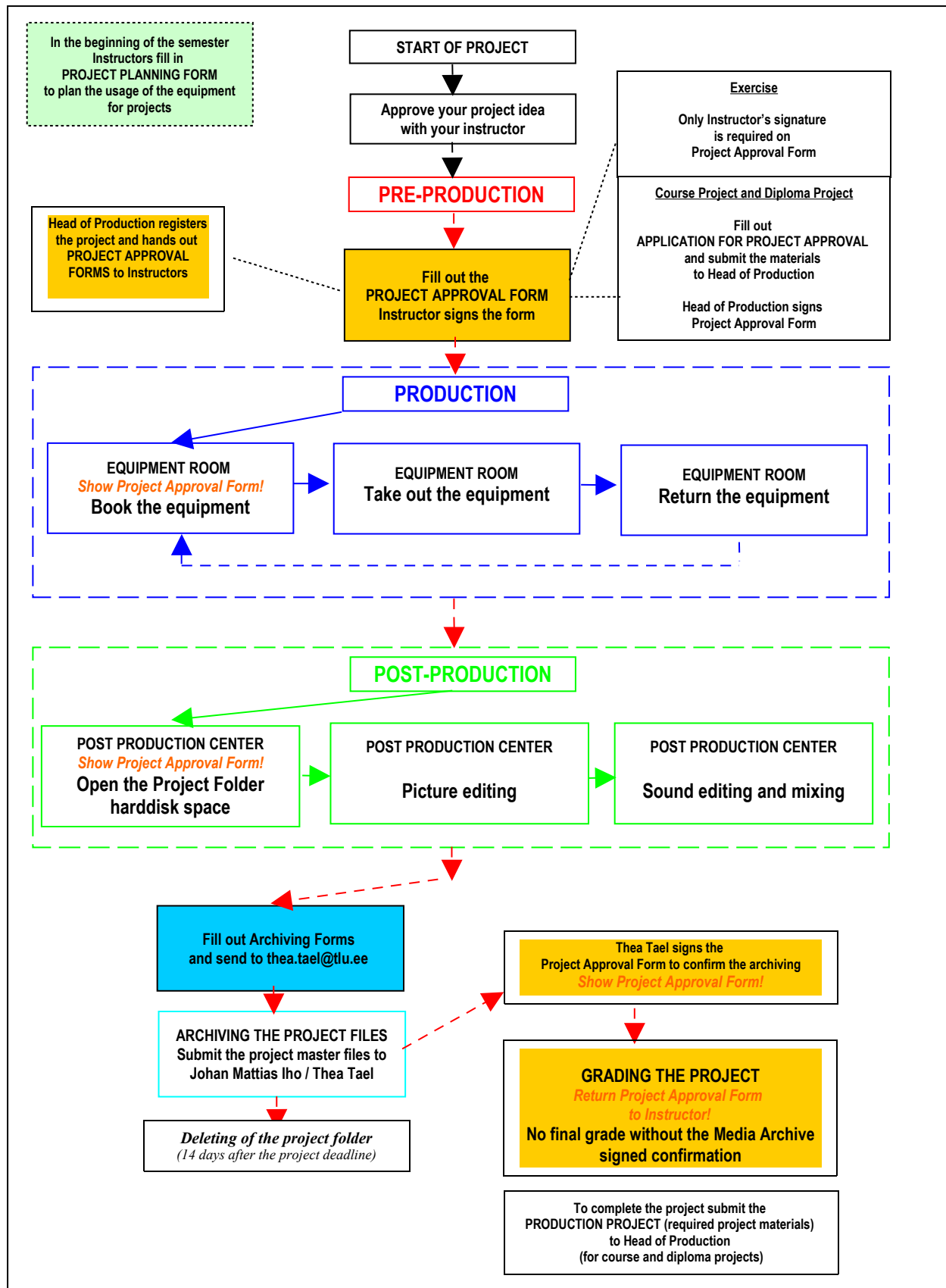
Requirements for Sponsor Logos

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 1/6th of the screen width.**

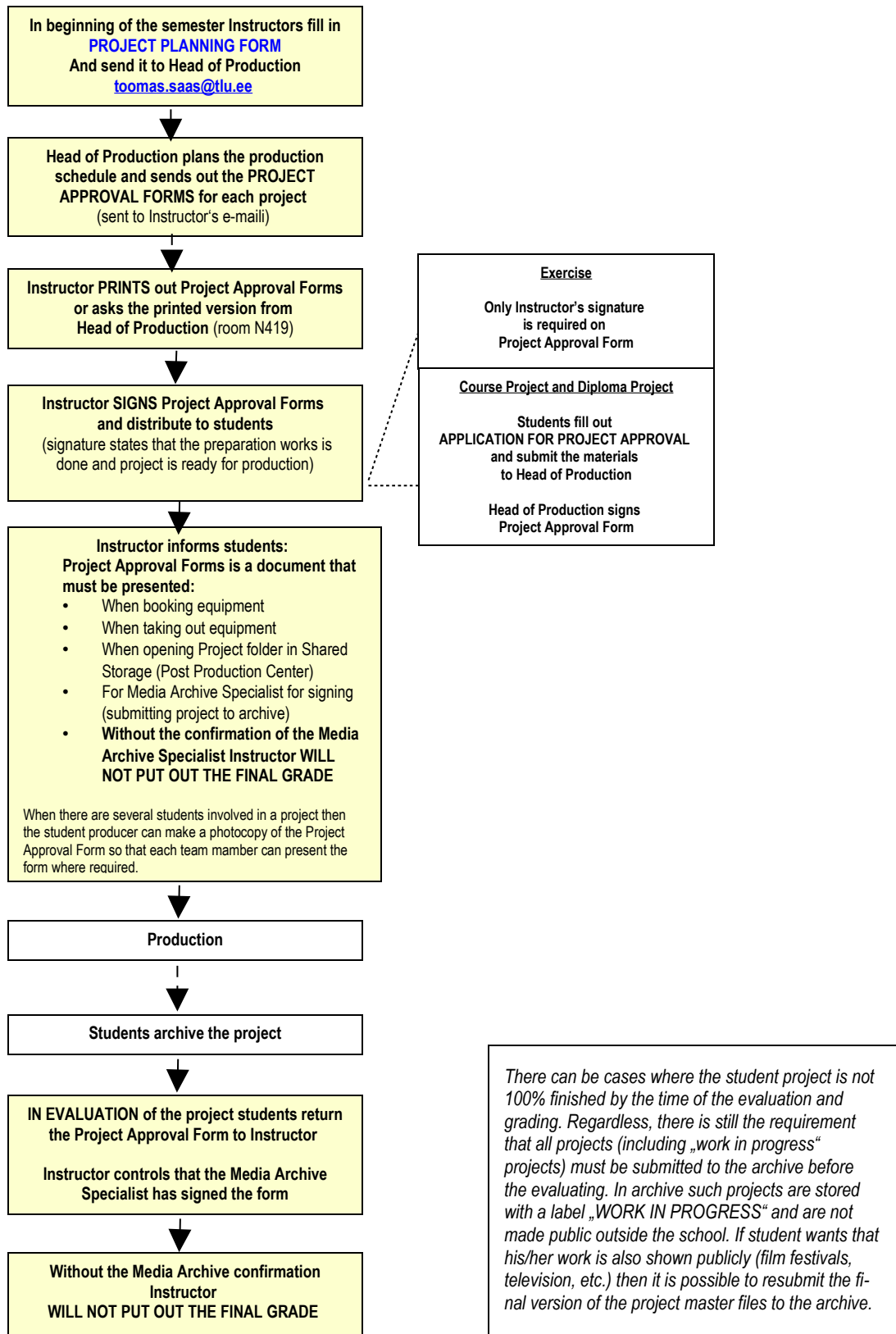
Making the logos too large could mean that the project can not be shown on Estonian Public Television because of the legal limitations for sponsor logos.

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

Location: Narva Rd. 27, Rooms N209, V104
Opening hours: Monday to Friday 9:30 – 12:00 and 14:30 – 17:00
Saturday and Sunday – CLOSED

Booking and information:

Phone: (+372) 6199907
E-mail: bfm-equipment@tlu.ee

Camera and Sound Equipment (Room N209):

Tõnu Talpsep

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

Lighting Equipment, Camera Dolly and Tracks and Grip Equipment (Room V104):

Raul Tõnurist

Technical Specialist
Phone: (+372) 5158693
E-mail: raul.tonurist@tlu.ee

Eduard Emanuel Leahu

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

[Read also about Equipment storage rules!](#)

Equipment Reservations

Equipment reservations are made using **BFM Webshop** – <http://bfm-rental.tlu.ee>

Please make **two separate equipment bookings**: one for Camera and Sound Storage (N-209) and other for Lighting Storage (V-104).

Check availability under each item. For study assignments with confirmed project number use of equipment is **free of charge**. For commercial projects price list applies.

It is recommended to book the needed equipment for the Project as early as possible. This is crucial at the end of the semester when several projects could be in production at the same time.

Equipment reservations for projects are served on "first come first served" basis. Students can reserve the equipment for the 8 hours shifts determined by the Project's Production level.

To BOOK equipment student must have signed *Project Approval Form and Project Number*.

Canceling a Reservation

Cancellations of booking must be done at least **24 hours in advance**.

Equipment Check-Out

Don't be Late for Your Check-Out.

If something holds you up call to Equipment Room staff.

If Student does not show up, equipment becomes available to other projects in **30 minutes**.

TEST ALL EQUIPMENT **BEFORE** LEAVING THE CHECK-OUT AREA.

Any technical problems should be resolved at this time.

Sign the **Rental Agreement Contract**. The Equipment Storage Room keeps one copy of the Contract. The other copy will be given to Student.

The Student signing out the equipment is responsible for the safe return of every item signed for on the Rental Agreement Contract. If something turns up missing or damaged upon the return, the student will be held financially liable for the repair or replacement of that item!

Equipment Check-In

All rented out equipment must be returned on the date and time specified on the Rental Agreement.

Don't be late for your Check-In.

If you will be late or cannot make it due to an emergency please call in immediately to make alternate arrangements. Another student may be waiting for the equipment you are returning.

If Student will be late for equipment return more than 30 minutes he/she will be FINED 5.- EUR (warning for the first occurrence).

Staff member will check the returned equipment in the presence of the Student. Student signs the Rental agreement for the return of the equipment.

If there are missing or damaged items a fine amount will be assessed in student presence.

Equipment Use Notes

- If there were malfunctions with the equipment while in use, PLEASE REPORT it upon check-in.
- Never attempt to repair equipment yourself, no matter how simple you think the repair may be.
- **Never leave equipment unattended!**
- Do not leave equipment unattended to the premises of BFM (for example to the Computer Lab or Editing Room). **A FINE of 15.- EUR will be administered.**
- Never drop off equipment without waiting for it to be checked back in.
- Student will be held financially responsible for all equipment checked out UNTIL both him/her and the on-duty Staff member has signed the Rental Contract confirming the return of the equipment.
- **When returning the equipment, make sure that it is packed up neatly.**
- Tripod plate is fixed to the tripod head (not to the camera or side pockets of the tripod carrying case)
- Lenses are clean and with lens caps
- All wires and microphone cords are coiled neatly
- Tape is removed from the camera
- Equipment is transported in their cases or carrying bags
- There is no switching equipment between kits (battery from cam 3 should not be used with cam 5 etc.)
- Any light bulb that burn out during the production must be returned or you will be charged for the missing bulb.

Battery Charging Policy

The Equipment Room can not always guarantee a fully charged battery backs with every equipment.

It is Student's responsibility to charge the batteries for the cameras, sound mixers and recorders.

If your shooting starts immediately after equipment check-out please notify the Equipment Room personnel a day before to make sure the camera package will have charged batteries.

When returning the equipment in the morning, please leave the batteries charging over night.

When returning gear straight from the shoot, charging of batteries can be made in equipment room.

Field Transfer of the Equipment

As a rule all the rented out equipment must be returned to the Equipment Room for inspecting before other student (or crew) can start to use the equipment.

Remember that you are financially responsible for all the equipment listed on the Equipment Rental Agreement as long you have not returned in person all the equipment and both you and the BFM Staff member have signed the agreement for return.

However in rare cases there may be a need to transfer the equipment on the field from one User to the other. If this is the case you must fill out the **FIELD TRANSFER OF THE EQUIPMENT FORM** available for download at at BFM Production centre website.

This form must be signed in **2 copies** by the student who hands over the equipment and the student who takes over the equipment.

When returning the equipment the new User has to show the properly signed *Field Transfer of the Equipment Form* to the Staff member and sign it for the return of the equipment.

If the equipment transfer from one student to another was made without filling the *Field Transfer of the Equipment Form*, **BOTH PERSONS** will be **fined 15.- EUR each** for not following the rules of using the equipment.

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 Inventory Days

Twice a semester ALL equipment must be returned to the Equipment Room for inventory. During the inventory days NO equipment is rented out. Inventory days are announced ahead so that Students can plan their productions.

Twice a semester the Post Production Center is closed for inventory and maintenance. Dates are announced ahead.

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 the Technical Director Tarmo Rajaleid (+372 58100035) and inform about the accident.
2. When you get back to school immediately report the accident to the on-duty Equipment Room Staff.
3. In Equipment Room 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 the Technical Director Tarmo Rajaleid (+372 58100035) and inform about the incident.
4. When you get back to school immediately report the accident to the on-duty Equipment Room Staff.
5. In Equipment Room 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

Camera Equipment

As the camera equipment is used from the very basic training assignments in undergraduate level to the production of the final thesis projects in graduate level the camera equipment can be divided into following categories: 4K cinema cameras, DSLR cameras, P2 cameras, HD cameras, DVCAM cameras, MiniDV cameras.

<i>Camera equipment</i>	<i>Quantity</i>
Digital cinema cameras	
Arri AMIRA (EF-mount) camera (with 4K UHD licence) with Arri Follow focus and matteboxi, 256GB CFast 2.0 memory cards and Canon Cinema Zoom lenses	2
Canon EOS C500 EF mount with Convergent Design Odyssey Q7 4K external recorder, Zeiss Compact Prime lenses, Zacuto Z-finder and Rig support, Follow focus and Petroff Mattebox	1
Blackmagic URSA Mini 4.6K Digital Cinema Camera (EF-Mount) with 256GB CFast 2.0 memory cards and Samyang lenses	2
Blackmagic Pocket Cinema Camera 6K Pro	4
DSLR cameras	
Panasonic Lumix DC-GH5	5
Canon EOS 5d Mark II	1
Canon EOS 7D	1
Panasonic P2 cameras	
Panasonic AJ-PX800GH camera with 2x64GB MicroP2 cards (1xFujinon ZA17X7.6BRD-S lens)	1
Panasonic AG-HPX600EJB camera with 2x64GB MicroP2 cards (1xFujinon ZA17X7.6BRD-S, 2xFujinon ZA12X4.5BRD lenses)	3
Panasonic AJ-PX270 camera with 2x64GB MicroP2 cards	4
Panasonic AG-HVX200 with FireStore FS-100 hard disk drive recorder and memory cards	1
HD cameras	
Panasonic AG-AC160A	9
JVC GY-HD101E with FireStore DR-HD100E-80 hard disk drive recorder	2
Canon XL H1 with FireStore disk drive recorder	1
Sony HVR-Z1E	1
DVCAM cameras	
JVC KY-19 with Sony DSR-1P recorder	1
Sony DSR-PD170P	1
Sony DSR-PD150P	2
SONY DSR PDX 10-P	1
MiniDV cameras	
Panasonic AG-DVX100BE	7
Canon XL 1	2
Canon XM 2	4
Panasonic NV-GS 400	3

As the fast development of high definition video technology will have a significant impact on the filmmaking process BFM believes that its students must be well prepared to work with high definition formats. However for cinematographers the practical hands on training on film cameras (both 35mm and Super 16mm) should be a part of their studies. School is making its best efforts to find additional financing and sponsors to provide the students the option to shoot some projects on a film stock.

Cinematographers are using for exercises **two ARRI SR II 16mm film cameras** donated to BFM by Netherlands Film and Television Academy and **one Arri SR III Super 16mm film camera** (purchased in 2015).

Field Monitors

Two kits of Panasonic BT-LH1700WE 17" LCD Widescreen Multi-Format Color Production Monitor can be used for monitoring high definition picture. DSLR kits are equipped with Marshal Electronics V-LCD70XP-HDMI 7" on camera monitors. HD cameras use four kits of SWIT S-1071HF 5" monitors.

Portable Sound Equipment

The sound department is equipped with professional field sound recording systems for television and film production.

Sound Equipment	Qty	Sound Equipment	Qty
Portable sound recorders		Microphones	
Sound Devices 688 12-Input Field Production Mixer and 16-Track Recorder	1	Sennheiser MKH416 - P483U with windscreen and boom	8
Sound Devices 633 Compact Field Mixer Kit	3	Sennheiser ME-66	1
Zoom F4 recorder	5	Sennheiser MD-42	1
Zoom H6 recorder	2	Sony ECM-670	1
EDIROL R4-Pro timecode 4 channel HD recorder	2	Neumann KM184	2
TASCAM HD-P2 TC recorder	4	Neumann KM184 stereo pair	1
Portable sound mixers		Rode NT4 stereo microphone	1
SQN-2S stereo	1	Stereo pair AKG C414 XLII	1
SQN-3MS 4-input mono	1	Neumann U-87	1
Headphones		Neumann TLM-103	4
Sennheiser HD-280Pro	10	Sennheiser E 602 II	1
Audio-Technica ATH-M30	4	Shure SM57	2
Sennheiser HD 433	2	Sennheiser MD421-II	5
Sennheiser HD 265	1	Shure Beta 87A	2
Sony MDR7506	7	Shure Beta 87C	2
Sony MDR-V250V	1	Electro-Voice N/D767A	5
Wireless microphone systems		Beyerdynamic M58	4
Lectrosonics SRb5P 2-channel diversity receivers	8		
Lectrosonics HH/E01+VMC handheld transmitters	2		
Lectrosonics HM/E01 Plug-On transmitters	2		
Lectrosonics SMDB/E01 transmitters	12		
DPA 4060 microphones	20		
Sennheiser EW-112-P-G3	10		
Sennheiser EW-112-P-G2	9		
Sennheiser EW 100	2		
Sennheiser EW501-P plug-in	1		
Audio-Technica AT803b lavalier	2		
Audio-Technica AT-804	2		

Lighting and Grip Equipment

The following table gives an overview of the available portable lighting equipment:

Equipment	Qty	Equipment	Qty
Lighting			
150W ARRI Junior Fresnel	6	ARRI 650 KIT (3x650W fresnel + 1x750W softbox)	2
300W ARRI Junior Fresnel	6	800W Arri open face kit	2
650 W ARRI Junior 650 PLUS fresnel	6	Compactbeam 2000 W (open)	2
2000 W ARRI Junior 2000 fresnel	6	Solaris 1000 W (Fresnel)	5
5000 W ARRI Junior 5000 fresnel	3	Varibeam 800 W (open)	1
CHIMERA softbox for 5000W	2	Minispot 500 W (Fresnel)	2
Daylight 575 HMI ARRI Daylight Compact	2	Minispot 500 W (Fresnel)	6
Daylight 1,2 kW HMI ARRI Daylight Compact	2	Lilliput 300 W (open)	11
JokerBug 400 HMI	1	Lilliput 300 W (open)	1
JokerBug 800 HMI	1	Gulliver 300 W (open)	2
575 HMI ARRI Daylight Compact	2	Lilliput kit (3x300 W lilliput + 3x minitripods)	3
1,2 kW HMI ARRI Daylight Compact	2		
1,2 kW HMI PAR Arrisun	2		
Arrisun 40 (25) HMI	2		
6 kW LTM Cinepar HMI Par Light	1		
Kino flo 120 SYS-4804-F230 4ft System with 3200K and 5600K bulbs	4		
Kino flo 60 SYS-2404-F230 2 ft System with 3200K and 5600K bulbs	2		
Dedolight S3ME, Hustler Master Kit (4 lights+case)	2		
Lighting grip and accessories			
Manfrotto Avenger Butterfly frame (8x8 feet)	1	Snap in for super clamp (E600)	10
Sky hook (043)	5	Stage clamp (C285)	5
High Alu baby stand (A410B)	6	Stage clamp (C295)	5
Black heavy duty stand (626BU)	4	Super clamp	10
Super steel stand (270U)	4	Lite-Tite (knee for umbrella)	7
Mini backlite base male attachment (003M)	3	Grip spigot (croko)	3
40" sliding leg century stand black (A215B)	10	Grip socket (croko)	2
40" detachable Century stand (A225SB)	10	UV safety glass (for Compactbeam)	2
Light tripod Manfrotto 156 B	1	Liliput dichroid	1
Light tripod Manfrotto 052B	13	Softbox 70x70	2
Light tripod Manfrotto black 004B	10	Softbox 50x50 (for Varibeam 800 W)	1
Light tripod Manfrotto metal 004MT	2	Softbox 65x65 (for Liliput)	1
Light tripod (heavy) Manfrotto	4	Umbrella (reflector) 85 cm	5
Light tripod (with wheels) Manfrotto	1	Umbrella (diffuser) 85 cm	2
Autopole 100-170	1	Umbrella (diffuser) 105 cm	2
Autopole 150-270	1	Lastolite reflector (large)	1
Griphead D200	20	Lastolite reflector (holder)	1
Griphead D520	10	Floppies and Cutters	10
Griphead D500	10	Scrims and Flags	20
Magic arm (143N)	4		

Panther Pick Up Dolly and Tracks

Panther Pick Up Dolly is equipped with Lightweight Jib Arm. It has both pneumatic and studio wheels and is equipped with two seats. There are 10 meters of straight steel tracks and half a circle of tracks. The system has both 100mm and 150mm bowl for attaching the camera tripod head. All the parts are packed for special case for transportation.

Second dolly, Panther Roller Plate, is a portable dolly unit.

Cinema Hall

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

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 Sony BDP-S790 Blu-ray player. The use of other formats must be agreed upon in advance.

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 THX certified Procella Audio monitors (P815-FP, P18, P8), Lab.gruppen amplifiers (C28:4, C20:8X), and Biamp Nexia SP and Dolby CP750 processors for Dolby Surround 7.1 surround sound.

The cinema hall can also be used as 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 is the venue for the student film festival "Sleepwalkers" and hosts, on a regular basis, movie premieres and meeting nights with authors. The cinema has also launched weekly cinema sessions that offer a top rate movie going experience.

The acoustic design of the cinema hall was made by Akukon Oy. The final adjustments to the sound equipment were made by Anders Uggelberg from Procella Audio. 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 OÜ Digital Emotions.

FILM STUDIO

Location: Narva Rd. 27, Room N113

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

BFM Film Studio (160 m²; 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 keys 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 N109

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

Television studio (106.4 m², 11.2x9.5x6.5 m) can be used to make professional multicamera recordings.

Studio is equipped with **four 2/3-inch sensor high definition cameras** (3x Panasonic AG-HPX600E and 1x Panasonic AJ-PX800GH) with the Volamp Camlinx II fiber optical camera channel and RCP-2050A Control Panel. Cameras have Fujinon ZA12X4.5BRD or ZA17X7.6BRD-S lenses with zoom and focus servo-controls, Swit S-1071HF monitors and Libec studio tripods.

In addition to the studio functionality these cameras can also be used as ENG cameras with 2x 64GB Micro P2 card recording capability in professional 10bit 4:2:2 AVC-Intra 100 Mbps format.

The number of cameras can be upgraded to total 8 using additional four Panasonic AJ-PX270 HD-cameras.

In addition **three 2/3-inch sensor standard definition Philips LDK100 Triax based cameras** (support from Finland's public broadcasting company YLE) are used for basic training in studio.

Studio lighting is controlled by Avolites Pearl Tiger console. There are 36 channels of 10A dimmers (3x SRS Light Design DDP1210B-8).

Standard lighting consists of 40 fixtures: 18x pole operated Ianiro Solaris Fresnels (6x 2kW, 12x 1kW), 6x 2kW Altman Open Face Soft-Lite, 4x Balcar Quadlite 200, 4x Balcar Duolite 100, 2x 1kW Fresnel, 4x 500W Fresnel. 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 16-input 2 M/E Live Production Switcher with XPression Prime graphics allow working in high definition (720p/50, 1080i/50, 3G 1080p/50), standard definition 576i/50 and has also the possibility to work with four 4K UHD sources.

HD-SDI signal routing is performed by 40x40 Blackmagic Design Compact Videohub with Master Control and Smart Control panels.

Two BlackMagic Design Hyperdeck Studio Pro SSD recorders provide 10bit 4:2:2 recording and playback in industry standard formats Apple ProRes 422 HQ, Avid DNxHD, Uncompressed

QuickTime. Recorders have support for 4K UHD and 6G-SDI. Thunderbolt connection to iMac workstation provide fast access to the central media storage system.

Video monitoring uses two Sony FWDS46H2 multiviewer screens and several 21,5-inch Swit S-1221HS monitors. Signal quality control is maintained using Blackmagic Design SmartScope Duo 4K and near Grade 1 quality 17-inch JVC DT-V17G15 monitor.

Studio intercom system consists of Riedel Performer C44plus System and wireless Clearcom FreeSpeak system.

Sound Control Room has Avid S3L System 16 Controller running the Venue software with AAX plugins. It can operate together with the Avid ProTools system providing 64-channel I/O over AVB protocol. Genelec 8030 monitors and 7050 subwoofer provide calibrated stereo monitoring. Various microphones are available for studio and location needs.

Panther Pick Up dolly and rails are stored in a secure equipment storeroom and accessible for studio use.

The TV 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.

Using the TV Studio

Person who is given the keys 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 N512
Office hours: Monday to Friday 09:30 – 17:30

Booking and information:

Phone: (+372) 6199925
E-mail: bfm-postproduction@tlu.ee

Natalja Larina

Post Production Center Administrator
Phone: (+372) 5289669
E-mail: natalja.larina@tlu.ee

Computer Lab N507

Location: Narva Rd. 27, Room N507
Hours of operation: Monday to Friday 09:30 – 21:30

Computer Lab is equipped with 17 seats of Retina 4K iMac 21.5" (3,6 GHz Quad-Core Intel Core i7, 32GB SDRAM) 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 storage area network (SAN) and can access the media files stored on a 40 TB media server.

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

Computer Labs N416, V302, V304

In these Computer Labs iMac 21.5" computers and identical software to room N507 can be used.

Video Editing Rooms

Location: Narva Rd. 27, N421-N424, N426-N429
Hours of operation: 7 days a week

Students can edit their individual projects in eight separate Editing Rooms using Final Cut Pro X, 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 N308, N310, N317, N318, N214, N411, V303

Hours of operation: 7 days a week

Booking and information:

Tanel Kadalipp

Sound Engineer-Designer

Tel: (+372) 55599032

E-mail: 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 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 TV and film studios 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 m²; 212.5 m³; 8.65x6.3x3.9 m) uses Dolby Surround 7.1 compliant monitoring equipment, THX certified Procella Audio monitors (primary monitors P815-FP, subwoofer P18, surround monitors P8), Lab.gruppen amplifiers (C28:4 and C20:8X) and a Biamp Nexia SP processor. The monitoring solution was developed by Anders Uggelberg from Procella Audio in Sweden. The final studio calibration was performed by Mark Kenna from Film Sound Consultant in England.

The Apple Studio workstation uses the Avid ProTools HDX system with Icon D-Command controller (a total of 40 faders and Surround Panner option) and Avid HD I/O 16x16, AVID PRE and AVID SYNC HD. The Waves Mercury Native plug-in collection is also installed. The equipment room has a Sony VPLFH30 WUXGA (1920x1200 pixel) video projector installed.

The second sound studio (19.5 m²; 50.7 m³; 3.9x5.0x2.6 m) 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. Second studio has in addition Avid HD I/O 16x16 and two Avid PREs that can be shared with first sound studio.

Accessing Sound Ideas Sound Effects Collection

The School has purchased a license to use the Sound Ideas Sound Effects Series 6000 Collection in the student productions. The 18 DVD-disk of sound files are stored in the central media server and can also be accessed from Sound Studios.

Booking of Editing Rooms and Sound Studios

Room booking Google Form is accessible from here:

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

Rules of Using the Facilities of BFM Post Production Center

Each BFM Student and Faculty Member (hereinafter named the User) agrees to follow these prescriptions when using the facilities of BFM Post Production Center:

- **For bookings student must have a signed Project Approval Form**
- **Usage of the rooms is divided into three shifts:**
 - **1) Morning shift 8:00 – 14:00**
 - **2) Day shift – 14:00-20:00**
 - **2) Evening shift 20:00 – 8:00 morning**
- **At once it is allowed to book up to 6 shifts**
- *After every booking the booked shifts are registered and calculated for total available shifts for the project. The total shifts for the project are limited based on the project length and requirements.*
- The User must book the time for the usage of the Rooms in advance.
- The booking schedule can be checked from ASIO system.
- **Cancelling the Room Reservation**
- Cancellations of booking must be done **at least 24 hours in advance.**
- **Sign IN for the KEY CARD**
- The User must arrive not later than the booked timeslot.
- **There is a 30 minute grace period from the beginning of the time slot until the reservation will be cancelled and the Room will be given out to other students waiting.**
- **There are three warning for violating the room usage rules before student loses the access to the rooms for the whole semester.**
- If you will be late for a reservation, call the Post Production Center Office – phone (+372) 6199925.
- After completing the *Room Booking Form* User receives the KEY CARD and access to the Room.
- **Keep the doors CLOSED**
- While working User must keep the door of the Room CLOSED and LOCK THE DOOR after finishing the work.
- **Responsibility for the Security**
- By working in the Room under the permission the User accepts responsibility for the security of the Room and its equipment during working period and any loss or damage, 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 for which the User is liable.
- **Clean up before leaving**
- After finishing the work the User makes sure that the Room will be in the same condition as in the beginning of the work.
- Do NOT store any production or post-production materials (DVD-s, Harddrives etc.) or any personal belongings anywhere in the Rooms.
- Anything left behind at the end of the day WILL be removed to the LOST AND FOUND

- box in the Post Production Center Office (N512).
- *BFM is not responsible for theft or damage done to personal property left unattended in any of the rooms.*
 - **Sign OUT and return the KEY CARD**
 - **User must personally return the key card to the Post Production Center Assistant (in room N512) as soon as the User has finished his/her work for that day.**
 - When working in the Room over night (Monday to Friday 21.30 – 9:30) or during the weekend (Saturday and Sunday 24h) User must return the KEY CARD on the first following workday **not later than 13 o'clock afternoon.**
 - **There is a FINE of 5.- EUR for late returning of the keys (warning for the first occurrence).**
 - **For loosing the key card the User must refund the replacement of the card.**

 - **Other Guidelines**
 - Do not take out any equipment from their rooms without asking the Post Production Center Assistant.
 - The sound monitors in the Sound Studios are carefully calibrated for proper balance. Do not touch the volume knobs on the monitors but rather adjust your output level from the computer or mixer.
 - Classes have priority in Computer Lab, Editing Rooms and Sound Studios. Always check the availability of the room before planning to use these rooms for your Project.

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**

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 Shared Storage 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 harddrive**. 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 Lab and in Editing Rooms

Final Cut Pro X	Safari
Motion	Firefox
Compressor	Google Chrome
Event Manager X	Skype
7toX for Final Cut Pro X	Cyberduck FTP
XtoCC for Final Cut Pro X	Simply Burns
XtoPro Audio Convert Marquis Broadcast	Blackmagic Disk Speed Test
DIGITAL REBELLION Preference Manager	DigiDoc3, ID-Card Utility
CDClipMerger (Convergent Design)	Quicktime X
Cinema Raw Development (Canon C500)	VLC Player
Avid Media Composer	Flip for Mac
Avid ProTools	REDCINE X
Adobe Creative Cloud	MPEG Streamclip
Davinci Resolve	Handbrake
Frameforge Storyboard Studio	Gimp
Open Office	Audacity
Apple Pages	CCCleaner
Apple Numbers	Caffeine
Apple Keynote	UnRarX
	The Unarchiver
	Paragon NTFS for MacOX

GENERAL POLICIES

BFM Reserves the Following Rights Regarding Student Work

Rights to Show Student Works

All projects made with BFM 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 (N512).

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.

No Use of Alcohol in BFM Production Center

There is no use of alcoholic beverages in Film and TV Studios or Post Production Center at any time regardless of the age.

When drinking is required on the set because of the story then 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".

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.

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

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Television Studio

Marko Järv

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Post Production Center Office

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Natalja Larina

Post Production Center Administrator

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Media Archive

Thea Tael

Editor of Media Archive

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