



PRODUCER'S GUIDE

MEDIA
PRODUCTION
SERVICES



CBC

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What We Are

Media Production Services is an integrated, responsive, user-friendly service provider offering high quality technical and production solutions that are of value to clients and the organization. Our credibility comes from the creativity, knowledge and expertise of our people.

Whether you're a new or returning client, **MEDIA PRODUCTION SERVICES (MPS)** is pleased to be a partner in your upcoming production. Whatever your production need, we have the breadth of services and depth of creative, technical and organizational expertise to help you.

A project manager will be assigned to your production to ensure it runs smoothly and efficiently from setup to wrap. This person is your primary contact for anything you need of MPS.

This Guide has been prepared as a handy reference tool and as a supplement to communicate additional information about working here. We hope you find the MPS Producer's Guide useful.



We have an experienced pool of technical crew available for hire if required. We would be happy to discuss this further with you.



Our HD studios are state of the art ranging in size from 1,386 square feet to 13,287 square feet with multi-camera control rooms. Studios can be equipped with a variety of lighting and audio options, made uniquely efficient with our flying batten and plak grid systems.

No matter the size or type of show, we can assist in assembling qualified production resources to meet your production goals. We'd be pleased to sit down with you to discuss and ascertain the best available production options for your show, and then arrange to provide you with an all-inclusive **PACKAGE DEAL**.

MPS provides its services to both CBC and independent productions. The four major facility areas include:

- **STUDIO AND REMOTE PRODUCTION**
- **POST-PRODUCTION**
- **GRAPHIC DESIGN**
- **TORONTO DESIGN OFFICE**



STUDIO & REMOTE PRODUCTION

Access

If you require access to survey our studio and technical equipment areas, please let your Project Manager know and they will arrange this for you.

Equipment Rentals

We keep our equipment in top condition. Any rented equipment not under the supervision of MPS is the responsibility of production per the terms and conditions outlined on our Rental Agreement.

Lifts, Aerial & Fork

We have a variety of lifts available. If any of your freelance crew wishes to operate our aerial and/or forklifts, kindly provide proof of appropriate, valid licenses in advance of production.

Special Production Needs

Please advise your MPS Project Manager in advance of any special production requirements involving live animals, firearms use, pyrotechnics, vehicle, or rigging/ flying needs.

Studio Floor Painting

Studio floors can be painted. Please consult with your project manager.

Support Rooms

A variety of support rooms including private dressing rooms, wardrobe & hair/ makeup rooms, BG holding, craft rooms are available upon request.

Technical Supplies

Technical supplies and consumables are available to purchase.

Technical Stores

TV technical stores can provide equipment for all studio and remote productions, including video, camera support, audio, lighting and power distribution.



Post Production

PICTURE

We have 45 non-linear edit suites offering SD & HD editing and finishing services on both AVID and Final Cut platforms.

SOUND

Audio Post has large format, multi-track recording and mixing studios – all equipped with ProTools High Definition systems - plus a host of small format DAW recording and mixing studios. Re-mix capabilities include all major delivery formats including Surround 5.1.

POST-PRODUCTION MEETING

Although all aspects of production are unique in their own right, we recognize that Post Production has its own specific set of challenges. Depending on the desired “look” and “sound” of the finished product, Post Production can be a highly creative, and sometimes a long and complex process. Moreover, once Post begins, many key production personnel have moved on to other projects. Thus, continuity, control and supervision during Post Production are of paramount importance.

MPS can help in this regard. We will work closely with your **POST PRODUCTION SUPERVISOR** to manage and administer the post process at MPS. Your Project Manager will arrange a meeting early in the production process with the Post Supervisor to identify pertinent details that may impact on post production.

Closed Captioning

Rates are available upon request.

Screening Theatre

MPS's screening theatre seats up to 50 people and can even be used as a set. Rates are available upon request.

Graphic Design

MPS Graphic Design services include branding, logo and identity design, 2D and 3D motion design, character animation and virtual set design, compositing and special effects, digital and traditional illustration.

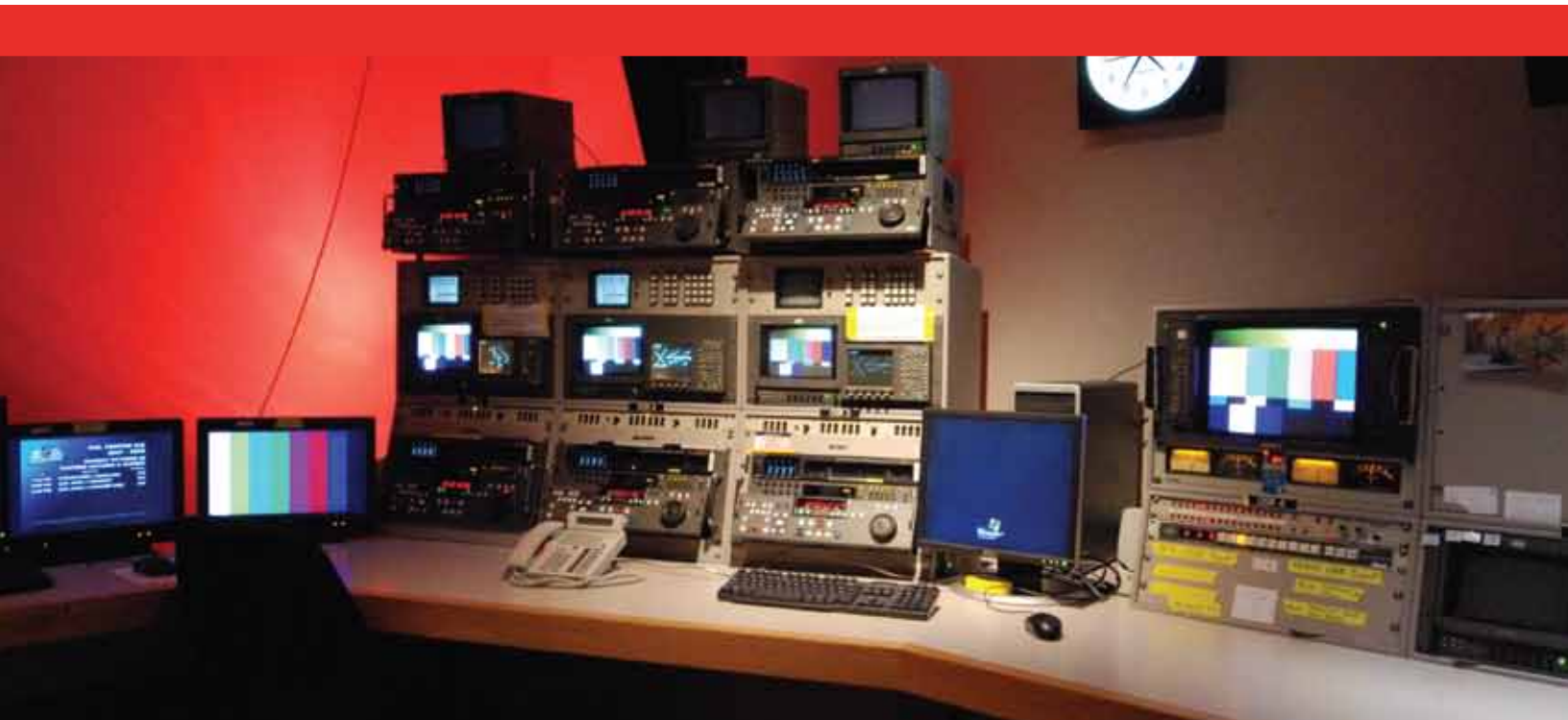
Your Project Manager together with the Manager of Graphic Design can provide you with additional information and suggest the optimal approach to obtain the desired results for your graphics project.

Toronto Design Office

The mandate of the TORONTO DESIGN OFFICE (TDO) is to assist in-house, independent, and co-productions to obtain the best quality and most cost effective external design services.

A Note About Maintenance

The Technological Maintenance & Support department provides a wide range of television support services and a wealth of technical expertise should you require technical guidance and/or consultation. In addition, we can create specialized, custom-made mechanical and lighting accessories to support and/or enhance your production.





Other

Here are some other key things you should know about working at the CBC:

Animals

Please let us know of any animals that need to be brought into MPS for your production. You'll need to have appropriate licenses and animal wrangler(s).

Audience, BG Coordinators

Production should ensure that qualified and sufficient audience and/or background performers coordinators are present to direct studio audiences and/or large groups of production personnel in and out of the building.

Catering

Productions are encouraged to use their preferred catering choices during their stay at the CBC. Please note that compressed gas devices, e.g. propane/butane heaters, are not permitted anywhere in the building.

Cost Reporting

A unique MPS budget number will be assigned to your production to track all services provided and their costs.

This will provide the basis of MPS cost reports to you on a time frame that best suits the production.

Elevators

The large freight elevator (Elevator 18) accessible from John Street provides a convenient way of bringing production gear into the building and directly up to the studios.

Hazers

Please consult with your project manager regarding hazer use and atmospheric requests.

HST

The Harmonized Sales Tax (HST) will be included on all services invoiced by MPS.

Insurance

All independent producers using MPS studio facilities will be requested to show proof of general liability insurance up to \$5 million.

Maps & Directions

Your Project Manager can provide you with information to locate the studio, suite or room(s) you are looking for.

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Parking

The CBC does not have any visitor parking facilities. Production can use any of the independent parking lots that surround the building and Street permits are obtained as usual through the Toronto Film and Television Office (www.torontofilmpermits.com).

Production Offices

We can rent production office space, as available. This space comes with furniture and local telephone service.

We also have specific IT procedures for the use of outside laptop computers within CBC. Your Project Manager can provide you with additional information.

Purchase Orders

You may request that your own unique P.O. numbers be attached to requisitions for your own tracking purposes. Alternately, CBC Finance can issue unique purchase order numbers to assist in tracking specific purchase and rental costs associated with your production.

Security

Access into the CBC building is pre-arranged through your Project Manager. Daily visitors are issued day passes and longer term personnel are issued photo I.D.

If large numbers of people require access or if visitor names are unavailable, e.g. background performers, then an easily identifiable production badge can suffice as long as arrangements are made beforehand with the Security Office.

If you have been provided with dressing rooms and/or production office space, you will be given unique keypad numbers to better control access to these rooms. Please note that basic security precautions regarding valuables and attractive items should nevertheless be used.

Tape Stock

We can supply tapes and related supplies, as required, for your production. We have a selection of varying lengths of **SP**, **SX**, **DB** and **HD** tapes at competitive prices. Your Project Manager can provide you with these rates and arrange to obtain tapes for your production.

Vehicles

Should a gasoline-powered vehicle be required for production related purposes inside the CBC building, e.g. automobile, motorcycle please note:

- Please disconnect the battery.
- Ensure the gas tank is full.
- Lock the gas cap.

Shipping, Receiving

We recognize the need to ship and receive various materials throughout production.

PLEASE NOTE:

TORONTO SAME DAY COURIERS

- Our courier desk is located on the main floor in the Wellington Street West corridor, and is open **MONDAY to FRIDAY from 8:45 AM to 4:45 PM**. The delivery address is 205 Wellington St. W. If receiving materials, please ensure that the sender clearly marks your name, location and phone number. You will be contacted for pick-up when the materials arrive. The courier desk phone number is **416.205.2265**.

OUT-OF-TOWN SHIPPING/RECEIVING

- If shipping to and/or receiving materials from out-of-town, you need to use the Shipping department on the **B2 level (S2B106)**. The department is open **MONDAY to FRIDAY from 8:45 AM to 5:00 PM** – with outgoing package cut-off at 4:30 PM. Please note that you will need your program number to ship any materials. Phone numbers are **416.205.2573 / 3022** and internal e-mail is 'Shipping Toronto'.



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