

SCHOOL OF CREATIVE & PERFORMING ARTS

375 GREENWICH STREET; NEW YORK, NY 10013

SUMMER 2012 IMPORTANT DATES & INFORMATION

New York City - Brooklyn

IMPORTANT CONTACT INFORMATION:

For billing, registration, and general questions, at all times, please call the main office:

- SOCAPA NYC OFFICE: Toll Free: (800) 718-2787; Local: (212) 941-4057
- Email: info@socapa.org

After acceptance, to reach the New York- Brooklyn Resident Life office for questions/information about arrival, housing, visiting, or anything concerning your child's *stay* with SOCAPA, please use the following

- SOCAPA Brooklyn Resident Life: (800) 718-2787 ext 711
- Email: brooklyn@socapa.org

Physical address of SOCAPA Brooklyn: Othmer Residence Hall, 101 Johnson Street, Brooklyn, NY 11201

IMPORTANT DATES:

MAY 1, 2012: FORMS and PAYMENT DUE!

Final Payments, On-Line Health History, and paper Medical Release Form (with copy of proof of health insurance coverage) Due!

For registrations after May 1, full payment and all forms are due with registration.

Notes about dates and times below:

*Arrival/Departure Details:

- We service JFK and LGA on the opening Sunday and the final Saturday of the program only. Families flying into Newark airport are responsible for their own transportation to camp. Please schedule arriving and departing flights between 11am - 3pm. Flights that arrive/depart outside the recommended time slot may be subject to an additional transfer fee.
- If your child is traveling as an “**Unaccompanied Minor,**” as designated by the airline, there is an additional fee of \$150 roundtrip, \$75 each way, charged by SOCAPA. It is important that you notify SOCAPA if you have purchased the Unaccompanied Minor service (or been required to purchase it) from your airline. We will be able to inform you of the name of the person who will be picking your child up the Friday before arrival date, but no earlier. Please note that the airline also charges for this service.
- For domestic flights, we will meet the student at the baggage claim area for the flight. For international flights, we will meet students at the exit from customs. SOCAPA staff will be wearing a SOCAPA t-shirt and have a sign with student name. On departure day, we see students to their airline ticket counter, but we cannot accompany them past security.
- Check-out procedure: Students are responsible for cleaning their rooms and returning their room key. Our host university levies an additional fee for lost room key (\$200) and excessive cleaning (from \$25 - \$100), which will be taken out of the damage deposit held on your credit card prior to camp start.

**Final Showcase Schedule:

The schedule provided below is a rough schedule of the Final Showcase based on years past. We will send out more detailed information about the final showcase the week before the show, including the location of each show. Students may either leave with friends or family after the showcase on Friday night or during the scheduled checkout time on Saturday morning. If you plan to check your child out Friday night, please make arrangements with the Resident Life Office prior.

SESSION ONE:

June 24, Sunday – SESSION ONE STUDENTS ARRIVE

- 11-3p **Airport Pickups*** at JFK & LGA. See Arrival/Departure Details.
Please try to schedule arriving flights 11:00 – 3:00 pm.
- 1-4p **Check-in and Registration** at Othmer Residence Hall (Parent Drop-offs)
Student Identification pictures are taken; final administrative work to be completed.
Students receive room key and roommate assignments; unpack and get settled.
- 5:30p **Welcome Chow:** Pizza, Sandwiches, Wraps & Salads
- 5:30-9p **Student Orientation:** Tour of Campus & Facilities;
Review Student Handbook; Evening Screening: Sample Student Work

June 25, Monday – CLASSES BEGIN

July 7, Saturday – SESSION ONE STUDENTS DEPART*

- 8-10a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00 – 3:00 pm.
Parent pick-ups should be planned between 8-10 am.

SESSION TWO:

July 8, Sunday – SESSION TWO STUDENTS ARRIVE

- 11-3p **Airport Pickups*** at JFK & LGA. See Arrival/Departure Details.
Please try to schedule arriving flights 11:00 – 3:00 pm.
- 1-4p **Check-in and Registration** at Othmer Residence Hall (Parent Drop-offs)
Student Identification pictures are taken; final administrative work to be completed.
Students receive room key and roommate assignments; unpack and get settled.
- 5:30p **Welcome Chow:** Pizza, Sandwiches, Wraps & Salads
- 5:30-9p **Student Orientation:** Tour of Campus & Facilities;
Review Student Handbook; Evening Screening: Sample Student Work

July 9, Monday – CLASSES BEGIN

July 21, Saturday – TWO-WEEK STUDENTS DEPART*

- 8-10a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00 – 3:00 pm.
Parent pick-ups should be planned between 8-10 am.

July 27, Friday – FINAL THREE-WEEK SHOWCASE Friends & Family Welcome**

- 10:30a-1p Showcase Live Performances: Actor Monologues & Dance Choreography
- 2-6p Showcase Screenings:
- 6-8p Post-Showcase Wrap Party

July 28, Saturday – THREE-WEEK STUDENTS DEPART*

- 8-10a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00 – 3:00 pm.
Parent pick-ups should be planned between 8-10 am.

SESSION THREE:

July 29, Sunday – SESSION THREE STUDENTS ARRIVE

- 11-3p **Airport Pickups*** at JFK & LGA. See Arrival/Departure Details.
Please try to schedule arriving flights between 11 am - 3 pm.
- 1-4p **Check-in and Registration** at Othmer Residence Hall (Parent Drop-offs)
Student Identification pictures are taken; final administrative work to be completed.

Students receive room key and roommate assignments; unpack and get settled.
5:30p **Welcome Chow:** Pizza, Sandwiches, Wraps & Salads
5:30-9p **Student Orientation:** Tour of Campus & Facilities;
Review Student Handbook; Evening Screening: Sample Student Work

July 30, Monday – CLASSES BEGIN

August 4, Saturday– TWO-WEEK STUDENTS DEPART*

8-10a **Dormitory Check-out** – Say Goodbyes -- Airport Drop-offs & Parent Pick-ups
Please try to schedule departing flights 11:00 – 3:00 pm.
Parent pick-ups should be planned between 8-10 am.

LOCATION:

NEW YORK CITY: New York City has long been a world center of artistic and cultural exploration. SOCAPA is surrounded by exciting locations for film shoots, many of which have been photographed by some of the most famous film directors of our time. SOCAPA students find themselves in the heart of this vibrant city, walking distance from the Brooklyn Bridge, DUMBO, Fort Greene Park, Brooklyn Heights and the Promenade, and a short subway ride to Washington Square Park, Times Square, the Theater District, Central Park, Bleeker Street, and one of the most diverse concentrations of cafés, restaurants, and artistic venues anywhere in the world.

SOCAPA's Brooklyn Campus is hosted at Polytechnic Institute of NYU, located at the foot of the Brooklyn Bridge in downtown Brooklyn. Students stay in the modern Othmer Residence Hall, eat most of their meals at the campus cafeteria, and attend most classes right on the Polytechnic Campus or at neighboring Long Island University. Facilities include the Dibner Auditorium (300 Seats) and the newly finished Kumble Performing Arts Center, which houses the Kumble Theater (350 Seats), two dance studios, a black box theater, and the best photography facilities in Brooklyn.

RESIDENCE HALL: The modern Othmer residence hall features two bedroom suites which house four students, two per room. Each suite has a private bathroom, shower and sink. Amenities include rooms that are fully wired for laptops (must have laptop with WIFI or ethernet jack and cable) and central air conditioning. The dormitory also has study rooms, student lounges with TVs, a computer room with Internet access, 24-hour security, coin-operated laundry facilities, and great views of Manhattan.

DINING HALL: Most of SOCAPA's meals will be held in Poly's modern dining hall, a great place to meet and chat with new friends. Sit back and relax with a delicious meal while reflecting on your classes or preparing for your next production. Located at the north end of the first floor of Rogers Hall, the new dining facility seats approximately 300 individuals and has a nice view of the MetroTech Commons just outside. On Thursday afternoons, BAM Rhythm and Blues Festival hosts blues, funk and reggae concerts on the MetroTech Commons. Last summer's acts included George Clinton and Maxi Priest. There are nice restaurants on the Commons including Sushi, Chinese, Metro Cafe and an Au Bon Pain, where students can choose to dine at their expense.

WEEKEND MEALS: Since SOCAPA students have the option of several city excursions on Saturdays and Sundays, lunch & dinner on Saturday and lunch on Sunday are the responsibility of the students. For instance, they may be given the opportunity to explore Central Park, go shopping in SOHO or whisk out to the amusement park and beach on Coney Island. At mealtime, students are given the option of eating at inexpensive local restaurants or take-out stands. Prices can vary from two-dollar falafels and slices of pizza to twelve dollar sit down sushi combo dinners. We make it a point to recommend a wide variety of our favorite New York cheap eats and to encourage our students to try something they can't get at home. We generally recommend a total of \$30 - \$50 dollars to cover all three of these weekend meals.

CHECK-IN: Check-in and Registration will take place between 1pm and 4pm on the opening Sunday of the program (June 24, July 8, and July 29) in the reception area of the Othmer Residence Hall dormitory (see enclosed Campus Map). You will receive your room key and roommate(s) assignments upon your arrival. We cannot provide the name of your roommate before check-in.

DAY STUDENTS: Day students are strongly encouraged to attend Sunday's registration and orientation (please plan to arrive at 4pm, but we will send out specifics the week before the program start) since we will be handing out the master schedules covering other valuable information. This orientation will also provide you a chance to meet your fellow students and teachers/staff.

The day student schedule normally runs from Monday – Friday, 8:45 am – 5 pm, although there are some evening and weekend rehearsals and evening casting, shooting, and editing time. If projects finish early, you may have free time during the afternoon to work on assignments. Day students are responsible for their own meals and may pay with cash at the meal hall or at the local eateries in the campus area. Day students are welcome to attend the evening and weekend activities that our residential students attend. We encourage parents of day students to call our office prior to the beginning of the program to talk about daily arrival/departure and scheduling issues and we request that you fill out the Day Student Form on your online account.

RESIDENTIAL STUDENTS:

Mail: You can have mail sent to you at the following "Care Of" address:
Student's Name; C/O SOCAPA SUMMER PROGRAM; Othmer Residence Hall
101 Johnson Street; Brooklyn, NY 11201

Phones: It is highly recommended that you have a calling card in order to contact family and friends, or in case of an emergency. *We encourage students to bring their cell phones, but they must be turned off in all classrooms, editing rooms and screenings or they will be immediately confiscated.*

Internet Access: There will be a computer room in the dorms with Internet access. All dorm rooms have LAN and WiFi access if you bring a compatible laptop.

Laundry: Washers and dryers are available in the basement of your dormitory for your use and operate by a card system, available for purchase in the laundry room.

What happens if I get locked out or lose my key? DO NOT LOSE YOUR KEY OR ID! You are expected to have your keys and ID card in your possession at all times. The Polytechnic RA on duty can let you into your room although they will not always be available to do so immediately. There is a **\$200 lost key fee** and a **\$40 lost ID fee**, so please take the necessary precautions to avoid these charges.

Room Safety: We may not be the only group of students in the dormitory so keep your doors locked at all times and valuables in a secure place.

Spending Money: The room and board fee covers nightly board and most meals (omit 3 weekend meals) as well as planned activities on nights and weekends. Students may want to bring spending money for props, snacks or for any shopping he/she may want to do during their stay. We suggest \$5-\$10 a day or incidentals and \$30 - \$50 for the weekend meals. Because **SOCAPA cannot access money for students if they run out**, we highly recommend sending your child with a prepaid/reloadable debit card if they do not have a bankcard. These cards can be used to purchase necessities and withdraw cash. If the student runs out of money, parents can reload the card from home. Please do not send your child with hundreds of dollars in cash. It is not safe.

MEDICAL EMERGENCY:

In the event of a medical emergency, students will be taken to the emergency room of the nearby Long Island College Hospital. The hospital's EMS unit will provide ambulance service in the case of an emergency. Our staff will escort students to emergency room when appropriate. Parents will be notified immediately. All students are required to have primary medical coverage and to list emergency contacts on the medical form.

WHAT TO BRING: PLEASE LABEL YOUR BELONGINGS

<ul style="list-style-type: none">- ALARM CLOCK! You are responsible for being on time for all classes/events.- Soap/Shampoo, Toothbrush/Toothpaste- Running/exercise clothes and shoes. Comfortable, practical shoes. You do a lot of walking.- Nice outfit for showcase festival (remember this is an Art School not a Business School -jacket and tie are not necessary but even Kevin Smith makes an attempt to look decent once in a while)- Warm Sweatshirt or Sweater, shorts- Notebook and Pen	<ul style="list-style-type: none">- Reusable water bottle- Sunscreen- Laundry Detergent- Pillow/Linens (extra long twin size)/Blanket *if you are flying and do not have space for these items they will be available for rent- Bath Towel- Rain gear-umbrella or raincoat- External hard drive -photo/film programs*-Spending money (some cash, debit/credit card)
---	--

Filmmakers and Screenwriters (Nice things to bring but not necessary):

<ul style="list-style-type: none">-MANDATORY: An external MAC-compatible USB/FireWire hard drive (not one that must plug into wall) of at least 100 Gigs is required so that you can take all your digitized raw footage and project files home with you. It also allows you to edit on any available computer in our editing lab. We recommend a LaCie Rugged.- A small laptop computer could be helpful when writing your script but is not necessary; you will have limited access to a computer center. Screenwriting students are required to bring a laptop.- Story Ideas, see film assignments in the curriculum section of our website- Small props and costumes that are necessary for your film idea. Don't go overboard!- Music that you think would be good in your film (on CD is best – you can't upload from an iPod or MP3 Player to our editing systems).- Any camera that you own that you want to learn how to better use; any film or video work you want to share.
--

Actors:

<ul style="list-style-type: none">- Interesting, versatile clothes/costumes as you may be asked to play a wide range of roles over the course of the program. A nice suit or dress usually comes in handy. Try to avoid white clothing, as the color white does not translate well to film/video.- Ideas for a monologue and a short two-person scene, both can be professionally written (from a play or film) and should be between two and three minutes long.- Make-up, as you generally need to do your own.- Loose clothes and comfortable shoes for movement/yoga classes.
--

Dancers:

<ul style="list-style-type: none">- Jazz shoes or foot paws; sneakers for Hip Hop- Black leotard, tights, and jazz shorts- Make-up and hair products.-Accessories- jewelry, hats, gloves, etc.	<ul style="list-style-type: none">- A backpack or carrying bag for studio trips and location shoots.- Potential music for your choreography assignment (MP3 player or CD)
---	--

Photographers:

<ul style="list-style-type: none">-MANDATORY: An external MAC compatible USB/FireWire hard drive (not one that must plug into wall) of at least 100 Gigs is required so that you can take all your digitized raw footage and project files home with you. It also allows you to edit on any available computer in our editing lab. We recommend a LaCie Rugged.- Any camera or photo equipment that you own and want to learn how to better use.- Any photography work that you have done that you want to share (digital, prints or negs).- A backpack or carrying bag for photo safari trips. Sunscreen, water bottle, rain gear.-Comfortable footwear for long walking safari trips around city.

WHAT NOT TO BRING:

Skateboard; Scooter; Weapons of any kind, even if they are props; Roller-skates/rollerblades

GETTING TO POLYTECHNIC's OTHMER RESIDENCE HALL:

Polytechnic's Othmer Residence Hall at the downtown Brooklyn campus: **101 Johnson St., Brooklyn, NY 11201.**

BY PLANE: **We only service JFK and LGA airports for the New York Programs.**

Our staff only does airport transfers on the first and last days of each session for a nominal fee of \$50 per airport transfer. We request that you schedule your flight arrival and departure between 11 am and 3 pm. We will greet students at the baggage claim area for their flight wearing a SOCAPA t-shirt and holding a sign with the student's name. On departure day, we will drop students at the airline's check-in counter; unfortunately, we cannot escort students beyond security. If you have made air arrangements outside our scheduled dates, times, or locations, families are responsible for arranging their own transportation and any necessary accommodations. Please note that you must fill out the online Travel Form at least 2 WEEKS PRIOR to the start of the program.

BY SUBWAY

A,C,F train to **Jay Street-Borough Hall**

2,3,4,5 train to **Borough Hall** (walk one block East to Willoughby Street and make a left on Jay Street)

M,R train to **Lawrence Street-MetroTech**(walk one block North on Lawrence Street)

Q,B train to **Dekalb Avenue**(walk two blocks North toward Manhattan Bridge and make a left on Myrtle Avenue into MetroTech)

BY TRAIN

- **Long Island Railroad** to **Pennsylvania Station** and transfer to a Brooklyn-bound A, C, 2, 3 train (see subway instructions above).

- **Long Island Railroad** to **Flatbush Avenue-Atlantic Terminal** in Brooklyn and transfer to a Manhattan-bound B, M, Q, R, 2, 3, 4, 5 train (see subway instructions above) or walk North along Flatbush Ave. about 1 mile to Myrtle Avenue and make a left into MetroTech.

- **Metro North Railroad** to **Grand Central Station** in Manhattan and transfer to a Brooklyn-bound 4, 5 train (see subway instructions above).

-**New Jersey Transit** to **Pennsylvania Station** in Manhattan and transfer to a Brooklyn-bound A, C, 2, 3 train (see subway instructions above).

BY CAR – (please see attached campus map)

***From Manhattan:** Take the FDR Drive to the Brooklyn Bridge (Exit 2), make the first left after traveling over the bridge on to Tillary Street and right on to Jay Street. Parking is available at the Marriott Hotel on Jay St.

***From Queens, Brooklyn, Bronx and Staten Island:** Take I-278 to Tillary Street (Exit 29) in Brooklyn. Make a left at the third light on to Jay Street. Parking is on Jay St.

***From Long Island:** Take I-495 WEST (Long Island Expressway) to I-278 WEST (Exit 18A - Brooklyn-Queens Expressway) to Tillary Street (Exit 29). Make a left at the third light on to Jay Street. Parking is available at the Marriott Hotel on Jay St.

***From New Jersey:** Take I-78 EAST to the Holland Tunnel. Follow Canal Street EAST to the Manhattan Bridge on to Flatbush Avenue. Or take I-95 (New Jersey Turnpike) to I-278 EAST (Exit 13) to Tillary Street (Exit 29) in Brooklyn. Make a left at the third light on to Jay Street. Parking is available at the Marriott Hotel on Jay St.

***From Westchester, Downstate New York and Connecticut:** Take either I-87 SOUTH (Major Deegan Expressway/New York State Thruway) or I-95 SOUTH (New England Thruway) to I-278 WEST to Tillary Street (Exit 29). Make a left at the third light on to Jay Street. Parking is available in several MetroTech buildings (right on Myrtle Avenue) or at the Marriott Hotel on Jay St.

PLACES TO STAY: Below are some local accommodations for parents who are dropping off/picking up students:

Sheraton Brooklyn New York
228 Duffield Street
(718) 855-1900

The SoHo Grand Hotel - \$\$\$\$
310 West Broadway, Manhattan
Reservations: (800) 965-3000

Tribeca Grand Hotel - \$\$\$\$
2 Avenue of the Americas,
Reservations: (877) 519-6600

Marriott at the Brooklyn Bridge
333 Adams Street, Brooklyn
1 718-246-7000/1-800-228-9290

Washington Square Hotel - \$\$
103 Waverly Place, Manhattan
Reservations: (800) 222-0418

Holiday Inn - \$\$\$
138 Lafayette St., Manhattan
1-212-966-8898

Sheraton Brooklyn New York
228 Duffield Street
(718) 855-1900

Nu Hotel- \$\$\$
85 Smith St., Brooklyn
(718) 852-8585

Polytechnic University Campus Map

SOCAPA Student Registration and Drop Off will take place in Othmer Residence Hall, building D on the map. The entrance is on 101 Johnson Street/Tech Place, accessible from Jay Street. It is marked as a one-way street flowing in the opposite direction but you are allowed to turn there for drop off and pick up. Please pull into the parking lot across from the entrance to unload student belongings (located between buildings A and B). Once you have unloaded, there is metered parking available on nearby streets or at the nearby Marriott parking garage.



