

8 Dec. 11/81

PROCEDURE FOR THE ASSIGNMENT OF EDITING TIME, FEES & SCHEDULES (REVISED 1/79)

Applications for the evening use of the Editing/Post Production Facility, E/PPF, must be made on the application form, and should include an adequate description of the project.

If Applicant's work is not well-known to EAI, either a rough edit of the project or a tape of Applicant's work should accompany the application.

The assignment of editing time is made in accordance with the procedures set up by the Oversight Committee, the members of which were nominated by NYSCA for this purpose.

In assigning editing time, a number of factors besides the rough edit are considered:

- 1) the importance of the project;
- 2) the urgency of the project;
- 3) the seriousness of the intent of the applicant;
- 4) the body of work achieved by the applicant;
- 5) the ability of the Applicant to assume responsibility for the E/PPF and the equipment which it contains and to meet reporting requirements.

Assignment of editing time will be made by the 25th of the month for the first half of the following month, and by the 10th of the month for the second half of the month.

In order to put the Editing/Post Production Facility to maximum effective use, we are adding a daytime schedule which will start at 9:00 AM and run to 5:00 PM. The fee for this service will be \$35.00 per hour and will include the services of a staff editor. Scheduling is by appointment. Fees are payable at completion of editing.

The E/PPF is available in the evening from 6:00 PM to 2:00 AM the following morning and on weekends and holidays. The fee for this schedule is \$20.00 per hour and includes the services of a staff editor. The fee is payable at the time the application is scheduled and accepted by the applicant.

Failure to show for a scheduled editing time, unless for reasons beyond applicant's control, will result in cancellation of editing time and forfeiture of first day's fee. Any change in editing time must be made at least 48 hours before scheduled date.

The Rough Edit Facility proved to be impractical because of equipment and space problems, and has been discontinued. The daytime availability of the E/PPF will more than make up for the loss of the REF.

The Editing Facility is supported by the New York State Council on the Arts, the National Endowment for the Arts, and with funds from private sources.