



PRODUCTION GUIDE A



610 9TH STREET SE, SUITE 100, MINNEAPOLIS, MN 55414



Studio A Production Guide

Hello and welcome to Sidecar Studio A. The following are tips and procedures for your stay. Please make sure to see our Covid-19 procedures and rules updates at www.sidecar-studios.com. Masks are required in this space, whether you are vaccinated or not.

Air Conditioning/Heating/Fans

The thermostat is on the wall just as you walk into Studio A from the front door. We set the thermostat to a comfortable level, between 68° and 76°. There are ceiling fans with controllable speed. The switch is kitty-corner to the thermostat to your right. Please leave the fans on at all times. The fans help circulate cold and warm air. If your temperature needs to be adjusted please see Sidecar staff for instructions.

Fuse Box

The fuse box is located above the fan control. There are several labeled fuse boxes on the wall. One is for Studio A, which contains the majority of required fuses. If it is confusing, please ask Sidecar staff to help you.

Fire Extinguisher

The fire extinguisher is next to the printer near the kitchen in Studio A.

Lost & Found

We have a secured lost & found. Please email or text us as soon as you have noticed a misplaced item.

Security

We have a remote control locking and unlocking system for each studio. Generally the studios are unlocked during business hours. If you would like to have the studio you're working in locked to control entry or unlocked, please send Sidecar staff a text message. If you would like an escort to your car, please ask and we would be happy to assist you.

Garbage and Recycling

Please remove your trash and recyclables at the end of every shoot. Trash and recycling dumpsters are located outside at the back of the studios near the Studio D entrance. They are locked and the key is hanging next to the back door near the Studio C garage door. This door is at the other side of the production space next to Studio C. When you open this door you are outside. All cardboard boxes from props or shipping need to be broken down, taken out and placed in the dumpster. Do not throw plastic bags from the recycling in the dumpster. No plastic bags can be in the recycling. We appreciate it!



Cleaning

Several brooms and cleaning supplies are available in your studio. Please sweep and organize the studio before you leave. Please put all your dirty dishes in the washing machine and run it. Please consider the next crew after you. Thanks!

Damage

Please let us know about any damage to any Sidecar items on the premises. Please inform us of any non-working production items, any rental equipment or any other damage to the premises as soon as you notice it.

Internet

Please connect to the Sidecar network for clients. Only the client network gives access to studio printers. The password is: Sidephoto@610.

The Sidecar Guest network is for Talent and Guests. The password is: Carside610

Printing

Now that you have connected to Sidecar (see instructions above), look for the Studio A printer. The printer's name is "Brother MFC-L8900CD." The printer is located on the kitchen side of Studio A. There is extra paper in the cabinet. There is also a paper shredder there for your convenience. Please put all non-confidential paper in the recycling bin. Please try to use the printer assigned to your studio. This will help with crew social distancing. Most of the troubleshooting we do related to printing is caused by computers not being connected to the proper network.

Kitchen

Your fridge is fully-stocked with various free drinks for your enjoyment. The kitchen has everything you need including a coffee brewer, espresso machine and grinder. We have two full racks of cook/kitchenware for dedicated food shoots that your producer can request prior to your shoot. Tableware is in all the cupboards. If you are running low on the fridge stock, please contact Sidecar staff, and we will be happy to replenish all the beverages for you.

We ask that if you use the coffee machines and electric kettles, you wash them after each use and before storing and putting them away. Please run the dishwasher at the end of every day of your shoot.

We also suggest that your assigned crew member clean and wipe down the high-touch areas on a regular basis. Please ask for cleaning supplies if needed to complete your tasks.

There is a first aid kit in the second drawer of the kitchen island. There is a second first aid kit in a drawer under the printer. For any emergency call 911.



Music in Studio: FM Radio, Apple Music, Spotify, your Playlists To Play Your Individual Playlist and Music:

Look for the music control dial on the wall in Studio A. It is located on the wall near the thermostat and opposite the printer. It will have a switch and volume control buttons. Set the switch to Studio A. To pair your device, go to your Bluetooth settings. Look for the player named "ROXA Plus." Once you pair, you can control the volume with your device or the volume buttons on the wall control.

If your device does not pair automatically, you need to find the Roxa device. Follow the black cord plugged into the volume control switch. Unplugging the ROXA will generally reset it.

You can change the selector to the radio which is set to 88.5 FM (a local jazz station). More stations are available. Please ask for assistance.

Restrooms

Studio A's restroom is located near the Studio A conference room. There are also several public restrooms in the building. All of the bathrooms are handicap-accessible. There should be ample supplies inside. Let us know if you need something. Wipe down all the areas you come in contact with including all knobs, handles and surfaces. Wash your hands. This is a shared restroom so let's keep it clean for others. Please keep the seat down.

Area Restaurants

We can guide you and your production to great local restaurants. We can email you a list to get you started.

Production Area

If you have rented space in the production area it is not unlimited. The studio manager will let you know about your share of space in the production area, and where it is located for your particular assignment. The production area serves the other three studio's needs as well. The production space is a constantly changing landscape for the studio and the vendors picking up and delivering the shoot items. Please do not assume your arrangements are obvious to Sidecar or the vendors that pick up or drop off your deliveries. We have a designated delivery zone for packages that arrive by delivery or mail before your shoot. The production area is also storage for Sidecar's overflow of rentable items. Please do not help yourself to grip equipment or other production items without checking in with your producer or Sidecar personnel first. Communicate with Sidecar staff or your producer to obtain additional gear, racks or any other item that you need.

We supply "GO" tags to tape to your pickups. Communicate with set builders, producers and Sidecar staff about what is coming and going so we can help manage your expectations on a daily basis.



End of the Day/Shoot

If you are wrapping out of the studio at any time of the day, please contact Sidecar staff so that they know you have left the studio. We only know to lock the doors if you tell us to.

Allow time for your assigned person to remove your trash and excess waste and recycling to the dumpsters in back before requesting the doors be locked.

Apply the Sidecar GO tags to props and sets that are ready for pick-up or other transfers. Please share with Sidecar staff, preferably the Studio Manager about special arrangements we should be aware of. Sidecar and its personnel are not responsible for any missed pick-ups or deliveries. Storage of excess props and sets will be billed at \$150 for the first day and \$350 per day every day after. Merchandise, props, sets or any other items not picked up from Sidecar after 5 days will be considered abandoned and destroyed.

Studio hours are from 8AM to 6PM. Any shoot going past 6 PM will be charged overtime. Please communicate with us as you sense you will run past closing. We are willing to work with you under special circumstances.

Sweep and clean your studio space and kitchen area. Place dirty dishes in the machine and set to wash. If studios and premises are not returned to the cleanliness and order in which they were found, Sidecar will charge a \$100 min. cleaning fee to your production.

Studio Address: **610 9th St. SE**
 Suite 100
 Minneapolis, MN 55414

Contacts to Call or Text

Studio Main:	(612) 339-7929
Alex Nelson, Gear Manager:	(612) 578-6234
Alex Steinberg, Studio Manager:	(612) 384-3404
Building Manager, Alex Jones:	(917) 273-2639
Jeff Johnson: Owner	(612) 840-7805

