



# PRODUCTION GUIDE D



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



## **Studio D Production Guide**

Hello, and welcome to Sidecar Studio D. The following are tips and procedures for your stay. Please make sure to see our COVID procedures and rules updates, at [www.sidecar-studios.com](http://www.sidecar-studios.com). Masks are required in this space whether you are vaccinated or not.

### **Air Conditioning**

The thermostat is wall-mounted near the left back wall. We set the thermostat to a comfortable level between 68° and 76°. There are ceiling fans with controllable speed. The switch is just inside the door when you enter D. 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 secret fuse box is located on the wall, behind the photograph of young Gerard Depardieu, above the fan control. If it is confusing, please ask Sidecar staff to help you.

### **Fire Extinguisher**

The fire extinguisher is on the kitchen counter opposite the microwave.

### **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 of 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 which is for clients. Only by connecting to this network can you access the printers. The password is Sidephoto@610.

The Sidecar Guest network is for talent and other production needs. The password is: Carside610.

### **Printing**

Now that you have connected to the Side Car network (see instructions above), you will have to use and look for the Studio D printer. The printer's name is "Brother MFC-9340CDW." There is extra paper in the cabinet below. There is a paper shredder for your convenience. Please put all non-confidential paper in the recycling bin. Please use the printer assigned to your studio. This will help with crew social distancing.

### **Kitchen**

Your refrigerator is fully-stocked with various free drinks for your enjoyment. The kitchen has everything you need including a coffee brewer, espresso machine and grinder. There are pots and pans for all your cooking needs. We also have two full racks of kitchenware for dedicated food shoots. 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 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 clean and wipe down the high-touch areas, on a regular basis. We have cleaning supplies available for you. There is also a first aid kit in the kitchen.

### **Area Restaurants**

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



## **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 D. There is a control dial above the printer next to the fan control by the fuse box. The Control dial will have a switch and volume control buttons. Set the switch to Studio D to listen to your connected device.

To pair your device, go to the Bluetooth settings, and look for the player named "B06+".

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 "B06+" device. Follow the black cord plugged into the volume control switch. Then follow the instructions on top of the device. It will send an audible signal when it is ready to connect.

You can change the selector to Studio D (your own music), Studio A, for listening to music from Studio A, or to radio, which is set to 88.5 FM (a local jazz station). More commercial free stations are available. Please ask for assistance.

## **Restrooms**

Studio D's restroom is located straight out of D, across the production area. There are also several public restrooms in the building. All of the bathrooms are handicap-accessible. There should be ample supplies in all our own bathrooms. 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 toilet seat down.

## **Production**

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 studios' needs as well. The production space is 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 staff 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 the Sidecar studio manager 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 on site so that they know you have left the studio. We only know to lock the doors if you tell us.

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 any special arrangements we should be aware of. Sidecar and its staff 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 soon as you sense you will run past closing. We will 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**

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

