



Located at  Pepperdine University

Digital Film Workshop | July 14 – 19, 2019
Information Packet 2019

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**PLEASE READ ALL PAGES AS THEY CONTAIN PERTINENT DETAILS ABOUT
YOUR STUDENT'S PROGRAM**

- CHECK-IN:** Sunday, July 14, 2019, from 2:00 – 3:00 p.m., at **Towers parking lot**, at Pepperdine University, 24255 Pacific Coast Hwy, Malibu, CA 90263
- WORK IN PROGRESS:** Friday, July 19, 2019, at 1:00 p.m. You will be directed to the screening room when you arrive at Pepperdine University.
- CHECK-OUT:** Friday, July 19, 2019 (immediately following the Work in Progress Screening), at Pepperdine University

COMPLETE ON-LINE BEFORE THE PROGRAM

<https://campself.active.com/USPerformingArts>

- Travel Form**
- Health and Medical Information Form**
- Waiver Forms:** Medical Waivers, Conduct Policy, Registration and Cancellation Policies, Release Form, Waiver of Liability, Assumption of Risk, and Indemnity Agreement

YOU MUST BRING WITH YOU TO CHECK-IN

- (Residential Students ONLY) Meal Card/Key Deposit Check for \$40** made out to:
US Performing Arts Camps
- Workshop Preparation (IF NEEDED)** - see Workshop Preparation in this Packet)

IMPORTANT CONTACT INFORMATION

Company Manager: Robert Tunstall	424-644-4018 (This number is ONLY available during the week of the program. Please contact US Performing Arts Office before and after the program.)
US Performing Arts Corporate Office	415-924-6442 or 888-497-3553 FAX.: 415-924-6477
Special Programs	310-506-4264 (7:00 a.m. – 10:00 p.m.)
Malibu Urgent Care Center	310-456-7551

US Performing Arts Safety Agreement

I understand that US Performing Arts, and the locations at which they operate, is a substance free organization. All campers and staff members will refrain from any foul language, reckless behavior, bullying, cigarette smoking or other tobacco use (including vaping and e-cigs), alcohol consumption, or the taking of any illegal drugs, or drugs not prescribed for them, while participating in any US Performing Arts activity and while on the US Performing Arts premises. Theft and vandalism of US Performing Arts property or the property of others is a crime. Any violation of these rules and policies will result in immediate dismissal from US Performing Arts. No refunds of any kind will be issued.

The First and Last Days of Camp

All campers are expected to arrange travel to enable them to check in and depart on time. We cannot make any exceptions for late check-in or early departures.

Arrival / Check-In (1st Day of Camp – ALL Campers) – SUNDAY

Parents are welcome to join their campers during the check-in process, and are urged to leave shortly thereafter, as the students will begin their programs immediately after orientation.

Check-In Date	Check-In Time	Check-In Location
Sunday, July 14, 2018	2:00 – 3:00 p.m.	TOWERS parking lot, at Pepperdine University 24255 Pacific Coast Hwy. Malibu, CA 90263 *Please note that check-in takes place in the Towers parking lot, not in the dormitory.

ALL STUDENTS (INCLUDING COMMUTERS) MUST CHECK-IN ON THE FIRST DAY OF CAMP!

Commuters – Monday thru Friday (Daily)

Drop-Off Time/Location	Pick-Up Time/Location	Traffic
8:45 a.m. Towers parking lot at Pepperdine University 24255 Pacific Coast Hwy. Malibu, CA A mentor will be there between 8:45 a.m. and 9 a.m. to receive them. Please be prompt!	5:00 p.m.* Towers parking lot at Pepperdine University 24255 Pacific Coast Hwy. Malibu, CA A mentor will be waiting with the campers. *LATE PICKUP WILL INCUR A FEE!	The traffic on the Pacific Coast Highway can be heavy at these times. Please plan accordingly.

Work in Progress and Certificate Award Ceremony (Last Day of Camp)

Family and guests are invited to attend the “Work in Progress” Screening and Certificate Award Ceremony at **1:00 p.m.** on the **last day of your program**. The Screening is expected to run approximately 1 to 1½ hours. All students must participate in the “Work in Progress” Screening. **There will be no exceptions!**

WIP Date	WIP Time	WIP Location*
Friday, July 19, 2019	1:00 p.m.	You will be directed to the screening room when you arrive at Pepperdine University. <i>*Venue subject to change. If a change takes place, an announcement will be made at check-in.</i>

Departure / Check-Out (Last Day of Camp)

Departure is immediately following the Work in Progress and Certificate Award Ceremony on the last day of camp. All students are required to arrive and depart during the times specified. **We cannot make any exceptions for early departures!**

Check-Out Date	Check-Out Time	Location
Friday, July 19, 2019	Immediately Following Work-in-Progress	at Pepperdine University

Transportation

ALL RESIDENTIAL students attending a US Performing Arts program are required to submit a Travel Form no later than 2 weeks prior to their program start date. If you plan on driving your student to camp, please check the NO TRAVEL REQUIRED box. The Travel Form must be completed online when you access your account. (<https://campsself.active.com/USPerformingArts>)

Any camper interested in utilizing our airport shuttle service must submit a copy of his/her airline itinerary and a completed Air Travel Form to our office **no later than** 7 days prior to the start of camp.

We **ONLY** provide transportation to/from the **Los Angeles International Airport (LAX)**. Students who utilize our shuttle service **must** be arriving and/or departing by air.

- Transportation is available to and from Los Angeles International (LAX) **for \$60 EACH WAY**.
- Flights should arrive into Los Angeles International (LAX) **on the first day of camp before 1 PM***
- Flights should depart from Los Angeles International (LAX) **on the last day of camp after 6 PM***

**An additional \$150 will be charged to your account for arriving/departing outside US Performing Arts' specified time.*

Travel Safety

In light of security measures being implemented by the airline industry for all arriving and departing air travel, US Performing Arts Camps is taking every step possible to make your child's travels safe and simple this summer. Please take special note of the pickup and drop off procedure for all US Performing Arts campers traveling to camp by air. Also, as a reminder, per airline regulations, children age 12 and older must present a valid photo I.D. or birth certificate to board any flight. Please make sure your child is carrying some form of identification.

Camp Safety

All students attending a US Performing Arts Program are required to complete the Required Forms to camp (Health and Release Form, Conduct Policy and Waiver Form). Students will not be admitted to a program without these forms. Please sign in to your ACTIVE registration account to complete the Required Forms online:

While at Camp

Health and Safety

Urgent care and health services can be provided at **Malibu Urgent Care**, located 2 miles from campus at **23656 Pacific Coast Highway, Malibu, CA**. In the event that a student requires urgent medical care, every effort will be made to contact the parent or guardian immediately.

Disability Accommodations Statement

If you need a disability-related accommodation or wheelchair access information, please contact US Performing Arts Camps immediately so we can organize proper accommodations.

Conduct Policy – Completed Online prior to Program

Drugs, alcohol and cigarettes (including vaping and e-cigs) are strictly forbidden and constitute, along with general misconduct, grounds for **immediate dismissal** from camp without a refund or camp credit. This is a zero tolerance policy. **Absolutely NO exceptions!**

Cancellation Policy

Please go to the following link for our Registration/Cancellation Policy:
<https://www.usperformingarts.com/294-2/>

Note: After a camper has checked in at camp, if they need to leave for any reason, no credits or refunds will be given for the current session or any sessions to follow. Any campers dismissed for cause by USPA or university staff will not receive any credits or refunds for any and all programs for which they are registered. Students sent home in violation of our rules, for medical reasons, or at the discretion of the student, family, or US Performing Arts will receive no refund.

Resident Student Policies and Procedures

For safety and security reasons, as well as the overall learning experience, residence students will not be allowed to leave campus under any circumstances during the duration of their program. There will be **no exceptions!**

Residence Hall

Students will stay two-to-a-room, four to a suite. Each student will have a bed, desk and closet space. Each suite is equipped with a shared living area and bathroom. The dormitory has lounge space, soda/water machines and a lobby on the first floor, equipped with a television and a fireplace. Sheets, a blanket, a pillow, and bath towels will be provided. Rooms are not air conditioned because they are situated over the Pacific Ocean and the cool ocean breezes keep the temperature down in the evenings. The dormitory is set up for wireless Internet. Coin operated laundry facilities are available for weekend use to students spending multiple weeks with us. Mentors can help the students with their laundry, and detergent can be purchased at the student store. Meals will be served at **Wave's Café**, located in the **Tyler Campus Center**.

Roommate Assignments

Campers stay 2 per room, occasionally in a single, and are assigned by gender, age and roommate requests. If your student has a roommate request, please contact our office no later than 14 days prior to the start of camp. If your student does not have a roommate request, s/he will be placed in a room with someone close to their age. It is a great opportunity to meet someone new!

Room Key and Meal Card Deposit (Cash & Credit Card not accepted)

There is a refundable room key and meal card deposit of **\$40** required in case of lost keys and cards. A check made out to US Performing Arts Camps, in the amount of **\$40** will be collected at check-in. *The check will be destroyed* when the room key and meal card are returned at check-out on the last day of camp.

Email

Although campers will be extremely busy while they're at camp, they will have limited Internet access during the week. Dorm rooms are now equipped with wireless Internet access.

Cell Phones/Apple Watches and other Electronic Devices

We encourage you to send your child to camp with a cell phone, especially if they are traveling long distances by themselves; however, cell phones and other electronics tend to be a distraction and an intrusion during class, evening activities and after lights out. We ask that all campers adhere to the policies of use set by their directors in each workshop. Campers will have access to their phones during free time in the evenings to make calls home.



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Student Phone Calls

Telephone messages can be left for campers, mentors and the Residence Director at the Special Program lines or, in emergency situations only, with the US Performing Arts Resident Camp Director (see Important Contact Information).

Spending Money

We recommend sending your student with an additional \$50 - \$75 per week. Three daily meals are included in the residential tuition and lunch is included for day/commuter campers. Situations come up where students may want to have a little extra spending cash. For example, stopping at the campus bookstore to buy a souvenir and have a snack is an integral part of the camp experience. Campers may also go off campus for a chaperoned activity where they may want to use some spending money to purchase a small gift or piece of memorabilia. Those students traveling by plane will also want to have some money to use in the airport. There is an ATM machine located on campus. Any student who needs to use an ATM machine will be accompanied by a chaperon.

Typical Day at Pepperdine Digital Film

Students are busy with classes from morning until evening. Weekly highlights may include guest speakers, a barbeque party, and/or a chaperoned fieldtrip.

A typical day schedule looks like this. This is a generic schedule to give you an idea of how your day will be spent. All programs have time scheduled for recreational activities, special events, and general fun!

Morning	Afternoon	Evening
8:00 - Wake up / Breakfast	1:00 – Production	5:00 - Movie/Guest
9:00 - Breakfast	Groups continue work on projects with mentors	A guest speaker will briefly discuss his/her work on a movie.
9:30 - Production Meeting		6:00 - Dinner/Guest
Director and Mentors speak about various aspects of making a movie beginning with the importance of shots for telling a story.		Guest comes to dinner with selected campers.
Presentations address camera, formats, prepping, shooting and editing.		7:00 - Free Time
		Volleyball, Internet Café, Phone Calls, Reading, etc.
10:30 - Groups meet with their mentors and work on their movies		8:00 - Groups meet with mentors
12:00 - Lunch / Rest		9:00 - Campfire/Circle
		10:00 - Bedtime
		No electronic media!
		10:30 - Lights Out



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Preparing for Camp

US Performing Arts will make every effort to ensure your child has a wonderful experience. Our faculty and staff will provide your student with a safe and positive environment in which s/he can explore his/her creativity and hone his/her craft. Parents can help by letting us know in advance (by calling our office, or by disclosing information on the Health and Release Form) about specific behavioral, health-related or emotional issues that may affect your child at home or school. Any information that can be shared will help us to ensure your child's success while s/he is in our care and will remain strictly confidential.

Workshop Preparation

No specific workshop preparation is required.

Checklist of Things to Bring

Below is a list of suggested and required clothing, equipment and personal items. Unless recommended for your specific program, we highly suggest that you do not send unnecessary clothes (which often get lost) or valuable items, such as expensive electronics, Apple Watches or laptops. Don't forget to label every article of clothing and equipment. **Pepperdine University** and **US Performing Arts** cannot be responsible for any lost or stolen items.

ALL Students - Required Items

- Completed Health and Release Form – **Complete Online**
- Signed Conduct Policy – **Complete Online**
- Waiver of Liability – **Complete Online**
- **Upload photo to your online** Active Registration Account
- Workshop Preparation - **not required for this workshop**
- Plenty of comfortable clothing
- Comfortable, supportive shoes, sneakers (no flip flops, sandals, open-toed shoes or heels)
- Notebook or journal for note taking
- Pens and Pencils
- OPTIONAL: Camera and Laptop

Residential Students ONLY – General Items Outside of Class

- Room key and meal card deposit check
- Travel alarm clock (not a cell phone)
- Spending money (suggested \$50 – \$75 per week)
- Pants, shorts and shirts
- Skirts and/or dress
- Underwear and socks
- 1-2 jackets or sweaters (the campus is located above the Pacific Ocean and evenings get cool)
- Pajamas and bathrobe
- Shoes
- Rubber flip flops for the shower
- Bathing suit and beach towel (students may have access to the university swimming pool and beach)
- Toiletries – hairbrush, toothbrush, toothpaste, soap, shampoo, sunscreen, etc.
- Laundry bag and laundry detergent (washing machines are available for multi-week students)
- Hangers
- Hairdryer
- Small clip on reading lamp
- A good book

Location and Travel

Surrounding Area

We encourage and recommend that you visit the university's website for visitor information: www.pepperdine.edu. AND the [InterActive Pepperdine Map](#).

Hotels

Looking for a place to stay when you fly in for your camper's "Work in Progress"? There are many options to fit several budgets. Although we don't work in conjunction with any hotels to offer special rates, we have listed a few options to help you get started in your search.

- [Hotels.com](#) offers many varied accommodations.
- The beautiful town of Santa Monica is located on Hwy 1, 15-miles south of Pepperdine University. With more hotel and restaurant choices, Santa Monica is a close and wonderful alternative to staying in Malibu. Please visit www.santamonica.com for a list of Santa Monica accommodations.
- The town of Calabasas (located just 9-miles from Pepperdine University) has less expensive hotel options than those offered in Santa Monica and Malibu.

Airport Information

The following is the closest major airport to our campus location. We will meet students at this airport who have made prior transportation arrangements with USPA. Students will be met at the baggage claim area by a USPA Mentor who will guide them to the shuttle and accompany them to the University.

Closest Airport to Camp	University / Location	Distance from Campus
Los Angeles International (LAX)	Pepperdine / Malibu, CA	25 miles

Driving Directions

From Los Angeles International Airport (LAX)

Distance: 25 miles. **Time:** 45 min to an hour.

From the airport, proceed to I-405, the San Diego Freeway. Head north on I-405 to Interstate 10, the Santa Monica Freeway. Head west on I-10 toward Santa Monica and the ocean. Follow I-10 until it merges with Pacific Coast Hwy (California Highway 1). Go north on Highway 1 for approximately 14 miles into Malibu. Turn right on Malibu Canyon Road (traffic signal). Turn left at the next traffic signal, which is Seaver Drive. Stop at the information booth for a visitor pass and parking instructions.

From Orange County, San Diego and points south of Los Angeles

Head north on the I-405, the San Diego Freeway to I-10, the Santa Monica Freeway. Head west on the I-10 toward Santa Monica and the ocean. Follow I-10 until it merges with Pacific Coast Hwy (California Highway 1). Go north on Highway 1 for approximately 14 miles into Malibu. Turn right on Malibu Canyon Road (traffic signal). Turn left at the next traffic signal, which is Seaver Drive. Stop at the information booth for a visitor pass and parking instructions.

From points East of Los Angeles

Head west on Interstate 10 (I-10 is called the San Bernardino Freeway east of Downtown Los Angeles and the Santa Monica Freeway west of downtown). Follow I-10 until it merges with Pacific Coast Hwy (California Highway 1). Go north on Highway 1 for approximately 14 miles into Malibu. Turn right on Malibu Canyon Road (traffic signal). Turn left at the next traffic signal, which is Seaver Drive. Stop at the information booth for a visitor pass and parking instructions.

From the North on Interstate 5

Head south on Interstate 5 and continue south on Interstate 405 into the San Fernando Valley. At the Ventura Freeway (U.S. Highway 101) head north toward Ventura. Exit at Malibu Canyon/Las Virgenes Road. At the end of the ramp turn left and proceed for 9 miles through Malibu Canyon. Turn right at Seaver Drive (traffic signal) and get a visitor's pass and parking instructions from the information booth.

From Pasadena/ San Gabriel Valley

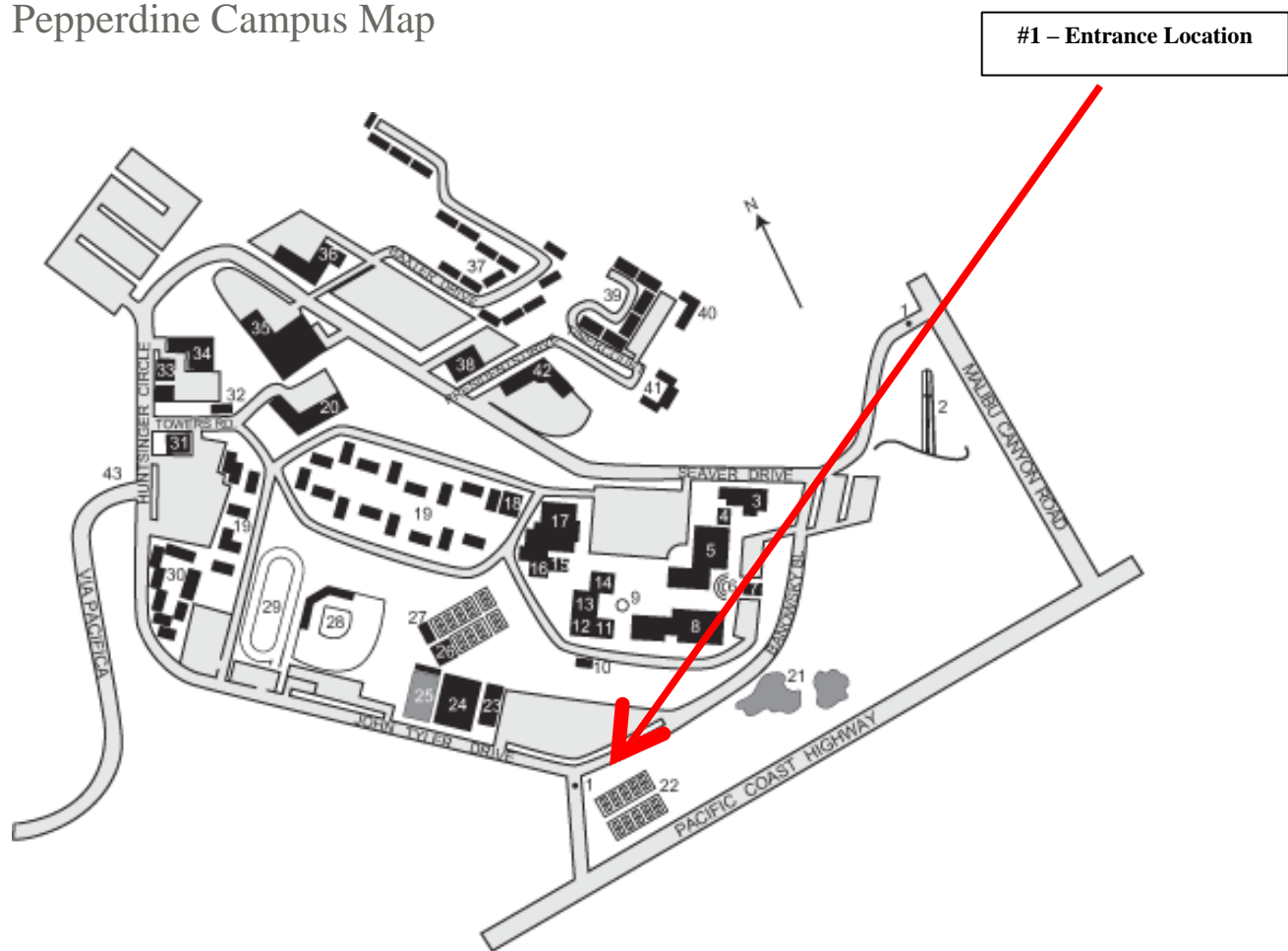
Go west on the Foothill Freeway (I-210) to Pasadena. At the Highway 134 go west to Glendale and Burbank. At the 101 Freeway go west toward Ventura. Proceed on the 101 Freeway for several miles. Exit at Malibu Canyon/Las Virgenes Road. At the end of the ramp turn left and proceed for 9 miles through Malibu Canyon. Turn right at Seaver Drive (traffic signal) and get a visitor's pass and parking instructions from the information booth.

From the North on Hwy 101/Santa Barbara and Thousand Oaks

Exit at Malibu Canyon/Las Virgenes Road. At the end of the ramp turn right and proceed for 9 miles through Malibu Canyon. Turn right at Seaver Drive (traffic signal) and get a visitor's pass and parking instructions from the information booth.



Pepperdine Campus Map



Entrance Location

Entrance gate/information booth (#1 on map above) will direct you to Towers parking lot, for check-in.

All Students, check-in between 2:00 p.m. and 3:00 p.m. on the first day of your program.

Work In Progress Location

You will be directed to the screening room when you arrive at Pepperdine University.

“Work in Progress” Performance will be held at 1:00 p.m. on the last day your program.

**Venue subject to change. If a change occurs, a new location will be announced at check-in.*