Transporting Equipment
Grad 1st Yr Spring Narrative Equipment
FINDING AN SUV

Any Full Size SUV can fit the Spring Narrative equipment rig.

Tip:
Obey all traffic signs when loading the vehicle!

Think of the vehicle like a location, take photos before loading in, and treat it with care and respect.
FINDING AN SUV

Examples of full-size SUVs

- Cadillac Escalade ESV
- Ford Expedition
- Audi Q7
- GMC Yukon XL/Denali
- Infiniti QX/56/60/80
- Lincoln Navigator
- Nissan Armada
- Mercedes-Benz GL-Class
- Chevrolet Suburban
- Toyota Sequoia
- Lexus LX/GX
- BMW X3/X5

For information on NYU’s car service policies, access the /filmguide HERE.

Tip:
Sometimes you will have to cancel and order another SUV if it isn't a similar make and model to the ones suggested.

Uber SUV/Black/Taxi and Lyft are all covered by a $1,000,000 insurance policy that NYU requires. (UberXL not covered.)
FINDING AN SUV

By putting the backseat down, you have created another two feet of space for you to safely and efficiently pack equipment.

SUV Checklist
To fit the rig, SUVs must have:

1. The ability to put their back seats down.
2. The ability to use the trunk and still have space for one passenger and one person in backseat.

Tip:
Keep your bins on the sidewalk, but close to vehicle. This will make it easier to pass off equipment to your crew to pack.
Tip:
When upstairs in the Production Center, try to load sandbags at the top of the bins, so that they are easy to reach.

Use sandbags to prevent bins from moving while on curb. Make sure to put one sandbag on front wheel, and one on back. Do this before any equipment is taken out of the bins.
1st Yr Spring Narrative Equipment
CREW & FIREWATCH

**Crew**
Ideally, your crew will be 3-4 people (required at check-out). This will make both your check ins/out and your load ins/outs go more smoothly.

**Firewatch**
Make sure to include a crew member whose sole job is to watch equipment (i.e. fire watcher).

**TIP:**
Sort your equipment so that you can pack heaviest, flattest first. One crew member can pack SUV, the rest sort and hand off equipment. Keep equipment compact on sidewalk. It's courteous to others on sidewalk, and helps you keep a better eye on equipment.
1st Yr Spring Narrative Equipment

THE BINS

Attention!

You receive 2 bins for transporting your equipment from the check-out rooms to your vehicles.

Tip:

If your camera, light, or sound kit is on wheels, wheel them down instead using precious bin space.
Keep Your Equipment Compact!

Keep your equipment as compact as possible when loading onto the sidewalk. It’ll help you keep an eye on it, and make it easier to hand off to those packing the vehicle.
1st Yr Spring Narrative Equipment
PACKING THE SUV

SUMMARY:
- Make sure to have at least 3-4 crew members to help you pack.
- Have two people holding heavy things at all times.
- Put the heaviest and flattest items in first!
Grad 1st Yr Spring Narrative Equipment

PACKING THE SUV

TIPS

- When packing the SUV, make sure items are secure enough that they won’t shift during transport.
- Sandbags are helpful for keeping things secure, but rope/ratchet is better. You can purchase rope and ratchets at most hardware stores.
TIP
Fill in extra space in the SUV with small or pliable items such as chimera bags and sound blankets. One great place to store small items is under the skateboard dolly!

Level, boompole, chimera bag - all under dolly.

Sound blankets can be used for extra padding, to keep equipment from scratching vehicle.
Double check that your equipment is packed securely before closing the trunk.
TIP

Now that you are done packing SUV, there should be space in the car for at least one passenger.

For more information or questions please contact the production office at 212-998-1790 x2 or production.office@nyu.edu

Remember, treat the vehicle as a location! Take interior photos after equipment is out to protect yourself against false damage claims.