



Cheat Sheets

Handy reminders and helpful hints for film & tv creative professionals



ACME CHEAT SHEETS

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ARTWORK CLEARANCE

THE BASICS*

• TO CLEAR

Obtain written permission from the proper individual to use an item in your project, or written legal opinion that you do not need to do so.

• WHAT KIND OF ART MUST BE CLEARED?

All fixed works of Art including, but not limited to Artwork Prints, Photographs, Sculpture, Postcards, Ads, Cartoons, Newspapers, Magnets, Charts, Maps, Murals, Ceramics, 'Frig Magnets, Toys, all Copyrighted or Trademarked Items, etc.

• OWNERSHIP OF ARTWORK DOES NOT IMPLY COPYRIGHT

These are two separate issues.

The Copyright is owned by the Artwork's creator, unless the owner of the Artwork has a release signed by the Artist, transferring the Copyright. It's not necessary to own the Artwork to use it. It is possible to obtain a License or a Right to use the work; contact the Artist or the Artist's Representative to acquire clearance.

• FAIR USE

In general, if an item is copied for any commercial purpose such as, in a Film, Video or Commercial to be re-sold, exhibited or used as advertising you can not claim "FAIR USE".

• PUBLIC DOMAIN

Public Domain generally refers to items or artwork created before 1900. Absence of the © symbol does not imply Public Domain. Extra care is necessary when making a determination as to whether a piece of Art falls into the area of Public Domain. Artwork may be Trademarked by a corporation or owned, and administered by a Familial Estate or Trust.

• THE FALLACY OF THE 1/3 RULE

"To change 1/3 of a piece of Artwork allows you the right to use it"
THERE IS NO SUCH RULE.

This is called defamation and is actually worse than just making a copy because not only are you using a copyrighted work, you are also changing it.

• UNTRACEABLE ARTWORK

Any unsigned Artwork: Prints, Paintings, Ceramics, Photographs, Paint By Numbers Art, etc. Unsigned Artwork collected at Yard Sales, Flea Markets, or Thrift Shops, is a Clearance Nightmare!

* DISCLAIMER

This information is meant to be used as a guideline, and is in no way to be considered as legal advice. If you have questions on a specific situation, seek Legal Advice.



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BBOI by Chandler Mclellan



SWEET SPOT by Lynda Pizzuto

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ARTWORK CLEARANCE

PUBLIC SPACES, ORGANIZATIONS & GOVERNMENT AGENCIES*

• CLEARING ARTWORK FOR LOCATION SHOOTS

If a Location has Murals, Artwork, or Sculptures which become part of the shot, that Artwork is copyrighted and should be cleared. The property owner or the City's Municipal Office is a good place to start a clearance search.

• CLEARING PUBLIC SERVICE & INSTITUTION GRAPHICS

Red Cross, Partnership for Drug-Free America, The American Cancer Society, United Way and many of the agencies allow use of their Posters, if used in a positive way.

• CLEARING GOVERNMENT OWNED PROPERTIES

Government Agencies are pretty good about assigning Releases. Be sure to get a Release for any Government owned Art Property. Contact the Proper Agency to obtain Releases for Government owned Artwork. Generally, Government works can not be Copyrighted, although, often time the government holds and receives copyrights transferred to it by assign, bequest or otherwise.

- **STAMPS** Danger Zone: research the use of these thoroughly.
- **WAR BONDS** May be okay; get permission first.
- **NASA PHOTOS** These are Classified; get a release.

• USEFUL WEBSITES

- ARS | Artist Rights Society: <https://arsny.com/>

The copyright, licensing & monitoring organization for visual arts in the US.

- CAA | The College Art Association, Inc.

<https://www.collegeart.org/standards-and-guidelines/intellectual-property/image>

The CAA maintains a list of Image Sources and Rights Clearance Agencies.

- US Copyright Office: <https://www.copyright.gov/>

"The U.S. Copyright Office promotes creativity and free expression by administering the nation's copyright laws and by providing impartial, expert advice on copyright law and policy for the benefit of all."

- GPO | US Government Printing Office: <https://www.gpo.gov/>

The GPO achieves nine billion retrievals of Government Information.

- NASA Images: <https://images.nasa.gov>

NASA's image library, consolidates imagery and videos in one searchable location.

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ARTWORK CLEARANCE REMINDERS*

• OWNING OR RENTING ARTWORK DOES NOT IMPLY YOU HAVE PERMISSION TO USE IT

The Artwork's creator always retains the Copyright; unless the Copyright has been transferred.

• MINIMIZE CLEARANCE ISSUES

Work with Professional Artwork Providers; Prop Houses, Art Consultants or Art Galleries. These companies manage large collections of Art and can acquire Copyright Clearances. Budget Accordingly!

• WHEN PERMISSION FOR USE IS NOT OBTAINABLE

Create an original piece of Artwork. Do not "Knock-Off" a specific work by an Artist or a Copyrighted Piece.

KNOCK-OFF: To create an object to appear similar to another, often notable work.

• UNTRACEABLE ARTWORK CARRIES THE RISK OF POSSIBLE COPYRIGHT INFRINGEMENT

Injunctions on completed films are possible, if the Artwork has not been properly cleared. It can happen.

• GET CLEARANCE PERMISSION IN WRITING

Clearances are the responsibility of the production company's legal and business affairs department. Most studios and production companies have departments or attorneys available to handle Clearance and Copyright issues.

Providing the necessary information to these departments is your responsibility. Be prepared to protect yourself and follow through to make sure the appropriate measures are being taken..

• ARTWORK CLEARANCE RESPONSIBILITY

Acquiring Clearance can be time consuming. Add Clearance cost to your budget; this will include hourly research costs and a usage fee (determined by the owner of the Copyright.)

The Artwork's creator or Copyright holder is entitled to decide Where, When and How the work will be used; as well as determine a usage fee.

• GIVE YOURSELF ALTERNATIVE CHOICES

Have backups when selecting artwork, in case you encounter any Clearance difficulties.

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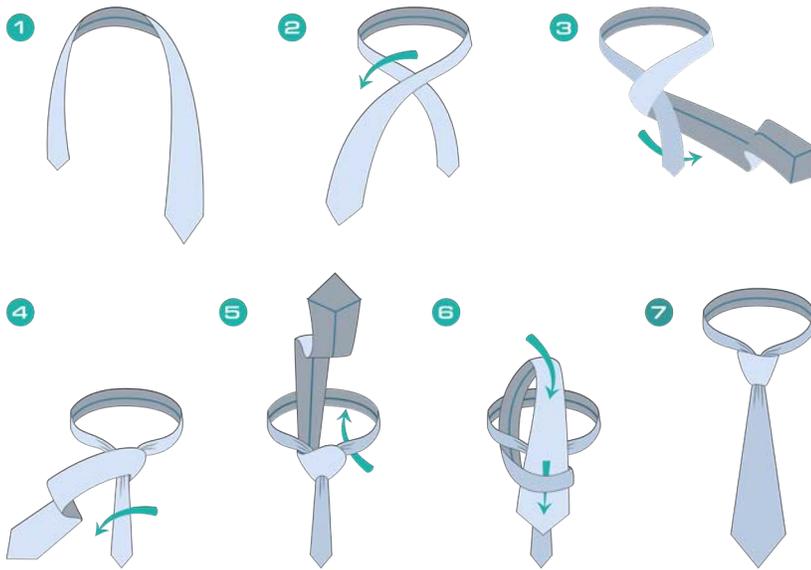
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HOW TO TIE

FOUR-IN-HAND KNOT



STEP 1

Place the wide end on the left and narrow end on the right.

STEP 2

Cross the left over the right.

MEN'S SHIRT SIZES

STEP 3

Take the wide end under and back to the left.

STEP 4

Bring the wide end back and over once more.

STEP 5

Pull the wide end up through neck loop.

STEP 6

Bring the wide end down through front loop.

STEP 7

Tighten the knot by pulling down on the wide end. Slide the knot up. Create the dimple under the knot, otherwise it will look flatter and less finished.

The Four-In-Hand Knot is the easiest to learn among the most commonly used tie knots; it's a small knot that works well with a narrow collar opening, and is suitable for most occasions. For United States Army & Navy uniforms that include a necktie, the Four-In-Hand Knot is one of three prescribed options for tying the necktie, the other two being the Half-Windsor and Windsor.



COSTUMES



Costumes from the Beginning
to the End of time.

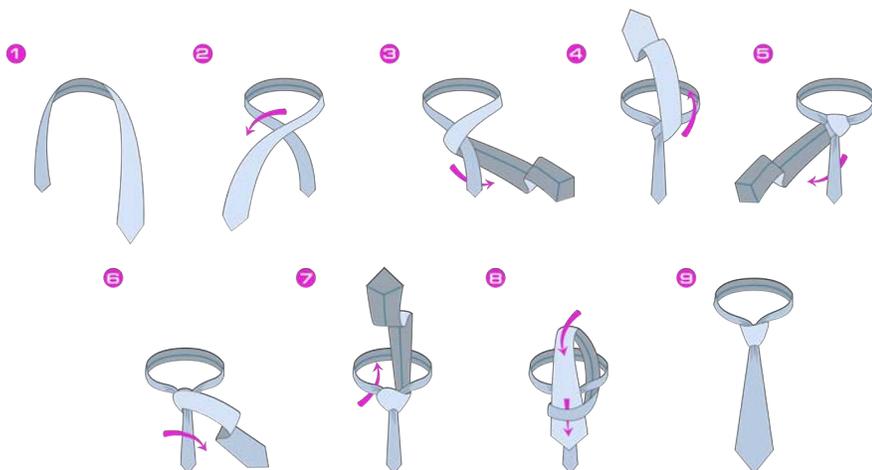
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HOW TO TIE

HALF-WINDSOR KNOT



STEP 1

Place the wide end on the left and the narrow end on the right.

STEP 2

Cross the wide end over the narrow end.

STEP 3

Pass the wide end under the narrow end.

STEP 4

Bring up and through the loop.

STEP 5

Take the wide end down and to the right.

STEP 6

Bring the wide end up to the center and wrap around to form a knot.

STEP 7

Pass the wide end through the loop and bring it down.

STEP 8

Pull the pointed end up and then down through the knot.

STEP 9

Tighten and adjust the dimple.

The Half-Windsor knot is appropriate for work, weddings, and most semi-formal occasions. It's an extremely versatile knot, best used with neckties of a medium to light thickness, and is suitable with more collars: button-down, forward point or spread collar. The Half-Windsor knot is medium in size, nearly symmetrical and, when tied correctly, it produces a deep and substantial dimple.



COSTUMES



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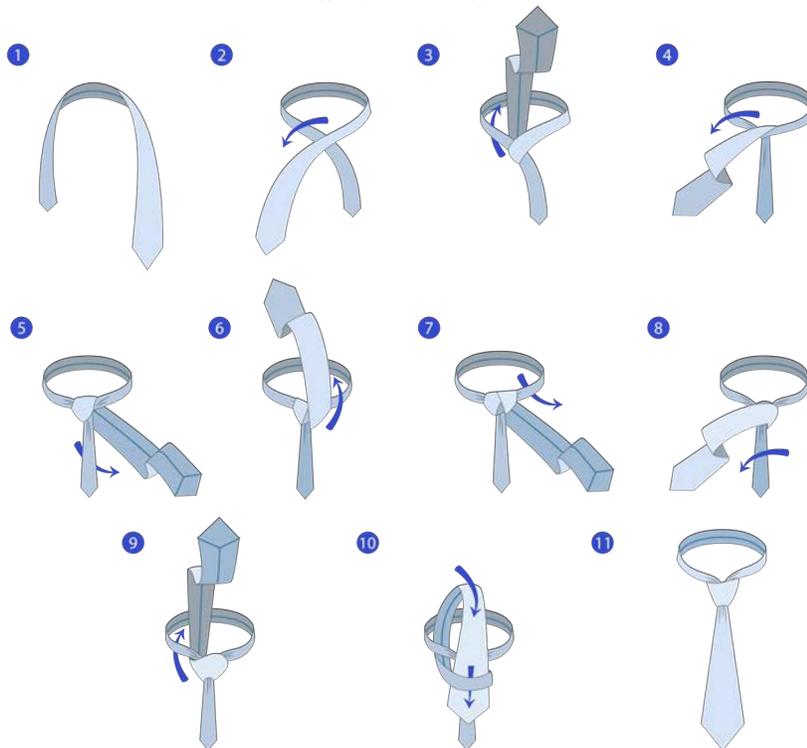
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HOW TO TIE

WINDSOR KNOT



STEP 1 Place the wide end on the left; the narrow end on the right.

STEP 2 Cross the wide end over the narrow end.

STEP 3 Pass the wide end up through the neck loop.

STEP 4 Take the wide end down and to the right.

STEP 5 Bring the wide end under and to the left.

STEP 6 Take the wide end and bring it up and through the neck loop.

STEP 7 Cross over the loop to your right to form the knot.

STEP 8 Across the front to the left.

STEP 9 Up into the neck loop from underneath

STEP 10 Pull it through the loosened knot.

STEP 11 Tighten and adjust the dimple.

The Windsor Knot is wider than most common knots. Although it's not truly symmetric, it appears more balanced than the Four-In-Hand Knot. This classic tie knot takes practice because it's fuller and more symmetrical than others. The Windsor Knot pairs best with wide spread-collar shirts, which are suited to more formal and semi-formal events.



COSTUMES



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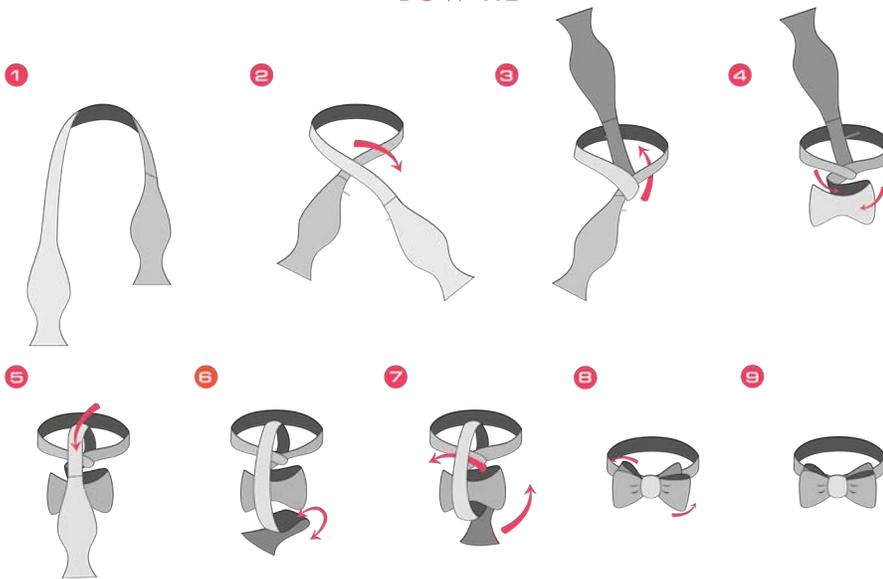
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HOW TO TIE

BOW TIE



STEP 1 Adjust your bow tie to be $\frac{1}{4}$ " to $\frac{1}{2}$ " larger than neck size.

STEP 2 Hang bow tie flat around neck, with one side longer by approximately $1\frac{1}{2}$ ".

STEP 3 Cross the long side over the shorter side.

STEP 4 Bring long end underneath and up through neck. (Pull tightly and drape over shoulder.)

STEP 5 Pull from middle of hanging side toward draped side to create a bow.

STEP 6 Bring top over the middle of the bow.

STEP 7 The tricky part. Pinch both ends in front to reveal a loop.

STEP 8 Fold and pass it through the loop. You're almost done.

STEP 9 Tug on both folded ends simultaneously to tighten.

STEP 10 Alternate between folded and unfolded sides to adjust until bows are even.

The bow tie first entered the scene as a new style of necktie in the beginning of the 19th century; a modification of its predecessor, the cravat. The modern bow tie is tied using a common shoelace knot, which is also called the bow knot for that reason.



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CLOTHING CONVERSIONS *

WOMEN'S DRESS SIZES

US/CANADA	US (LETTER)	UK	EUROPE	ITALY	AUSTRALIA	JAPAN
2	X-Small	4	32	36	6	5
4	Small	6	34	38	8	7
6	Medium	8	36	40	10	9
8	Medium	10	38	42	12	11
10	Large	12	40	44	14	13
12	Large	14	42	46	16	15
14	X-Large / 1X	16	44	48	18	17
16	1X / 2X	18	46	50	20	19
18	2X	20	48	52	22	21

WOMEN'S SHOE SIZES

US/CANADA	UK	EUROPE	AUSTRALIA	JAPAN	INCHES	CM
5	3	35-36	3.5	21	8.5	21.6
5.5	3.5	36	4	21.5	8.75	22.2
6	4	36-37	4.5	22	8.875	22.5
6.5	4.5	37	5	22.5	9.0625	23
7	5	37-38	5.5	23	9.25	23.5
7.5	5.5	38	6	23.5	9.375	23.8
8	6	38-39	6.5	24	9.5	24.1
8.5	6.5	39	7	24.5	9.6875	24.6
9	7	39-40	7.5	25	9.875	25.1
9.5	7.5	40	8	25.5	10	25.4
10	8	40-41	8.5	26	10.1875	25.9

MEN'S SUITS & SWEATER SIZES

MEN'S SHIRT SIZES

US/CANADA	UK	EUROPE	US/CANADA	UK	EUROPE
30	30	40	14	14	36
32	32	42	14.5	14.5	37
34	34	44	15	15	38
36	36	46	15.5	15.5	39
38	38	48	15.75	15.75	40
40	40	50	16	16	41
42	42	52	16.5	16.5	42
44	44	54	17	17	43
46	46	56	17.5	17.5	44

MEN'S SHOE SIZES

US/CANADA	US (LETTER)	UK	EUROPE	ITALY	AUSTRALIA	JAPAN
2	X-Small	4	32	36	6	5
4	Small	6	34	38	8	7
6	Medium	8	36	40	10	9
8	Medium	10	38	42	12	11
10	Large	12	40	44	14	13
12	Large	14	42	46	16	15
14	X-Large / 1X	16	44	48	18	17
16	1X / 2X	18	46	50	20	19
18	2X	20	48	52	22	21

*There is no real international standard for clothing sizes - Individual manufacturer's sizes may vary



COSTUMES



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STANDARD FURNISHINGS DIMENSIONS

SEATING

TYPE	WIDTH	DEPTH	HEIGHT	SEAT HEIGHT
Lounge Chair	25" - 40"	25" - 40"	35" - 39"	13" - 18"
Side Chair	16" - 23"	18" - 32"	28" - 35"	17" - 19"
Armchair	18" - 27"	19" - 32"	27" - 34"	16" - 19"
Counter Stool	15"	14"	35" - 46"	24"
Bar Stool	15"	14"	41" - 54"	30" - 34"
Sofa / Settee	48" - 112"	32" - 36"	22" - 35"	15" - 17"

DINING TABLES

TYPE/PERSONS	WIDTH	DEPTH	HEIGHT
Rectangle / 2	30" - 36"	24" - 30"	30"
Rectangle / 4	40" - 48"	30" - 36"	30"
Rectangle / 6-8	70" - 84"	30" - 36"	30"
Square / 2	24" - 30"	24" - 30"	30"
Square / 4	30" - 36"	30" - 36"	30"
Round / 4-5	42" - 48"	-	30"
Round / 6-7	54" - 60"	-	30"
Round / 6-8	66" - 76"	-	30"
Round / 8-10	72" - 86"	-	30"

CHAIR & TABLE HEIGHTS 2-15 YEARS OLD

AGE	SEAT HEIGHT	TABLE HEIGHT
2-9 Years	8" - 10"	7 1/2" - 20 1/2"
9-14 Years	12" - 14"	20" - 23"
15 Years	15 1/2"	25 1/2"

STANDARD MATTRESS SIZES

TYPE	WIDTH	LENGTH
Bunk Bed	30" / 33"	75"
Dormitory & Hospital	36"	75" / 80"
Twin	39"	75" / 80" / 84"
Double	54"	75"
Queen	60"	80" / 84"
King	76"	80" / 84"

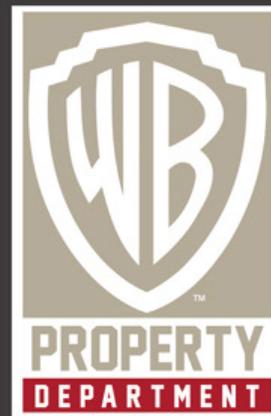
STANDARD JUVENILE MATTRESS SIZES

TYPE	WIDTH	LENGTH
Bassinet	18" / 22 1/4"	36" / 38 3/4"
Jr. Crib	23" / 25 1/4"	46" / 50 3/4"
Youth Bed	33" / 36"	66" / 76"

STANDARD PILLOW SIZES

TYPE	WIDTH	LENGTH
Standard	20"	26"
Queen	20"	30"
King	20"	36"

Measurements are Averages; Individual Manufacturer's Dimensions may Vary.



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- HAND PROPS
- FIXTURES
- DRAPERY
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- FLOOR COVERINGS
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HEIGHT STANDARDS FOR INTERIORS

STANDING HEIGHTS

96"	Residential Ceiling	
84"	Office Doors	
80"	Residential Doors Chandeliers	
78"	Shower Head (Max)	
74"	Clothes Line (Max)	
72"	Shower Head (Min)	
70"	Rail for Evening Dresses Top of Mirror	
62"	Average Adult Eye Level	
60"	Deadbolt Lock	
58"	Thermostats	
		SITTING HEIGHTS
54"	Grab Bars Phone Dial Height	54" Floor Lamp (High)
50"	Door Push Plates Shower Valves	
48"	Wall Switch Plate	47" Average Adult Eye Level
45"	Push Bar on Doors	
44"	Bar (High)	
42"	Counters (Max) Doorknob (Max) Safety Handrails, Bars Entrance Lock (Max)	
40"	Ironing Board (High)	40" Floor Lamp (Low)
36"	Counters Doorknob (Min)	
33"	Panic Bars	
31"	Lavatory Rim	
30"	Letter Slot Rails on Steps	30" Stool for 42" Counter 29" Work Table 24" Stool for 36" Counter
18"	Wall Outlet	18" Bed
16"	Highest Step	17.5" Work Chair
12"	Rung Spacing	15" Seat Height (Min)
7.5"	Stair Riser (Optimum)	11" Coffee Table (Low)
1"	Threshold (Max)	3" Toe Clearance (Min)

Rule of Thumb for Stair Dimensions: Rise + Tread = 17" to 17.5" The Ideal Rise of a Step is 7"



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TABLE LINEN SIZES

RECTANGLE TABLES

TABLE SIZE	TABLE SEATS	LAP LENGTH	FLOOR LENGTH
4' Banquet	4 to 6	60" x 96"	82" x 106"
6' Banquet	6 to 8	60" x 120"	90" x 132"
8' Banquet	8 to 10	60" x 120"	90" x 156"

SQUARE TABLES

TABLE SIZE	TABLE SEATS	LAP LENGTH	FLOOR LENGTH
30" Square	4	60"	90" Square
48" Square	4 to 6	72"	108" Square
60" Square	8	90"	120" Square
72" Square	12	120"	132" Square

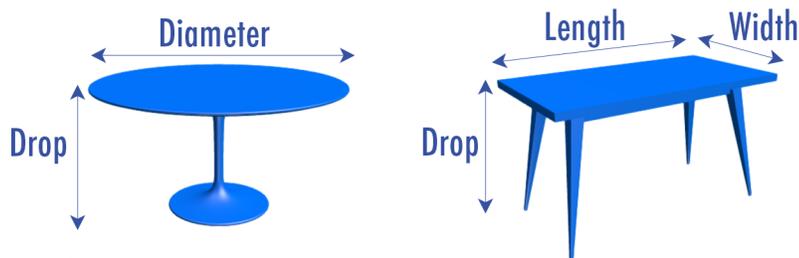
ROUND TABLES

TABLE SIZE	TABLE SEATS	LAP LENGTH	FLOOR LENGTH
36" Round	4	72"	90" Round
48" Round	6	72"	108" Round
60" Round	8 to 10	90"	120" Round
72" Round	10 to 12	120"	132" Round

COCKTAIL TABLES

TABLE SIZE	TABLE HEIGHT	FLOOR LENGTH
24" Round	30"	84" Round
30" Round	30"	90" Round
36" Round	30"	96" Round
24" Highboy	42"	108" Round
30" Highboy	42"	108" Round
36" Highboy	42"	120" Round

FINDING THE TABLECLOTH SIZE



The Average Dining Table Height is 28 - 32 inches

ROUND TABLECLOTHS

Multiply the preferred drop length by 2, then add to the table's diameter.

SQUARE & RECTANGLE TABLECLOTHS

Measure the length and width of the table, then add twice the desired drop to each side's dimension.

For casual dining, typical tablecloth drop length ranges between 8" to 15" from the edge of the table. For formal events, it's customary to have a drop length of either 15" or touching the floor.



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TIME ZONES OF THE WORLD

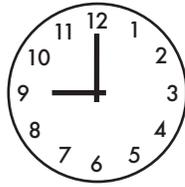
OPEN HOURS LOCAL TIME



LOS ANGELES

7:00 AM
PST

Pacific Standard Time
UTC -08:00
Daylight Saving Time
UTC -07:00



CHICAGO

9:00 AM
CST

Central Standard Time
UTC -6:00
Daylight Saving Time
UTC -05:00

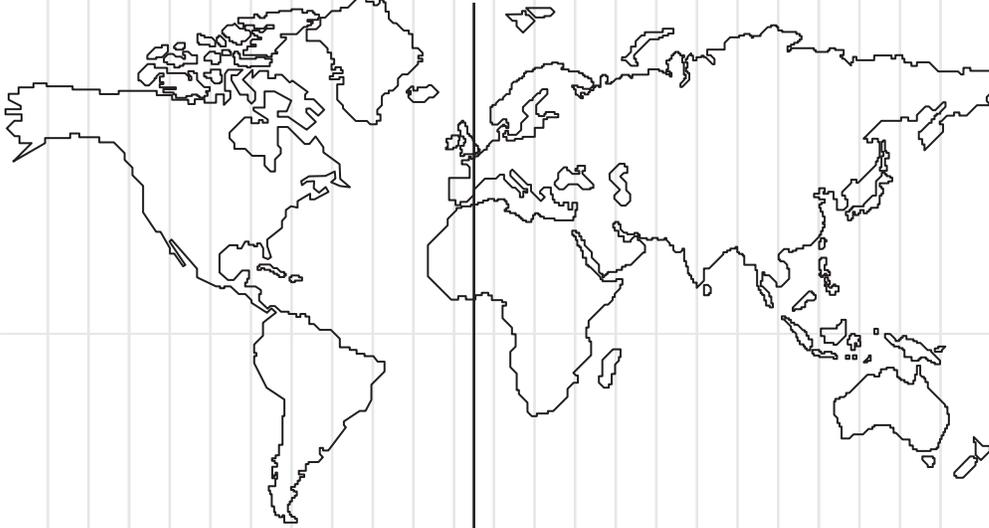


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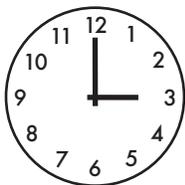
10:00 AM
EST

Eastern Standard Time
UTC -5:00
Daylight Saving Time
UTC -04:00

NORTH ——— COORDINATED UNIVERSAL TIME (UTC) BEGINS IN 0 (GMT) ——— EAST
-11 -10 -9 -8 -7 -6 -5 -4 -3 -2 -1 0 +1 +2 +3 +4 +5 +6 +7 +8 +9 +10 +11 +12



-11 -10 -9 -8 -7 -6 -5 -4 -3 -2 -1 0 +1 +2 +3 +4 +5 +6 +7 +8 +9 +10 +11 +12
WEST ——— SYSTEMS ARE: STANDARD TIME AND DAYLIGHT SAVING TIME (DST) ——— SOUTH



LONDON

3:00 PM
GMT

Greenwich Mean Time
UTC 0
Daylight Saving Time
UTC +1:00



DUBAI

7:00 PM
GST

Gulf Standard Time
UTC +4:00
No Daylight Saving Time



SYDNEY

2:00 AM
AEST

Australian Eastern Standard Time
UTC +10:00
Daylight Saving Time
UTC +11:00

Daylight Saving Time (DST) sets clocks forward by one hour in the spring and set clocks back by one hour in autumn to return to Standard Time.

SEASONS

NORTHERN HEMISPHERE

spring-summer
autumn-winter

SOUTHERN HEMISPHERE

autumn-winter
spring-summer

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WEIGHTS & MEASURES

UNITS OF LENGTH

U.S.				METRIC			
Mile	Yards	Feet	Inches	Millimeter	Centimeters	Meters	Kilometer
1	1,760	5,280	63,360	1,609,344	60,934.4	1,609.34	1.61
	1	3	36	914.4	91.44	.91	
	.33	1	12	304.8	30.38	.3	
	.03	.08	1	25.4	2.54	.02	
			.03	1	.1		
	.01	.03	.39	10	1	.01	
	1.09	3.28	39.38	1,000	100	1	
.62	1,093.61	3,280.84	39,378	1,000,000	100,000	1,000	1

UNITS OF LENGTH

MEASUREMENT	=	U.S.	=	METRIC
1 Chain (engineer's)	=	100 Feet	=	30.48 meters
1 Chain (surveyor's)	=	66 feet	=	20.12 meters
1 Degree (geographical)	=	69.05 miles	=	111.12 kilometers
1 League	=	3 miles	=	4.83 kilometers
1 Nautical Mile	=	1.15 miles	=	1.852 kilometers
1 Fathom	=	6 feet	=	1.83 meters
1 Hand	=	4 inches	=	10.16 centimeters
1 Mil	=	.001 inch	=	.03 millimeter
1 point (typography)	=	.01 inch	=	.35 millimeter

UNITS OF WEIGHT

U. S.				METRIC			
Tons	Pounds	Ounces	Drams	Milligrams	Centigrams	Grams	Kilograms
1	2,000	32,000	512,000			907,184	907.18
	1	16	256	453,592	45,359	453.59	.45
	.06	1	16	28,349.5	2,834.95	28.35	.03
		.06	1	1,771.85	177.19	1.77	
			1	.1			
			10	1		.01	
		.04	.56	1,000	100	1	
2.2	35.27	564.38	1,000,000	100,000	100,000	1,000	1

UNITS OF CAPACITY

LIQUID	=	U.S.	=	METRIC
1 Gallon (British)	=	1.20 gallons	=	4.55 liters
1 Quart (British)	=	1.20 quarts	=	1.14 liters
1 Tablespoon	=	.5 fluid Ounce	=	1.45 centiliters
1 Teaspoon	=	1.33 fluid drams	=	4.92 milliliters
DRY	=	U. S.	=	METRIC
1 Quart (British)	=	1.032 quarts	=	1.1 liters
1 Quart (US)	=	67.2 cubic inches	=	1.036 liters
1 Pint	=	.5 quart	=	.55 liters
1 Cord (firewood)	=	128 cubic feet	=	3.62 cubic meters

Numbers with Decimals have been Rounded to the Nearest Hundredth
 Values above 9,999,999 or below .01 have been Omitted



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