



# EQUIPMENT LOAN REQUEST FORM

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REQUEST TYPE:	GRADUATE	UNDERGRAD	RADIO	FACULTY/ STAFF
NAME:		INSTRUCTOR:		
PHONE:		COURSE NUMBER:		
START DATE/TIME:		END DATE/TIME:		
<i>Please indicate requested items with a checkmark – You may specify preferred models below</i>				
<b>CAMERA &amp; ACCESSORIES:</b>		<b>AUDIO:</b>	<b>STUDIO &amp; MCR:</b>	
*PANASONIC DVX-100A		**HANDHELD MIC	STUDIO B – SPACE ONLY	
*PANASONIC DVC-30		**LAVALIER MIC	STUDIO B WITH LIGHTING	
*PANASONIC HMC -40		**SHOTGUN MIC	STUDIO B WITH CAMERAS ***	
*SONY NX-5U		**WIRELESS MIC		
		*CARDIOID MIC	MCR - CONTROL ROOM ***	
		**FISHPOLE	CHYRON	
*GRAD - JVC HD110		*MIXER	STILL STORE (ESS)	
*GRAD - SONY XDCAM EX1		*HEADPHONES	TELEPROMPTER	
*GRAD - JVC FIELD MONITOR		*FLASH RECORDER KIT	VTR'S (SPECIFY QTY/TYPE):	
		*FLASH RECORDER ONLY		
		XLR-XLR CABLES:	GREEN SCREEN	
*ANY AVAILABLE CAMERA		QTY	GREEN ROOM	
		LENGTH	SET/PROPS – SPECIFY BELOW	
		XLR-MINI ADAPTER		
		<b>RADIO LAB WKSTATION #</b>	HD MULTI CAMERA SYSTEM***	
<b>TRIPODS &amp; GRIP:</b>		<b>LIGHTING:</b>	<b>POST LAB EDITING:</b>	
*BOGEN (501)		*MOLE KIT (HARD CASE)	#5	GRAD #2
*MANFROTTO W/PAN TILT		*SINGLE RIFA-LIGHT	#6	GRAD #3
*MANFROTTO W/FLUID HEAD		*SINGLE OMNI-LIGHT	#7	GRAD #4
*MONOPOD		*PRO/RIFA KIT	#10	HDV #2
SANDBAGS		*3-PRO KIT	#11	HDV 15
		*SUNPAK LIGHT	#12	MASTERING SUITE
*GRAD - SACHTLER		*REFLECTOR	#13	
*GRAD - HI-HAT		FLAGS		
*GRAD - DOLLY		C-STAND	<b>A/V PRESENTATION:</b>	
*GRAD - SPREADER			<b>VIEWCART #1 #2 #3</b>	
		ANY AVAILABLE LIGHTING	<b>PROJECTOR</b>	
*ANY AVAILABLE TRIPOD			<b>SCREEN</b>	
* LIMIT 1 UNIT		** LIMIT 2 UNITS	*** TV CENTER ENGINEER NEEDED	
<b>ANCILLIARY EQUIPMENT REQUESTS:</b>				

APPROVED \_\_\_\_\_ NOT APPROVED\* \_\_\_\_\_ FACULTY AUTHORIZATION \_\_\_\_\_

(\*BRIEFLY STATE REASON) \_\_\_\_\_

STAFF INITS \_\_\_\_\_ DATE/TIME \_\_\_\_\_ TV CTR CONFIRMATION # \_\_\_\_\_

**WORK ORDER WILL NOT BE PROCESSED WITHOUT THE FOLLWING:**

- INSTRUCTOR'S SIGNATURE
- PHONE NUMBER
- START & END DATE/TIME

see back for instructions

## **BCTV WOR (Work Order Request) INSTRUCTIONS:**

- PLEASE PRINT ALL REQUESTED INFORMATION
- PLACE A CHECK MARK NEXT TO ITEMS REQUESTED OR SPECIFY QUANTITY IF MORE THAN ONE IS PERMITTED
- IF SPECIFIC MODELS ARE REQUESTED PLEASE NOTE UNDER ANCILLIARY REQUESTS
- A/V EQUIPMENT FOR USE IN STUDIO ONLY
- EDITING REQUESTS PERMITTED DURING OPEN, NON-CLASS HOURS ONLY
- SUBMIT FORM WITH APPROVAL NO LATER THAN 11AM THE BUSINESS DAY BEFORE REQUESTED START TIME, NO EARLIER THAN TWO WEEKS IN ADVANCE
- ALL EQUIPMENT REQUESTS ARE SUBJECT TO AVAILABILITY
- ALL APPROVED REQUESTS WILL BE POSTED ON THE BOARD OR YOU MAY CALL OPERATIONS DURING BUSINESS HOURS TO CHECK STATUS
- NO EQUIPMENT MAY LEAVE THE FACILITY WITHOUT A SIGNED RECEIPT INCLUDING DAMAGE WAIVER AND SECURITY CLEARANCE
- ALL EQUIPMENT SHOULD BE CHECKED AND TESTED BEFORE LEAVING THE FACILITY - ANY MISSING ITEMS OR DAMAGE MUST BE NOTED ON THE CHECKOUT FORM OR YOU WILL BE HELD RESPONSIBLE
- ALL ITEMS INCLUDING ACCESSORIES, CABLING ETC. ARE DUE BACK ON THE DATE SPECIFIED
- THE PERSON UNDER WHOSE NAME THE EQUIPMENT IS LOANED WILL BE BILLED FOR ANY/ALL EQUIPMENT NOT RETURNED