

BROOKLYN COLLEGE TELEVISION CENTER
ROOM 018A PHONE: 718-951-5585 FAX: 718-951-5558
RADIO EQUIPMENT LOAN REQUEST FORM

NAME: _____
PHONE: _____
START TIME / DATE: _____
END DATE / TIME: _____

INSTRUCTOR: _____
COURSE NUMBER: _____

RECORDERS & ACCESSORIES:

- * _____ FLASH RECORDER #1
- * _____ FLASH RECORDER #2
- * _____ MINI DISC KIT #1
- * _____ MINI DISC KIT #2
- * _____ MINI DISC KIT #3
- * _____ MINI DISC KIT #4
- * _____ MINI DISC KIT #5
- * _____ MINI DISC KIT #6
- * _____ MINI DISC KIT #7
- * _____ MINI DISC KIT #8
- * _____ CASSETTE RECORDER #1
- * _____ CASSETTE RECORDER #2
- * _____ CASSETTE RECORDER #3
- * _____ CASSETTE RECORDER #4

ANCILLARY EQUIPMENT REQUESTS:

*** LIMIT - 1 UNIT PER REQUEST**
**** LIMIT - 2 UNITS PER REQUEST**
***** TELEVISION CENTER**
ENGINEER MUST BE ON DUTY

WORK ORDER WILL NOT BE
PROCESSED WITHOUT THE
FOLLOWING:

- **INSTRUCTOR SIGNATURE**
- **DATE & TIME STAMP**
- **DAMAGE AND LOSS STATEMENT**

AUDIO:

- ** _____ HANDHELD
- ** _____ LAVALIER
- ** _____ PZM
- ** _____ SHOTGUN
- ** _____ WIRELESS
- ** _____ FISHPOLE
- * _____ MIXER

APPROVED _____

NOT APPROVED _____
(STATE REASON)

INSTRUCTOR: _____
ADVISOR: _____
CHAIR: _____

TV/C CONFIRMATION # _____