

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

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

INSTRUCTOR: _____
COURSE NUMBER: _____

BLOCK BOOKING (FACULTY ONLY)

CAMERA & ACCESSORIES:

- * _____ PANASONIC DVX-100 #1
- * _____ PANASONIC DVX-100 #2
- * _____ PANASONIC DVX-100 #3
- * _____ PANASONIC DVX-100 #4
- * _____ PANASONIC DVX-100 #5

TRIPOD:

- * _____ BOGEN (LARGE)
- * _____ BOGEN (SMALL)

AUDIO:

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

LIGHTING:

- * _____ KIT 1
- * _____ KIT 2
- * _____ KIT 3
- * _____ RIFA-LIGHT
- _____ SUNPAK-LIGHT
- * _____ REFLECTOR

* **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'S SIGNATURE**
- **DATE & TIME STAMP**
- **SIGNED DAMAGE AND LOSS
STATEMENT**

STUDIO & MCR:

- _____ STUDIO B SPACE ONLY
- _____ STUDIO B WITH LIGHTING
- _____ STUDIO B WITH CAMERAS ***
- _____ CONTROL ROOM ***
- _____ CHYRON ***
- _____ STILL STORE ***
- _____ TELEPROMPTER ***
- _____ BETA-SP
- _____ S-VHS
- _____ DVC-PRO
- _____ DVD

EDITING STATIONS:

___ #5 ___ #6 ___ #7 ___ #8 ___ #9
___ #10 ___ #11 ___ #12 ___ #13 ___ #14

- _____ DIAMANT ROOM
- _____ GREEN ROOM
- _____ DIGITAL PROJECTOR
- _____ VIEWCART ___ #1 ___ #2 ___ #3

ANCILLARY EQUIPMENT REQUESTS:

APPROVED _____

NOT APPROVED _____
(STATE REASON)

INSTRUCTOR: _____

ADVISOR: _____

CHAIR: _____

TV/C CONFIRMATION # _____