

Department/Client		Course Number	
User/Student			

Instructor		Phone Number	
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Start Date		End Date	
Start Time		End Time	

M	T	W	Th	F	S	Su	Block Booking (faculty only)
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STUDIO & CONTROL ROOM		VTR		EDITING	
Studio B		Beta SP		G4 #1	
Studio B & Lights		Beta		G4 #2	
Studio B, Lights & Cams	#	DVC PRO		G4 #3	
TelePrompTer		Mini-DV		G3 #7	
Control Room		3/4" U-Matic		S-VHS #1	
Chyron Max (CG)		S-VHS/VHS	#	S-VHS #2	
ESS (Still Store)				MFA EDITING	
MFA FIELD CAMERAS		TELEVISION: MICS		G4 #4	
Mini-DV JVC #1		Dynamic: Omni	#	G4 #5	
Mini-DV JVC #2		Dynamic: Cardioid	#	G4 #6	
Mini-DV JVC #3		Condenser	#	Beta Cave	
Betacam		Shotgun		AVID 400	
Tripod (Sachtler)	#	Lavalier	#	AVID 1000	
FIELD CAMERAS		Wireless	#	RADIO LAB	
MINI-DV JVC #4		Fishpole		Console 1	
DVC VX-1000		RADIO: MICS		Console 2	
DVC VX-2000	#	Condenser: ATM 10a	#	Fostex 1	
S-VHS AG-90/VHS	#	(for MD or Cass.)		Fostex 2	
LCD Monitor	#	Condenser: EC-1S	#	Fostex 3	
Tripod (Bogen)	#	(for Cass. Only)		Workstation 1	
FIELD LIGHTING		RADIO: RECORDING		Workstation 2	
(Lowell) kit 1		MiniDisc Recorder	#	Workstation 3	
(M/R 3x300w fresnels) kit 2		Realistic Cassette	#	Workstation 4	
(M/R) kit 5		Marantz Cassette	#	Workstation 5	
MFA FIELD LIGHTING				Workstation 6	
(M/R 2x600w fresnels +1 softlite) kit 4				OTHER	
(M/R 4x200w mini fresnels) kit 6				Viewcart 1	
CAMERA-MOUNT LIGHTING				Viewcart 2	
(requires power from Betacam) Mini-Fill 1				Viewcart 3	
(requires power from Betacam) Mini-Fill 2				Diamant Room	
Power Belt & Mini-Fill 3				TV Center staff	
Sun Paks				Number	
OTHER EQUIPMENT, CABLES, SPECIAL REQUESTS				Approved	
				Not Approved	
				Time Stamp	
Approvals					
Instructor		Chair			
Advisor		TV Center			

WORK ORDER REQUEST

Brooklyn College Television Center

718 951 5585 fax 5558

Please provide information completely.

- in boxes with a # sign, please indicate the **quantity** of items you want
- **Completed request must be approved by Instructor or TV Center Administration**
- **Requests must be date and time stamped in order to be processed.**
- Place signed, stamped requests in the WORK ORDER REQUEST box outside the TV Center office
- Requests must be submitted by 11:00 AM on the day before the request date.
- Check the bulletin board outside the TV Center office 24-48 hours after submitting.
- If your request is approved, the approved box will be checked and a work order number will be given
- If your request is denied, the reason will be circled in red or explained on the back of the form
- changes to your request made by the TV center will be circled in red
- take your approved form off the wall and BRING IT WITH YOU when you sign out equipment or use space

1.29.2001