

MEDIA FACILITY EQUIPMENT REQUEST FORM

Department of Media Studies, Queens College

718-997-5540

Please Print Clearly		
NAME _____	COURSE # _____	
PHONE _____	EMAIL _____	
ID (last 4 digits only) _____	SIGNUP # _____	TODAY'S DATE _____
RESERVATION DATE _____	TIME _____	DURATION _____

ALL EQUIPMENT REQUESTS MUST BE SUBMITTED NO LATER THAN 12:00PM THE DAY PRIOR TO YOUR REQUEST. REQUESTS CAN BE MADE TWO WEEKS IN ADVANCE. SCHEDULES WILL BE POSTED AT <http://tvf.media.qc.edu> . CHECK THIS LINK THE NEXT DAY YOU MADE RESERVATION TO MAKE SURE YOUR REQUEST HAS BEEN APPROVED.

PLEASE CIRCLE YOUR SELECTION BELOW

VIDEO EDITING EQUIPMENT:

G5 # _____	Dub Station # _____
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VIDEO & SOUND FIELD EQUIPMENT:

FIELD EQUIPMENT TAKEN OUT OVER NIGHT IS TO BE RETURNED BY 12 NOON THE NEXT BUSINESS DAY.

MINIDV	DVCAM	TRIPOD	LAV MIC	HH MIC	SG MIC	FISHPOLE	REFLECTOR
V-LIGHT	PRO-LIGHT	ELEMENTAL-LIGHT	DV-55 LIGHT	SOUND KIT (Recorder, Mic etc.)			

TV STUDIO:

SPACE ONLY	SPACE & LIGHTS	CG	TELEPROMPTER	SWITCHER	AUDIO
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FILM EQUIPMENT:

FILM EQUIPMENT TAKEN OUT OVER NIGHT IS TO BE RETURNED BY 12 NOON THE NEXT 2ND BUSINESS DAY.
FILM EQUIPMENT TAKEN OUT NEEDED TO BE APPROVED BY FACUTY MEMBER.

BOLEX	10MM	13MM	25MM	50MM	ZOOM	SEKONIC	PENTAX	LIGHT _____
TRIPOD	TP_MEASURE	B. BOARD	B_KEY					

IF YOU WILL BE LATE OR NEED TO CANCEL YOUR APPOINTMENT, PLEASE CALL (718)997-5540. OTHERWISE, ANYONE WHO IS MORE THAN 15 MINUTES LATE FOR A SCHEDULED SESSION WILL HAVE THE APPOINTMENT CANCELLED.

APPROVED BY _____	ON ____ / ____ / _____
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