MEDIA FACILITY EQUIPMENT REQUEST FORM
Department of Media Studies, Queens College
T:718-997-5540  F:718-997-5460

Please Print Clearly
NAME_____________________________________  COURSE # ___________  GROUP # ________

PHONE______________________________   EMAIL_______________________________________

ID (last 4 digits only) ___________  SIGNUP # ___________  TODAY’S DATE_______________

RESERVATION DATE______________  TIME___________     DURATION ___________________

ALL EQUIPMENT/EDIT REQUESTS APPROVED BY YOUR PROFESSOR MUST BE SUBMITTED ONE HOUR BEFORE FACILITY CLOSE THE DAY PRIOR TO YOUR REQUEST. REQUESTS CAN BE MADE TWO WEEKS IN ADVANCE. RESERVATION SCHEDULES WILL BE POSTED AT http://tvf.media.qc.edu. CHECK THE SITE THE NEXT DAY TO MAKE SURE YOUR REQUEST IS APPROVED. RESERVED EQUIPMENT CAN BE PICKED UP BETWEEN 1:00PM AND 15 MIN. BEFORE FACILITY CLOSE.

PLEASE PUT CHECK MARK ON YOUR SELECTION BELOW

COMPUTER WORKSTATION

Workstation # _______

EQUIPMENT FOR 200, 243, 310, 316 & 317
FIELD EQUIPMENT TAKEN OUT OVER NIGHT IS TO BE RETURNED BY 12 NOON THE NEXT BUSINESS DAY.

__XA-20  __XF-100 (310 & 316 only)  __TRIPOD  __LAV-MIC  __HH-MIC
__SG-MIC  __FISHPOLE  __REFLECTOR  __PRO-LIT  __ELEMENTAL-LIT  __DV-55 LIT
__SOUND-KIT (313 only)  __SHURE MIC (313 only)  __OTHER:_______________

EQUIPMENT FOR 244
FIELD EQUIPMENT TAKEN OUT OVER NIGHT IS TO BE RETURNED BY 12 NOON THE NEXT 2ND BUSINESS DAY. EXTENDED CHECK OUT ON MONDAY AND WEDNESDAYS WILL BE RETURNED IN TWO BUSINESS DAYS.

__CAMERA KIT (incl.: BM Mini Ursa, CFast Card & Reader, Charger, Battery, 16mm, 24mm & 50mm Lenses)  __FILTER KIT (incl: 2 ND & 2 UV)  __TRIPOD  __REFLECTOR  __TP
MEASURE  __MAFER-CLAMP  __FLAG  __C-STAND  __SEKONIC  __ELEMENTAL LIGHT

TV STUDIO

SPACE ONLY  SPACE & LIGHTS  CG  TELEPROMPTER  SWITCHER  AUDIO

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_____/______/_________

Rev. 03/15/19