

MEDIA FACILITY EQUIPMENT REQUEST FORM

Department of Media Studies, Queens College

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|-------------------------------|----------------|--------------------|
| 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 CIRCLE YOUR SELECTION BELOW

COMPUTER WORKSTATION

Workstation # _____

VIDEO & SOUND FIELD EQUIPMENT

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 MONOPOD LAV-MIC HH-MIC
SG-MIC FISHPOLE REFLECTOR V-LIGHT PRO-LIT ELEMENTAL-LIT DV-55 LIT
SOUND-KIT (313 only) SHURE MIC (313 only) OTHER: _____**

FILM EQUIPMENT

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

**BOLEX 10MM 13MM 25MM 50MM ZOOM SEKONIC PENTAX LIGHT _____
TRIPOD TP_MEASURE MAFER-CLAMP FLAG C-STAND B. BOARD B_KEY**

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 ____/____/____