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

Please Print Clearly

<table>
<thead>
<tr>
<th>NAME __________________________</th>
<th>COURSE # __________</th>
<th>GROUP # ________</th>
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<td>PHONE ___________________</td>
<td>EMAIL __________________</td>
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<td>ID (last 4 digits only)________</td>
<td>SIGNUP # __________</td>
<td>TODAY'S DATE __________</td>
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<td>RESERVATION DATE __________</td>
<td>TIME __________</td>
<td>DURATION __________</td>
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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](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 __/__/_______