

# TCOM 319/419 Equipment Reservation

<i>Fields in white to be filled out by student</i>	<i>Fields in gray to be filled out by staff</i>
Name:	Reserved By:
Email:	Time Accepted:
Phone:	Date Accepted:
Project/Group:	Notes:

	Requested Student Pick-up		Staff Confirmation	
Day/Date	Time	Day/Date	Due	Returned on
Time		Time		

<b>*** No more than 3 light kits total ***</b>		Inventory Number	Student Initials on Checkout		
Quantity	Item/Description		Signed Out	Student Confirm	Signed In
	<b>XL2 Camera Kit:</b> Canon XL2 Camera, 20x lens, Power cord, Tripod Plate, 1 Canon Battery, Canon Charger, 2 Anton Bauer Batteries and Charger, 1 Remote (Max 1)				
	<b>Additional Anton Bauer Batteries (Max 2)</b>				
	<b>Tripod (Max1)</b>				
	<b>Omni-Tota Light Kit:</b> 2 Omni, 1 Tota, 3 stands (Max 2)				
	<b>Omni Kit:</b> 3 Omni Lights, 3 stands (Max 1)				
	<b>Tota Tube Kit:</b> 2 Tota Lights, 2 stands (Max 1)				
	<b>L-Light Kit:</b> 2 L-Lights, no stands (Max 1)				
	<b>ViP Kit:</b> 2 ViP Lights, 2 stands (Max 1)				
	<b>Soft Light Kit:</b> 1 Soft Light, 1 stand (Max 1)				
	<b>DP Kit:</b> 2 DP Lights, 1 Omni Light, 3 stands (Max 1)				
	<b>Fren-L Kit:</b> 2 Fresnel Lights, 1 Omni light, 2 Rolling Stands (separate), 1 Omni Stand (Max 1)				
	<b>Rifa Light Kit:</b> 1 Rifa Light, 1 Stand (Max1)				
	<b>Boom Pole (Max 1)</b>				
	<b>Shotgun Mic (Max 1)</b>				
	<b>Lavalier Mic (Max 2)</b>				
	<b>4 Channel Mixer (Max 1)</b>				
	<b>Monopod (Max 1)</b>				
	<b>C Stand (Max 2)</b>				
	<b>Sand Bag (Max 2)</b>				
	<b>Full Grip Kit (Max 1)</b>				
	<b>Mini Grip Kit (Max 1)</b>				
	<b>Monitor (Max 1) and 1 Battery</b>				
	<b>BNC Cable for Monitor</b>				
	<b>Additional BNC Cable</b>				
	<b>Flexfill Reflector (Max 1)</b>				
	<b>XLR (Max 2)</b>				
	<b>Gel Kit (Max1)</b>				
	<b>SpiderDolly (Max 1)</b>				
	<b>Applebox (entire stack)</b>				
	<b>Additional Cables/Connectors:</b>				

**Faculty Approval:**

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*Faculty Signature and Date*

The undersigned confirms that they have initialed above equipment as confirmation of condition and contents upon checkout. Furthermore, the undersigned also accepts full responsibility for the equipment received and agrees to reimburse, in cash, the School of Telecommunications of Ohio University for all repair or replacement costs of the equipment received in the event she/he does not return said equipment in as good condition as when received with the exception of normal wear and tear. All judgments to be made by the school of TCOM.

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*Student Signature and Date*