TCOM 486 DOC Equipment Reservation

Fields in white to be filled out by student	*Fields in gray to be filled out by staff*
Name:	Reserved
Email:	Time Accpeted:
Phone:	Date Accepted:
Project/Group:	Notes:

	Requested Student Pick-up
Day/Date	
Time	

	Staff Confirmation	
	Due	Returned on
Day/Date		
Time		

				Student Initials on Checkout	
Quantity	Item	Inventory Number	Signed Out	Student Confirm	Signed In
	DV500/5000 Camera Kit: Camera, Power cord, Tripod Plate, Anton Bauer Batteries (2) & Charger, 4-pin XLR				
	Additional Anton Bauer Batteries (Max 2)				
	Miller Tripod (Max1)				
	Doc Lighting Kit: 1 Omni, 1 Pro, 1 mini-Rifa, 3 Stands, 5-in-1 reflector, Gels (Max 1)				
	Gel Kit (Max 1)				
	Boom Pole (Max 1)				
	Shotgun Mic (Max 1)				
	Lavalier Mic (Max 2)				
	C Stand (Max 2)				
	Sand Bag (Max 2)				
	Full Grip Kit (Max 1)				
	Mini Grip Kit (Max 1)				
	Monitor(Max 1) and 1 Battery				
	BNC cable for Monitor				
	Additional BNC cable (Max 1)				
	Additional XLR (Max 2)				
	Additional Cables/Connectors:				

Faculty Approval:

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

Student Signature and Date

Comments: