

Appendix G. Equipment Sign-Out Form

Name: _____ Date: _____

Production / Date: _____ Due Back Time: _____

Phone: _____ EMAIL: _____

Field Production Equipment: Please Check () or indicate quantities of items

Cannon XF100 HD Camera: 1 () 2 () 3 () 4 () 5 ()

Cannon XA 75 HD Camera: 1 () 2 () 3 ()

Cannon EOS C-100: Camera 1 () 2 () 3 () 4 ()

Bogen Tripod: () Plate: () Camera Arm: () Camera LD Light: 1 () 2 ()

Monopod: ()

Tarion Camera Field 7" Monitor with stand: 1 () 2 ()

Glide Gear; Vest, Arm & Stabilizer 1 () 2 () Shoulder Camera Stabilizer: 1 () 2 () 3 ()

Smart Phones: Steadicam Motorized Stabilizer: 1 () 2 () Mono Pod / Wired Lav: 1 () 2 ()

Matting Kits: Green Screen with pole kit () Blue Screen with Pole kit ()

Field Lighting:

Small Camera LED Light: 1 () 2 ()

LD Light Kits - 2 LED Lights with tripods, extension cord & power strip: Set 1 () Set 2 ()

Audio:

Boom Microphone: 1 () 2 () 3 () 4 () Boom Pole: 1 () 2 () 3 () 4 ()

Handheld Microphone: Shure () 4 Set of Cordless Microphones: ()

Cordless Microphones: (Circle One) 1 Lav or Plug; 2 Lav or Plug; 3 Lav or Plug;

4 Lav or Plug; 5 Lav or Plug; 6 Lav or Plug

XLR Lavalier Mic 2 Pack ()

Microphone Cord: Mini to XLR () Mini Male to Female XLR () Dual Mic/Light Adapter ()

Microphone set up: Floor Stand: () Microphone Table Stand: ()

Audio Board: Mackie 8 XLR & 6 phono / RCA input board: ()

Recorder:

Atomos Samurai Blade: () CF 32 GB () SD Card 64 GB () SD Card 128 GB ()

Batteries:

Camera Rechargeable: number ()

Camera Chargers: ()

Accessories:

Power Strip: () Extension Cord: () Manual for Camera: ()

Misc. Cords/Adapters: _____

I accept full responsibility for the above marked equipment I am signing out

Signed: _____ Date: _____

(If person signing out equipment is a minor, signature must be by parent or guardian)

Equipment Return (Please note any issues with equipment)

Studio Staff Signature: _____ Date: _____

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