

Appendix G. Equipment Sign-Out Form

Name: _____ Date: _____

Production / Date: _____ Due Back Time: _____

Phone: _____ EMAIL: _____

Field Production Equipment: Please indicate quantities of items

Cannon FX100 HD Camera: 1 () 2 () 3 () 4 () 5 () CF 32 GB () SD Card ()

Cannon FX105 HD Camera: A () B () C ()

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

Glide Gear, Vest, Arm & Stabilizer 1 () 2 () 3 () Camera Stabilizer: 1 () 2 () 3 () 4 ()

Production Switcher: Tricaster: () Green Screen () Blue Screen ()

Field Lighting:

Camera LD Light: 1 () 2 ()

Set of 3 LD Light: 3 lights / tripods () 2 lights / tripods () 1 light / tripod ()

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

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

Microphone Floor Stand: () Microphone Table Stand: () Mackie Audio Board: ()

Recorders:

Atomos Samurai Blade: ()

Batteries:

Camera Rechargeable: () Rechargeable AA: () Rechargeable 9V: ()

Chargers: Camera: () AA: () 9V: ()

Battery Back up Power: 1 () 2 ()

Accessories:

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

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 problems with the returned equipment)

Checked/Signed in by Studio Staff: _____ Date: _____

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