

BOOKING FORM

Procedures:

1. Fill out booking form with all highlighted fields completed properly. Failure to do so will result in loss of desired equipment. **A booking form without a faculty signature WILL NOT BE approved.**
2. Place booking form in appropriate box on pigeon-board in ER. There are 2nd and 3rd year "IN" boxes for this purpose.
3. Once the Equipment Coordinator has completed and signed off on the booking form, he/she will place the form in the "OUT" portion of pigeon-board. It is advisable to complete booking forms well in advance of a production to guarantee receiving desired equipment.
4. It is then the student's responsibility to mark in the binders all equipment that has been assigned. It is advised to do this immediately upon receiving approval.
5. Have ER staff initial each entry into the equipment binders. Make sure to have your signed and approved booking form for this purpose.

IN SOME INSTANCES, IT MAY BE NECESSARY TO ALTER EQUIPMENT LISTS AFTER FORMS HAVE BEEN APPROVED. THE EQUIPMENT COORDINATOR AND ER STAFF ARE AUTHORIZED TO MAKE CHANGES TO LISTS AT ANY TIME. EVERY EFFORT WILL BE MADE TO ACCOMMODATE PRODUCTIONS AFFECTED BY SAID CHANGES.

Student Name: _____

Student's Email: _____

Producer: _____

Production Name: _____

Producer's Email: _____

Phone Number: _____

Crew Department Heads:

Camera: _____

Lighting / Grip: _____

Sound: _____

PLEASE NOTE EACH DEPARTMENT HEAD IS RESPONSIBLE FOR THEIR EQUIPMENT AND WILL BE HELD ACCOUNTABLE FOR LOSS OR DAMAGE. THE NORMAL POLICIES AND PROCEDURES FOR EQUIPMENT LOANS APPLY.

Faculty Member Approving Request

Name (Print): _____

Signature: _____

Date of Request: _____

Course Title: _____

Equipment Loan Dates

From: _____

To: _____

Time Out: _____

Time Returned: _____

Equipment Coordinator Approval

Name (Print): _____

Signature: _____

Cameras and Accessories

Arri 16SR II (w/Caddy Tripod) _____
 Arri 16SR _____
 AATON LTR _____
 RED One _____
 Sony F900 (with Gamma) _____
 Sony HD700 (w/ Tripod) _____
 HVX200 #1 (w/ Tripod / Brevis) _____
 HVX200 #2 (with Focus Tripod) _____
 Sony PDX10 #10 _____
 Sony PDX10 #11 _____
 Sony HVR-S270 #1 (w/ Tripod) _____
 Sony EX1 #2 (w/ Tripod/MB) _____
 Sony EX1 #3 (w/ Tripod) _____

3rd Year Only Prosumer Cameras

Sony HVR-S270 #2 (w/Tripod) _____
 Sony HVR-S270 #3 (w/Tripod) _____
 Sony EX1 #1(w/ Tripod/MB) _____

Sekonic L-558 Lightmeter _____
 Minolta Spotmeter _____

3rd Year Dolly (w/track) _____
 Western Dolly (track included) _____
 Track wheels _____
 Steadicam _____
 EXFX Jib _____

Sachtler / Lisand wood legs _____
 Sachtler V17 _____
 Cartoni Digital Tripod _____
 Cartoni Baby Legs (no head) _____
 Sachtler 3X3 _____
 Cartoni Focus _____
 Cartoni Focus _____
 Vinten _____
 100mm Hi-Hat #1 _____
 100mm Hi-Hat #2 _____

Sony PVM #1 _____
 Sony PVM #2 _____
 Sony PVM #3 _____
 Sony PVM #5 _____
 Sony PVM #6 _____
 Sony PVM #7 _____
 Sony PVM #8 _____
 Toshiba HDLCD (HVX/HD700) _____
 Panasonic HD Field Monitor #1 _____
 Panasonic HD Field Monitor #2 _____
 Marshall LCD Monitor _____

Lights and Light Kits

Arri 300W #1 _____
 Arri 300W #2 _____
 Arri 650W #1 _____
 Arri 650W #2 _____

Pepper Extreme #1 _____
 Pepper Extreme #2 _____

Kino Flo Kit #1 _____
 Kino Flo Kit #2 _____
 Litepad Kit #1 _____
 Litepad Kit #2 _____

Desisti 380 Kit #1 _____
 Desisti 380 Kit #2 _____
 Desisti 380 Kit #3 _____
 Desisti 3801 Kit #1 _____
 Desisti 3801 Kit #2 _____
 Mizar MK2 Kit _____

Desisti Mix #1 _____
 Desisti Mix #2 _____

Pepper Kit #1 _____
 Pepper Kit #2 _____

Top Secret Katie Kit _____

Arri 1k #1 _____
 Arri 1k #2 _____
 Leonardo 310 #1 _____
 Leonardo 310 #2 _____
 Leonardo 310 #3 _____
 Leonardo 310 #5 _____
 Leonardo 310 #6 _____
 Mole 750W #1 _____
 Mole 750W #2 _____
 Mole 750W #3 _____
 Mole 750W #4 _____

Sachtler Interview Kit #1 _____
 Sachtler Interview Kit #2 _____
 Sachtler Interview Kit #3 _____

Top Secret Katie Kit _____
 Lowell To Go #9 _____
 Lowell To Go #10 with softbox _____

Lowel Pro Sungun #1 _____
 Lowel Pro Sungun #2 _____

16mm Non/Sync Cameras and Access.

Bolex RX5 #207 & Matte Box _____
 Bolex #800 _____
 Bolex #804 _____
 Bolex #805 _____
 Bolex #806 _____
 Bolex #807 _____
 Bolex #900 (no time lapse) _____
 Bolex #904 _____
 Bolex #905 _____
 Bolex SMB #201 _____
 Bolex SMB #203 _____

Canon Scoopic #797 _____
 Canon Scoopic #798 _____
 Canon Scoppic #799 _____

Century 3.5mm _____

10mm #3 _____
 10mm #5 _____
 10mm #6 _____
 10mm #7 _____
 16mm #2 _____
 16mm #3 _____
 16mm #4 _____
 25mm #5 _____
 25mm #7 _____
 25mm #8 _____

Macro 26mm #3 _____
 Macro 26mm #4 _____
 Macro 26mm #5 _____
 Macro 26mm #6 _____
 Switar 17-85mm #1 _____
 Switar 17-85mm #2 _____
 Switar 17-85mm #4 _____
 Variogon 18-90mm _____
 Switar 75mm #1 _____
 Switar 75mm #2 _____
 Switar 75mm #3 _____
 Switar 75mm #4 _____
 Switar 75mm #6 _____
 Switar 75mm #7 _____
 Macro 100mm #1 _____
 Macro 150mm #1 _____
 Macro 150mm #2 _____

C-Stands (MAX. 6 per show)

#1 (with 2 arms) _____
 #2 (with 2 arms) _____
 #3 (with 2 arms) _____
 #4 (with 2 arms) _____
 #5 (with 2 arms) _____
 #6 (with 2 arms) _____
 #7 (with 2 arms) _____
 #8 (with 2 arms) _____
 #9 (with 2 arms) _____
 #10 (with 2 arms) _____
 #11 (with 2 arms) _____
 #12 (with 2 arms) _____
 #13 (with 1 arm) _____
 #14 (with 1 arm) _____
 #15 (with 1 arm) _____
 #16 (with 1 arm) _____
 #17 (with 1 arm) _____
 #18 (with 1 arm) _____
 #19 (with 1 arm) _____
 #20 (with 1 arm) _____
 #21 (with 1 arm) _____
 #22 (with 1 arm) _____

Medium Double Net _____
 Medium Double Net _____
 Medium Double Net _____
 Medium Double Net _____
 Small Double Net _____
 Small Double Net _____
 Small Double Net _____
 Large Silk _____
 Large Silk _____
 Large Silk _____
 Large Silk _____
 Large Silk _____
 Large Silk _____
 Medium Silk _____
 Medium Silk _____
 Medium Silk _____
 Medium Silk _____
 Small Silk _____
 Small Silk _____
 Small Silk _____
 Small Silk _____
 Small Silk _____

AKG 568 #4 _____
 AKG 568 #5 _____
 AKG 568 #7 _____
 AKG 568 #8 _____
 AKG 568 #9 _____
 AKG 568 #11 _____
 AKG 568 #12 _____

AT803b Lav #1 _____
 AT803b Lav #2 _____
 AT803b Lav #3 _____
 AT803b Lav #4 _____
 AT803b Lav #5 _____
 AT803b Lav #6 _____
 AT803b Lav #7 _____
 AT803b Lav #8 _____
 AT803b Lav #9 _____
 AT803b Lav #10 _____
 AT803b Lav #11 _____
 AT803b Lav #12 _____
 E100 A Wireless Lav _____
 E100 B Wireless Lav _____
 E100 C Wireless Lav _____
 E100 D Wireless Lav _____

Flags / Nets / Silks

Large flag _____
 Large flag _____
 Large flag _____
 Large flag _____
 Large flag _____
 Med. Flag _____
 Med. Flag _____
 Med. Flag _____
 Med. Flag _____
 Small Flag _____
 Small Flag _____
 Small Flag _____
 Small Flag _____
 Small Flag _____
 Small Flag _____
 Tiny Flag _____

Flexfill Gold #2 _____
 Flexfill Gold #3 _____
 Flexfill Gold #4 _____
 Flexfill Silver #2 _____
 Flexfill Silver #3 _____
 Flexfill Silver #4 _____
 Flexfill 4 in 1 _____
 Large Wood Cookie _____
 Small Wood Cookie _____
 Large Wire Cookie _____
 Small Wire Cookie _____

G/H Pear Kit _____
 I/J Pear Kit _____

Sennheiser 416 #1 _____
 Sennheiser 416 #2 _____
 Sennheiser 815 _____
 Sennheiser 816 _____
 Neumann KMR-82 #2 _____
 Drum Mic Kit _____
 Stereo Kit _____

Radio Shack Fogger _____
 Junior Boom Stand #1 _____
 Junior Boom Stand #2 _____

Sound Designs 302 #1 _____
 Sound Designs 302 #2 _____
 SQN Mixer _____
 MBox #13 _____
 MBox #14 _____
 MBox #15 _____
 MBox #16 _____
 MBox #17 _____
 MBox #18 _____

Audio Gear

Fostex FR2 #1 _____
 Fostex FR2 #2 _____
 Fostex FR2 #3 _____
 722 Sound Recorder #1 _____
 722 Sound Recorder #2 _____
 744T / 442 Mixer Kit #1 _____
 744T / 442 Mixer Kit #2 _____

AKG 568 #1 _____
 AKG 568 #3 _____