# Equipment Loan Request Form

**TELEVISION CENTER**

**EQUIPMENT LOAN REQUEST FORM**

**www.bctvcenter.org**

email: tvcenter@brooklyn.cuny.edu

whitehead 018 phone: 718-951-5585

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**REQUEST TYPE:**

**GRADUATE**

**UNDERGRAD**

**FACULTY/STAFF**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>COURSE NUM/INSTR:</th>
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<tbody>
<tr>
<td>PHONE:</td>
<td>EMAIL:</td>
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<tr>
<td>START DATE &amp; TIME:</td>
<td>END DATE &amp; TIME:</td>
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### Please Circle Requested Items - If More Than One Please Indicate Quantity

**CAMERA & ACCESSORIES:**

* PANASONIC HMC-40 (HD) ** HANDHELD MIC
* PANASONIC HMC-150 (HD) ** LAVALIER MIC
* SONY NX-5U (HD) ** SHOTGUN MIC
* SONY X-70 ** WIRELESS MIC
* CANON XF -205 ** FISHPOLE
* PADCASTER KIT ** MIXER
* PANASONIC HMC-150 (HD) ** SHOTGUN MIC
* SONY X-70 ** WIRELESS MIC
* GRAD – SONY XDCAM EX1 ** OLYMPUS FLASH RECORDER KIT
* GRAD – HD FIELD MONITOR ** MARANTZ FLASH RECORDER
* GRAD – DSLR (ENG PKG or REG) XLR-XLR CABLES:
  - MIC MUFF WINDSOCK
  - GRAD – SENNHEISER WIRELESS
  - GRAD – SENNHEISER SHOTGUN

**TRIPODS & GRIP:**

* BOGEN (501) ** PRO & RIFA KIT
* MANFROTTO W/FLUID HEAD ** 3-PRO KIT
* MONOPOD ** 2-PRO KIT
* SHOULDER MOUNT ** SINGLE OMNI-LIGHT
* GRAD – GILDECAM ** LED CAMERA LIGHT
* GRAD – CARTONI
* GRAD – HI-HAT ** REFLECTOR
* GRAD – SPREADER DOLLY ** FLAG KIT – SMALL or LARGE
* GRAD – SPREADER DOLLY (CURVED OR STRAIGHT TRACKS) ** QUAD BOXES
* GRAD – INDIE TRACK DOLLY (CURVED OR STRAIGHT TRACKS) ** LED 2-SOFT LIGHT KIT

**LIGHTING:**

* BOGEN (501) ** PRO & RIFA KIT
* MANFROTTO W/FLUID HEAD ** 3-PRO KIT
* MONOPOD ** 2-PRO KIT
* SHOULDER MOUNT ** SINGLE OMNI-LIGHT
* GRAD – GILDECAM ** LED CAMERA LIGHT
* GRAD – CARTONI
* GRAD – HI-HAT ** REFLECTOR
* GRAD – SPREADER DOLLY ** FLAG KIT – SMALL or LARGE
* GRAD – SPREADER DOLLY (CURVED OR STRAIGHT TRACKS) ** LED 2-SOFT LIGHT KIT
* GRAD – INDIE TRACK DOLLY (CURVED OR STRAIGHT TRACKS) ** LED 2-SOFT LIGHT KIT

**POST LAB EDITING:**

**MASTERING SUITE**

See schedule for hours and availability.

**ANCILLARY EQUIPMENT REQUESTS:**

* LIMIT 1 UNIT
* LIMIT 2 UNITS
*** TV CENTER ENGINEER NEEDED

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**APPROVED** ** NOT APPROVED* ** FACULTY AUTHORIZATION

STAFF INITS ** DATE/TIME ** TV CTR CONFIRMATION #

**WORK ORDER WILL NOT** be processed without the following:
- INSTRUCTOR’S SIGNATURE
- PHONE NUMBER/EMAIL
- START & END DATE/TIME