

# SMAD Equipment Checkout – Spring 2013

Print Name \_\_\_\_\_ Sign \_\_\_\_\_

*By signing this form I am accepting full responsibility for the equipment I am checking out. I will be held financially responsible to replace or repair equipment if lost, broken, stolen or otherwise damaged while signed out in my name. I also acknowledge that falsification of information on this form is a violation of the Honor Code.*

Contact Info: Phone# \_\_\_\_\_ Email \_\_\_\_\_

Class \_\_\_\_\_ Project \_\_\_\_\_ Group \_\_\_\_\_

Equipment: (circle appropriate)

**Camera:** #1-PD170 #4-PD170 #6-NX5 #7-NX5 #8-NX5 #9-NX5

#10-NX5 #11-NX5 #12-NX5 #13-NX5 #14-Z1U #15-Z1U

#16-Z1U #18-Z1U #19-Z1U #20-FX1 #21-Z1U

#24-Z1U #25-Z1U #26-Z1U #27-V1U #28-V1U #29-A1U

**Canon Consumer video cameras - A B C D**

**Still Camera:** Sony - DSC#1-F707 DSC#2-P71 DSC#3-P71 DSC#4-S75

**DSLR #5 #6 #7 #8 #9 #10 #11 Canon 60D #1 #2 #3 #4**

**Battery:** Large \_\_\_\_\_ Small \_\_\_\_\_ (Canon Video Cams use only Canon batteries)

**Tripod:** # \_\_\_\_\_ (MUST match camera number) **Hand Cart:** \_\_\_\_\_

**Audio:** Shotgun Kit: \_\_\_\_\_ Hand Mic: \_\_\_\_\_ Wireless Mic: \_\_\_\_\_ Lav Mic: \_\_\_\_\_ USB Mic: \_\_\_\_\_

Short Shotgun: \_\_\_\_\_ Sennheiser Mic: \_\_\_\_\_ Sony MP3 Recorder \_\_\_\_\_

**Lights:** Light Kit # \_\_\_\_\_ Camera Light \_\_\_\_\_

**Other:** \_\_\_\_\_

Date/Time Out \_\_\_\_\_ Date /Time To Be Returned \_\_\_\_\_

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**FOR STAFF USE ONLY**

Checked Out By \_\_\_\_\_

Date/Time In \_\_\_\_\_ Checked In By \_\_\_\_\_

Problems – List Below Check Here if more than 15 min late and file in Late slot \_\_\_\_\_

Return Checklist

- \_\_\_\_\_ 1. Camera properly stored in case with appropriate accessories
- \_\_\_\_\_ 2. Used batteries placed on charge !!!!
- \_\_\_\_\_ 3. Light kit checked for problems.
- \_\_\_\_\_ 4. Staff notified of any problems via email - **wengerjt / hodgesjl**
- \_\_\_\_\_ 5. All equipment returned to appropriate locations