

VILLEtv22
Portable Equipment Request & Inspection Form

Name _____ Phone Number: _____

Pickup Date & Time: _____ Return Date & Time: _____

Video Project To Be Taped: _____

Equipment must be returned by date & time noted above.

CHECK OUT INSPECTION:

CHECK IN INSPECTION:

Camera (DV Camcorder)

- Battery Load and connects properly.
- Camera Powers on/off.
- Tape door opens/closes.
- Display screen opens and functions.
- Camera Records.
- Tape plays back.
- Sound level works.

- Take tape out.
- Battery loads and connects properly.
- Camera Powers on/off.
- Tape door opens/closes.
- Display screen opens and functions.
- Camera Records.
- Tape plays back.
- Sound level works.

Bogen Tripod:

- Tripod Levels Work and legs extend/retract properly.
- Camera mounts/ removes properly from tripod.
- Camera is stored in case with fully charged batteries.

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- Camera mounts/ removes properly from tripod.
- Camera is stored in case with fully charged batteries.

Wireless Lavalier Mic:

- Microphone battery works.
- Microphone and receiver turned on.

- Microphone battery works.
- Microphone and receiver turned off.

Shotgun Mic:

Lowel Lighting Kit:

Supplies:

Number of tapes taken _____

Number of tapes used _____

This section is to be signed at the time of return:

I returned all equipment on the date and time indicated above. I also certify that the above listed equipment is in good working order. If any of the equipment is damaged or not working properly, A VILLEtv incident report must be filed.

Date and time returned: _____

I certify that all equipment is returned in good working order:

Borrower's Name: _____ Date: _____

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