



Equipment Request Form						
Section #1						
Name:			Phone:		Cell:	
Address:			Today's Date:			
Section #2						
Program Title:			Single/Series:			
Length:			Approval			
Producer:						
Production Description:						
Section #3						
Qty.		QTC #	Qty.		QTC #	
	Canon XF-100 Camcorder			Lowell Light Kit		
	Canon XF-200 Camcorder			Tripod & Plate		
	Canon BP-930 Battery (1.5hr)			Wireless Audio Kit		
	Canon BP-955 Battery (2hr)			Microphone:		
	CF or SD Memory Cards			Microphone:		
	AC Outlet Strip			Audio Cable:		
	AC Extension Cord			Audio Cable:		
	Headphones			Gaffers Tape		
	Misc.			Misc.		
	Misc.			Misc.		
Section #4						
				Staff Person	Initials Out	Initials In
Date Requested:		Pickup Time:				
Date To Be Returned:		Return Time:				
Equipment Problems?						
Section #5						
The undersigned assumes full responsibility for damage to the equipment in his/her possession. The undersigned also agrees to reimburse the Quincy Telecommunications Corporation for loss or damage of such equipment by paying fair market value for the equipment. Negligent handling of the equipment will result in the forfeiture of the right to reserve and use equipment in the future.						
Signature:				Date:		

