



# Equip. Sign-Out Sheet

**Date & Time Equipment is picked up:**

\_\_\_\_\_

**Cable Access User:**

\_\_\_\_\_

**Date & Time Equipment will be returned:**

\_\_\_\_\_

Phone # \_\_\_\_\_

Project:

\_\_\_\_\_

## Items checked out:

Camera Package						Initials
Panasonic Kit	1	2	3	4	5	
Canon Kit	1	2				
Other Camera:						

	Quantity	Initials
Tripod		
Headphones		
Tapes		

Microphones +	Quantity	Initials
Handheld		
Lavaliere		
Shotgun		
Head-worn		
Table mic		
Wireless		
Floor Stand		
Table Stand		
Boom Pole		

Cables	Quantity	Initials
XLR		
BNC		
RCA		
RF		
Extension Cords		
Power Strip		
Firewire		

Edit Suite	Initials
Laptop #1 – Final Cut Pro X	
Laptop #2 – Final Cut Pro 7	
Laptop #3 – Final Cut Pro 7	
External Hard Drive:	
Moe Larry Shemp	
Cindy Jan Marsha	

Other	Quantity	Initials
Arri Light Kit		
Lowell Light Kit		
Nnovia Hard Drive		
Portacom set		
Glidecam		
C-Stand		
Lite Disc		
Gaffer's Tape		
Other:		

I have read and understood the **Groton Channel's Equipment Checkout Policy** and I have picked up all of the items indicated \_\_\_\_\_ Date \_\_\_\_\_  
 Access User's Signature

The items above have been returned \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff Signature

Comments on Equipment (items missing, problems in the field, need for recharging, etc.)