

SMAD Equipment Checkout – SPRING 2023 *Fill Out Everything to Dashed Line*****

Print Name _____ **Sign** _____

By signing this form, I am acknowledging that all items are in full working order and I accept full responsibility for the items I am checking out. I agree to 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 JMU Honor Code.

Contact Info: **Phone#** _____ **Email** _____

Class _____ **Project** _____

Equipment: (circle appropriate)

Video Cameras: NX5 _____ C100 _____ DSLR KIT _____ VIXIA _____ XC10/15 _____

NX5r _____ C70 _____

Digital Still Camera: _____ Lens Kit _____

Support: Tripod _____ Monopod _____ Ronin M _____ Slider _____ Gimbal _____

Misc: Field monitor _____ Hand Cart _____

Battery: Large _____ Small _____ **Ikan Light Stand #** _____

Audio: Shotgun Kit: _____ Hand Mic: _____ Wireless Mic: _____ Lav Mic: _____ USB Mic: _____

Short Shotgun: _____ Sennheiser Mic: _____ Sony MP3 Recorder _____ Zoom Recorder _____

Lights: Light Kit # _____ Camera Light _____ Ikan Kit # _____

Other: _____

Date/Time Out _____ **Date /Time To Be Returned** _____

FOR STAFF USE ONLY

Checked Out By _____ Date/Time In _____

Checked In By _____ (I certify that all items were returned in full working order.)

Problems – List on back of the form 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. All items checked for problems.
- _____ 4. Staff notified of any problems via email - **wengerjt / hodgesjl**
- _____ 5. All equipment returned to appropriate locations