



### EQUIPMENT REQUEST

\_\_\_\_\_ Panasonic MiniDV Camcorder  
\_\_\_\_\_ Sony MiniDV Camcorder  
\_\_\_\_\_ JVC/Panasonic Camcorder  
\_\_\_\_\_ Tripod  
\_\_\_\_\_ Mic Mixer  
\_\_\_\_\_ Audio cable(s)  
\_\_\_\_\_ Lav/Handheld Mic  
\_\_\_\_\_ Mic stand  
\_\_\_\_\_ Headsets  
\_\_\_\_\_ Portable Monitor  
\_\_\_\_\_ BNC cable(s)  
\_\_\_\_\_ Power Strip  
\_\_\_\_\_ Extension Cord  
\_\_\_\_\_ Light Kit  
\_\_\_\_\_ Other \_\_\_\_\_

_____ Bristol .
_____ Johnston
_____ Kent County
_____ Newport County
_____ Northern RI
_____ Pawt/East Prov
_____ Prov/North Prov
_____ Westerly

Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Program Title(s): \_\_\_\_\_

Event/subject to be taped: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up Date: \_\_\_\_\_ Time: \_\_\_\_\_

To be returned by:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

(over)

I understand that I am personally and financially responsible for the equipment listed on this form, and that it will be used solely by me for the above program to be cablecast on Ocean State Media Group's Public Access Channel and that it will be returned in the same condition as issued. I understand that failure to return the equipment by the date and time specified above may result in actions by Ocean State Media Group ranging from written warnings, to suspension and possible revocation of my Public Access privileges. In addition, I may be responsible for the cost of repair or replacement should the equipment be lost or damaged while it is in my care.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Checked out by (OSM Group employee print name): \_\_\_\_\_

Checked out by (OSM Group employee signature): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Checked in: OSM Group employee print name): \_\_\_\_\_

Checked in: (OSM Group employee signature) \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_