



# RESERVATION FORM



Pick Ups>Returns must happen by 8:30 p.m. Mon.-Fri. & 5:30 p.m. Sat.  
Time Stamp this form at the bottom!

Name: \_\_\_\_\_

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

Home/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Title:** \_\_\_\_\_

*See back for more information.*

Pick Up/Start Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return/End Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Duplicate Reservation Dates: \_\_\_\_\_

**MAC Laptops- 72 Hours Maximum** (*Final Cut Pro X, GarageBand*)

## Cameras- 72 Hours Maximum

Panasonic AVCHD SD Card Camera w/Mic Input   
Includes 2 batteries.

Canon XA 10 SD Card Camera w/Mic Input   
Includes 2 batteries.

**Camera Accessories** Lav Mic \_\_\_\_\_ Wireless Mic Kit  Extension Cord   
Tripod  Shotgun Mic \_\_\_\_\_ Hand Mic \_\_\_\_\_ Mic Cable \_\_\_\_\_ Multi-Cart

## Advanced Equipment- 72 Hour Maximum (Certification Required)

Lowell Portable Light Kit  Reflector & Stand  Sony DSR-20 DVCAM Deck

USB Microphone  Shotgun Mic Kit  Wireless Microphone Kit

## Facility Space- 4 Hour Maximum

Studio 1 (Larger)  Studio 2 (Smaller)

Edit Suite 1  2  3  Radio Edit Suite

Graphics Station 1  2

Conference Room

*Available weekdays after 2 p.m. and Saturdays all day.*

## Additional Equipment

*(Not available for remote checkout.)*

Shotgun Mic \_\_\_\_\_ Desk PZM Mic \_\_\_\_\_

Dynmic Mic \_\_\_\_\_ Mic Stand \_\_\_\_\_

Hand Microphone \_\_\_\_\_ Extension Cord \_\_\_\_\_

Mic Cable \_\_\_\_\_ Lav Mic \_\_\_\_\_

Floor Director Headset \_\_\_\_\_

Dub Station

I agree to use this equipment only for PMN productions, permit only PMN certified personnel to operate the equipment, be financially responsible for all PMN equipment, use only Sony DV in any DV deck/camcorder, and act within the guidelines as stated in the Rules & Procedures of the Public Media Network.

Signature: \_\_\_\_\_

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

Approved By: \_\_\_\_\_ Reservation Number: \_\_\_\_\_

TIME STAMP HERE

## **Project Titles**

This is where you tell PMN what you are working on. If you already have a Project Title for the project you are working on use that on this form. If you do not have a Project Title or are starting another project, then fill in the information below and add the title to the first page of this form.

New Project Title: \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Planned End Date: \_\_\_\_\_

Description Of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_